

Essential information

The registration documents include

Essential information
1.10. + 1.11 Application for Main Exhibitor
Stand construction brochure
1.20 Application for Co-exhibitors
1.30 List of Products
Conditions of Participation Special Section
General Section of the Conditions of Participation

1 Opening times

For exhibitors: Daily from 8:00 a.m. to 7:00 p.m.
For visitors: Daily from 9:00 a.m. to 6:00 p.m.
(last day to 5:00 p.m.)

2 Registration

Form 1.10 must be submitted by each main exhibitor. Please fill out the registration form completely, stamp it with your company seal, and have a responsible person sign it. **Form 1.30** must be completed. Co-exhibitors are required to register using **Form 1.20**. A separate list of goods – **Form 1.30** – must be filled in for each of these companies.

3 Participation fees

The price for the ZOW2020-package incl. services amounts:

Registration until **30 June 2019**:

stand area 15m² for 8.600 EUR
stand area 20m² for 11.000 EUR
stand area 25m² for 12.900 EUR
stand area 30m² for 14.500 EUR
stand area 45m² for 19.900 EUR
stand area 60m² for 24.600 EUR
stand area 90m² for 32.400 EUR
stand area 120m² for 42.500 EUR

Registration from **1 July 2019**:

stand area 15m² for 9.400 EUR
stand area 20m² for 11.900 EUR
stand area 25m² for 13.900 EUR
stand area 30m² for 15.500 EUR
stand area 45m² for 20.900 EUR
stand area 60m² for 25.600 EUR
stand area 90m² for 33.600 EUR
stand area 120m² for 44.500 EUR

All prices are excluding VAT.

Services

- Construction of stand (details see brochure enclosed)
- Stand cleaning
- Waste disposal
- Exhibitor and work passes
- 1 car park ticket
- Marketing package
- Admission ticket vouchers
- Free catering in the hall aisles
- Catering Card

4 Construction times

31.01.-02.02.20 7:00 a.m.-10:00 p.m.
03.02.20 7:00 a.m.-6:00 p.m.

5 Dismantling times

On February 6th, dismantling isn't allowed before 5:00 p.m.

06.02.20 5:00 p.m. - 12:00 a.m.
07.02.20 12:00 a.m.-10:00 p.m.
08.02.20 7:00 a.m.-6:00 p.m.

6 Stand confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand **as of** September 2019.

7 Maximum stand height

The individual stand design inside the provided stand package is permissible up to 2,80 m, when structurally and technically possible.

8 Withdrawal / non-participation

The contractual relationship can no longer be terminated once the stand has been bindingly registered and confirmed. The organizer can agree to the request for release from the contract only in exceptional cases if the stand space not required can be rented to another exhibitor. In this case the organiser is authorised to charge a flat-rate sum corresponding to 25% of the participation fee for the costs incurred. If the space cannot be re-rented, the full participation fee must be paid. Please see "General Conditions of Participation", Item II.

9 Invoicing

You will receive the invoice for the stand area along with your free exhibitor and work passes **starting in** November 2019. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

10 VAT refunds

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service – a so-called event service – in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of the VAT (UStAE). The place of performance for such services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging any German VAT. If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, foreign exhibitors (proprietors) may receive a refund of the invoiced VAT provided they fulfil the legal requirements.

Further details are available on the Internet at: www.bzst.bund.de.

11 Exhibitor passes

Each exhibitor receives exhibitor passes free of charge and valid for the period from the first day on which construction work begins to the final day of dismantling:

- 6 passes for a stand area of 15m²
- 8 passes for a stand area of 20m²
- 10 passes for a stand area of 25m²
- 12 passes for a stand area of 30m²
- 14 passes for a stand area of 45m²
- 16 passes for a stand area of 60m²
- 18 passes for a stand area of 90m²
- 20 passes for a stand area of 120m²

For additional exhibitor passes please write an e-mail to zow@koelnmesse.de

12 Work passes

You will receive free work passes that allow your company's personnel/ external suppliers access to the fair grounds during the construction and dismantling periods.

13 Marketing Services (Marketing Package)

The marketing services offered by Koelnmesse are the comprehensive and attention-grabbing solution for all stages of your trade fair communication. Use of the marketing services listed under Item 7.1 (Special Participation Conditions) is mandatory for all represented companies and co-exhibitors.

Our official contractual partners will provide you with all order information and documents for the marketing services offered. Please note that your company's participation requires Koelnmesse's approval. Therefore, this approval is also a prerequisite for any offers or order confirmations.

Please note: The editorial and advertising deadline is 18/12/2019.

A note on unofficial exhibitors' directories

So-called registration offers for seemingly official exhibitors' directories lead to confusion and enquiries from numerous exhibitors. Without having been asked, the providers of these exhibitors' directories are sending forms that give the impression that these are galley proofs or invoices from the publisher commissioned with publication of the official fair media. In fact, however, these so-called registration offers are order forms for an entry in directories of companies or exhibitors and do not involve the official fair media of Koelnmesse GmbH. The official media are exclusively issued by Koelnmesse GmbH, in cooperation with the media publisher commissioned by Koelnmesse GmbH. Entries in the official fair media can only be ordered through Koelnmesse GmbH or through the media publisher commissioned by Koelnmesse GmbH for the media in question.

14 Koelnmesse representatives abroad

Koelnmesse has representative offices in 80 countries. Staff members at these offices will gladly assist you. A list of these offices is available on the Internet at www.koelnmesse.com

15 Please find the important contacts on our website www.zow.de

1 Main Exhibitor

1.1 Address:

Company/Name:

Street:

Postal Code /
City:

Postal Code /
P.O.Box:

Country:

Tel.:

Fax:

E-Mail:

Internet:

President / Owner:

Mr. Ms.

Correspondance language:

german english

Register

first letter of

company name:

Contact person for the exhibition is:

Mr. Ms.

Tel.:

Fax:

E-Mail:

1.2 We are:

Manufacturers

Trading company

Importer

Association/Organization

Wholesaler

Service provider

1.3 We are registered with the:

Commercial register

At the Magistrate

Court in:

Commercial
Register no.:

1.4 Turnover tax ID number (VAT):

(Required information for companies from EU countries)

1.5 Subsidiary/branch of parent company/group:

Company:

Street:

Postcode/City:

Country:

1.6 We are member of the following trade associations:

2 Stand requirements

We wish to place a binding order for the ZOW2020-package incl. the services described below with a total area of:

	stand space	early bird price (Registration until 30.06.2019*)	Price (Registration from 01.07.2019*)
<input type="checkbox"/>	15 m ²	8.600 EUR	9.400 EUR
<input type="checkbox"/>	20 m ²	11.000 EUR	11.900 EUR
<input type="checkbox"/>	25 m ²	12.900 EUR	13.900 EUR
<input type="checkbox"/>	30 m ²	14.500 EUR	15.500 EUR
<input type="checkbox"/>	45 m ²	19.900 EUR	20.900 EUR
<input type="checkbox"/>	60 m ²	24.600 EUR	25.600 EUR
<input type="checkbox"/>	90 m ²	32.400 EUR	33.600 EUR
<input type="checkbox"/>	120 m ²	42.500 EUR	44.500 EUR

* registration must be received by Koelnmesse, Cologne by the cut-off date in order to qualify for the early-bird discount

(all prices excluding VAT)

Services provided

- Construction of stand (details see brochure enclosed)
- Stand cleaning
- Waste disposal
- Exhibitor and work passes
- 1 car park ticket
- Marketing package
- Admission ticket vouchers
- Free catering in the hall aisles
- Catering Card

3 Products or Services to be exhibited

All exhibited products and services must correspond to the focus of the event.

Please tick your products/services on the enclosed List of Goods 1.30 and return it to us along with your registration.

Data Protection Notice:

You can read our Data Protection Notice in the complete participation documents and at any time under www.koelnmesse.com/data-protection-notice.

We would like to stay in touch with you in the future, in order to keep you appropriately informed of events and similar services. That's why we would like to ask for your consent to contact via electronic media.

I hereby permit Koelnmesse GmbH, as well as its responsible subsidiary abroad and its commercial agents, to send me information by e-mail about future similar trade fairs/events/platforms that are organized in Germany and abroad. A list of the subsidiaries and commercial agents of Koelnmesse GmbH, as well as further details about data protection, can be found in the complete document containing the participation documents. It can also be accessed at any time at www.koelnmesse.com/data-protection-notice.

I can withdraw my consent at any time in the future (by sending an e-mail to datenschutz-km@koelnmesse.de)

By signing and returning the registration form, we acknowledge that the General and the Special Sections of Koelnmesse GmbH's Conditions of Participation are binding for our company.



Date, Place, Stamp, Legally binding signature of the main exhibitor

1 Invoice address

If the **invoice** should be sent to an address other than the one given in Form 1.10, please enter it below:

Language of correspondence:

german english

Company/Name:

Street:

Postcode,
town:

Postcode,
P.O. Box:

Postcode,
town:

State,
country:

Tel.:

Fax:

E-Mail:

Please note:

The registered company will be obliged to settle the invoice if the recipient of the invoice fails to effect payment.

**2 Address for correspondence –
 if different from Main Exhibitor**

If **correspondence** should be sent to an address other than the one given in Form 1.10, please enter it below:

Language of correspondence:

german english

Company/Name:

Street:

Postcode,
town:

Postcode,
P.O. Box:

Postcode,
town:

State,
country:

Tel:

Fax:

E-Mail:

Please note:

You can read our Data Protection Notice in the complete participation documents and at any time under www.koelnmesse.com/data-protection-notice.





Bad Salzuflen
 04.-06.02.2020

0	3	8	0
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Main exhibitor:

Customer number:

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**Application for
 Co-exhibitors**

1.20

We hereby register companies represented by us or additional exhibitors on our stand.

If you need to register several companies, please also use the reverse or photocopy the blank form list.

Company Name _____

Street _____

Postal Code / City: _____

Postal Code / P.O.Box: _____

Country: _____

Tel.: _____

Fax: _____

E-Mail: _____

Internet: _____

Turnover tax ID number (VAT):
 (Required information for companies from EU countries)

President/Owner:
 Mr. Ms.

Contact person
 Mr. Ms.

0	3	8	0
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Customer number:

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Register first letter of company name:

The company is:

- Manufacturers
- Importer
- Wholesaler
- Trading company
- Association/organization
- Service provider

The company is represented with:

- own products
- own staff (mark as required)
- own name sign

The participation fee incl. marketing package per co-exhibitor is to 550.00 EUR (plus VAT) and will be charged to the main exhibitors' account.

The exhibits correspond to the following numbers in the products list:

Please note:

You can read our Data Protection Notice in the complete participation documents and at any time under www.koelnmesse.com/data-protection-notice.



 Date, Place, Stamp, Legally binding signature of the main exhibitor



Bad Salzuflen
 04.-06.02.2020

Customer No.

0	3	8	0
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Main exhibitor:

List of Products

Please fill in and return with your registration

1.30

Name of exhibitor/co-exhibitor Please use one list of products per company

Main exhibits: (max. 2 entries)

No:

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No:

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Entries in the bold printed main product groups are not possible. List of exhibits **P** (Please cross the corresponding items)

Our target/sales markets are:

Africa

- South Africa
- West Africa
- East Africa
- North Africa

The Americas

- USA
- Canada
- Mexico
- Colombia
- Brazil
- Others Central America
- Others South America

Asia

- China
- Japan
- South East Asia
- India
- Middle East

Europe

- Western Europe
- Northern Europe
- Southern Europe
- Russia
- Turkey
- Others Eastern Europe

Oceania

- Australia
- New Zealand
- Others Oceania

Materials for furniture production

- 001 001 Anodized aluminium strips and foils
- 001 002 Printed hardboards
- 001 003 Laminated chipboards
- 001 004 Bituminized boards
- 001 005 Roofing slabs
- 001 006 Sound insulation boards
- 001 007 Decorative panels
- 001 008 Veneers
- 001 009 Veneered chipboards
- 001 010 Plaster boards
- 001 011 Glass sheets
- 001 012 Hemp boards
- 001 013 Resin bonded fibreboards
- 001 014 Insulated boards
- 001 015 Edgebanding
- 001 016 Ceramic panels
- 001 017 Wicker
- 001 018 Synthetic glass sheets
- 001 019 Plastic sections
- 001 020 Plastic raw materials
- 001 021 Limed wood
- 001 022 Battens and rods
- 001 023 Perforated boards
- 001 024 Marble slabs
- 001 025 Solid wood boards
- 001 026 MDF-Boards
- 001 027 Mineral material
- 001 028 Multiplex boards
- 001 029 OSB-Sheets
- 001 030 Compressed wood
- 001 031 Rattan

- 001 032 Rough groove and tongue boarding
- 001 033 Laminated panels
- 001 034 Sawn timber
- 001 035 Chipboards
- 001 036 Plywood
- 001 037 Laminated boards
- 001 038 Stone slabs
- 001 039 Canework material for chairs
- 001 040 Panelling and wainscoting boards
- 001 041 Thermoplastic fibrous substance
- 001 042 Wood core boards
- 001 043 Composite boards
- 001 044 Wood plastic composites
- 001 099 Other supplier parts and materials for furniture production

Semi-finished products for cabinet, office and modular furniture

- 002 001 Worktop panels
- 002 002 Leaded glass
- 002 003 Wooden slats for mattresses
- 002 004 Moulded parts
- 002 005 Body elements
- 002 006 Kitchen worktop panels
- 002 007 Wooden leaf
- 002 008 slatted frames
- 002 009 Rests
- 002 010 Frame profiles
- 002 011 Carcase fronts, furniture doors
- 002 012 Upholstery frames
- 002 013 Postforming elements
- 002 014 Profiles
- 002 015 Roller blinds for furniture

Main exhibitor/ Co-exhibitor:

Customer no.:

0 3 8 0

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- 002 016 Sandwich panelling
- 002 017 Seats
- 002 018 Rods
- 002 019 Tubular steel
- 002 020 Tubular steel parts
- 002 021 Chair frames
- 002 022 Table frames
- 002 023 Table tops
- 002 024 Window glass
- 002 099 Other semi-finished products for the cabinet, office and modular furniture industry

Surface treatment and finishing products

- 003 001 Paint removers
- 003 002 Repair materials
- 003 003 Stains
- 003 004 Bleaching agents
- 003 005 Decor papers solid colours
- 003 006 Decor papers printed
- 003 007 Paints
- 003 008 Films
- 003 009 Foils
- 003 010 Engraving materials
- 003 011 Primers
- 003 012 Resins
- 003 013 Adhesive tapes
- 003 014 Adhesives
- 003 015 Laquers
- 003 016 Laminates
- 003 017 Varnishing materials
- 003 018 Glues
- 003 019 Paper
- 003 020 Care products
- 003 021 Polishing agents
- 003 022 Abrasives
- 003 023 Filling compounds
- 003 024 Sealing agents
- 003 025 Waxes
- 003 099 Other surface treatment and finishing products

Machines, tools, equipment and aids for surface treatment

- 004 001 Pressure cylinders
- 004 002 Paint-spraying booths
- 004 003 Paint-spraying guns
- 004 004 Bonding guns
- 004 005 Varnishing equipment
- 004 006 Glue-applying equipment
- 004 007 Surface treating equipment (non-stationary)
- 004 008 Embossing cylinders
- 004 009 Press-plates
- 004 010 Press pads
- 004 011 Grinding equipment
- 004 012 Melted bonding application systems
- 004 013 Special tools for surface treatment
- 004 014 Surface scanner
- 004 099 Other machines, tools, equipment and aids for surface treatment

Fittings and structural parts

- 005 001 Movement mechanisms
- 005 002 External and decorative fittings
- 005 003 Fittings
- 005 004 Bed fittings
- 005 005 Floor beams
- 005 006 Floor rails
- 005 007 Turn window fittings
- 005 008 Turn and tilt window fittings
- 005 009 Fittings for swivel chairs
- 005 010 Door handle sets

- 005 011 Built-in systems
- 005 012 Burglary protection devices
- 005 013 Fittings for windows
- 005 014 Legs
- 005 015 Ferrules
- 005 016 Wardrobe pegs
- 005 017 Pneumatic springs
- 005 018 Glass sheet holders
- 005 019 Glass sheet supports
- 005 020 Sliding fittings
- 005 021 Glides
- 005 022 Height adjustment fittings
- 005 023 Flap brakes
- 005 024 Shop fittings
- 005 025 Magnetic catches
- 005 026 Furniture feet
- 005 027 Handles for furniture
- 005 028 Knobs for furniture
- 005 029 Roller blind fittings
- 005 030 Castors
- 005 031 Hinges
- 005 032 Fittings for sliding doors
- 005 033 Locking systems
- 005 034 Locks
- 005 035 Catches
- 005 036 Cabinet suspensions
- 005 037 Cabinet tubes
- 005 038 Wardrobe rail supports
- 005 039 Drawers
- 005 040 Drawer runners
- 005 041 Plinth fittings
- 005 042 Table fittings
- 005 043 Door fittings
- 005 044 Connection fittings
- 005 045 Closures
- 005 046 Adjustment mechanisms
- 005 047 Tilt facility mechanisms
- 005 099 Other fittings and structural parts

Built-in parts

- 006 001 Waste disposal systems
- 006 002 Sanitary fittings
- 006 003 Pull-out systems
- 006 004 Extractor hoods
- 006 005 Built-in equipment
- 006 006 Fitted sink units
- 006 007 Gratings
- 006 008 Furniture cash boxes
- 006 009 Niche systems
- 006 010 Interior fittings for cupboards
- 006 011 Drawer furnishing
- 006 012 Mirrors
- 006 099 Other built-in parts

Lighting systems, lights Electrical fittings for furniture production and interior works

- 006 101 Movement and systems technology
- 006 102 Lighting systems, lights
- 006 103 Locking systems, electronic
- 006 104 Sensors
- 006 199 Other lighting systems and lights

Portable machines, tools, equipment and aids for furniture production and wood interiors

- 007 001 Work protection aids and equipment
- 007 002 Brushes
- 007 003 Compressed air tools
- 007 004 Plugs and dowels
- 007 005 Dust extraction plant / Air purification facilities

Main exhibitor/ Co-exhibitor:

Customer no.:

0 3 8 0

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<input type="checkbox"/>	007 006 Paint rollers
<input type="checkbox"/>	007 007 Springs, technical
<input type="checkbox"/>	007 008 Files
<input type="checkbox"/>	007 009 Mitre box saws
<input type="checkbox"/>	007 010 Portable boring machines
<input type="checkbox"/>	007 011 Portable milling machines
<input type="checkbox"/>	007 012 Portable circular saws
<input type="checkbox"/>	007 013 Portable saws
<input type="checkbox"/>	007 014 Cables
<input type="checkbox"/>	007 015 Compressors
<input type="checkbox"/>	007 016 Store equipment
<input type="checkbox"/>	007 017 Machines (non-stationary)
<input type="checkbox"/>	007 018 Machine tools
<input type="checkbox"/>	007 019 Measuring equipment
<input type="checkbox"/>	007 020 Nuts and bolts
<input type="checkbox"/>	007 021 Nails
<input type="checkbox"/>	007 022 Rivets
<input type="checkbox"/>	007 023 Paint brushes
<input type="checkbox"/>	007 024 Frame stapling machines
<input type="checkbox"/>	007 025 Rasps
<input type="checkbox"/>	007 026 Shelves
<input type="checkbox"/>	007 027 Screws
<input type="checkbox"/>	007 028 Screwing machines
<input type="checkbox"/>	007 029 Vises
<input type="checkbox"/>	007 030 Press for mounting of drawers
<input type="checkbox"/>	007 031 Clamping equipment
<input type="checkbox"/>	007 032 Clamping tools
<input type="checkbox"/>	007 033 Stamped and punched parts
<input type="checkbox"/>	007 034 Stamping and punching beds
<input type="checkbox"/>	007 035 Jigsaws
<input type="checkbox"/>	007 036 Pins
<input type="checkbox"/>	007 037 Conveying and handling equipment
<input type="checkbox"/>	007 038 Packaging materials
<input type="checkbox"/>	007 039 Packaging tools
<input type="checkbox"/>	007 040 Workshop equipment
<input type="checkbox"/>	007 041 Tools
<input type="checkbox"/>	007 042 Pliers
<input type="checkbox"/>	007 043 Folding rules

Machinery for furniture production and wood interiors (stationary)

<input type="checkbox"/>	008 001 Boring machines
<input type="checkbox"/>	008 002 Drilling and impressing automatic machinery for furniture hinges and structural fittings
<input type="checkbox"/>	008 003 Moulding machines
<input type="checkbox"/>	008 004 Forming machines
<input type="checkbox"/>	008 005 Machinery for joining with fasteners such as nails, staples, wire etc.
<input type="checkbox"/>	008 006 Multi-stage automatic machines for two or more different operations
<input type="checkbox"/>	008 007 Other cutting machines
<input type="checkbox"/>	008 008 Other machines for joining
<input type="checkbox"/>	008 009 Other machines
<input type="checkbox"/>	008 010 Mortising machines
<input type="checkbox"/>	008 011 Gluing machines
<input type="checkbox"/>	008 012 Packaging equipment

Furniture and furnishing fabrics, leather

<input type="checkbox"/>	009 001 Covering materials
<input type="checkbox"/>	009 002 Upholstery fabrics
<input type="checkbox"/>	009 003 Printed fabrics
<input type="checkbox"/>	009 004 Felts
<input type="checkbox"/>	009 005 Artificial leather
<input type="checkbox"/>	009 006 Leather
<input type="checkbox"/>	009 007 Ticking, mattress fabrics
<input type="checkbox"/>	009 008 Special webs
<input type="checkbox"/>	009 099 Other furniture and furnishing fabrics for upholstery

Upholstery materials, upholstery articles and accessories

<input type="checkbox"/>	010 001 Steel strip
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<input type="checkbox"/>	010 002 Piping and braiding
<input type="checkbox"/>	010 003 Wire
<input type="checkbox"/>	010 004 Cambric material
<input type="checkbox"/>	010 005 Fibres
<input type="checkbox"/>	010 006 Spring bands
<input type="checkbox"/>	010 007 Feathers
<input type="checkbox"/>	010 008 Filling fibres
<input type="checkbox"/>	010 009 Filling material
<input type="checkbox"/>	010 010 Non-wovens for upholstery and bedding
<input type="checkbox"/>	010 011 Threads
<input type="checkbox"/>	010 012 Rubber hair upholstery material
<input type="checkbox"/>	010 013 Webbing
<input type="checkbox"/>	010 014 Lifting slings
<input type="checkbox"/>	010 015 Cord
<input type="checkbox"/>	010 016 Plastic sections
<input type="checkbox"/>	010 017 Mattress accessories
<input type="checkbox"/>	010 018 Needle felts
<input type="checkbox"/>	010 019 Upholstery materials
<input type="checkbox"/>	010 020 Upholstery accessories
<input type="checkbox"/>	010 021 Trimmings
<input type="checkbox"/>	010 022 Horsehair upholstery material
<input type="checkbox"/>	010 023 Fabric ties
<input type="checkbox"/>	010 024 Twines
<input type="checkbox"/>	010 025 Woven braiding material
<input type="checkbox"/>	010 026 Tricot piping
<input type="checkbox"/>	010 027 Fasteners
<input type="checkbox"/>	010 028 Non-woven materials
<input type="checkbox"/>	010 029 Woven ties
<input type="checkbox"/>	010 099 Other upholstery materials and accessories

Semi-finished products for upholstery, mattress and bed manufacturing industry

<input type="checkbox"/>	011 001 Spring bases
<input type="checkbox"/>	011 002 Spring cores
<input type="checkbox"/>	011 003 Spring units
<input type="checkbox"/>	011 004 Shaped upholstery
<input type="checkbox"/>	011 005 Bonded fabric
<input type="checkbox"/>	011 006 Blanks
<input type="checkbox"/>	011 007 Foam rubber, Latex
<input type="checkbox"/>	011 008 Foam material
<input type="checkbox"/>	011 009 Spiral nets
<input type="checkbox"/>	011 010 Quilting
<input type="checkbox"/>	011 011 Water bed's accessories
<input type="checkbox"/>	011 012 Semi-finished products
<input type="checkbox"/>	011 013 Lashing straps
<input type="checkbox"/>	011 099 Other semi-finished products for the upholstery, mattress and bed manufacturing industry

Machines, tools, equipment and aids for the upholstery industry processing

<input type="checkbox"/>	012 001 Bale presses
<input type="checkbox"/>	012 002 Flocking equipment
<input type="checkbox"/>	012 003 Pressing equipment
<input type="checkbox"/>	012 004 CAD/CAM
<input type="checkbox"/>	012 005 Steam equipment
<input type="checkbox"/>	012 006 Wire handling and processing machines
<input type="checkbox"/>	012 007 Filling machines
<input type="checkbox"/>	012 008 Processing machines for filling materials
<input type="checkbox"/>	012 009 Stapling tools
<input type="checkbox"/>	012 010 Industrial sewing machines and accessories
<input type="checkbox"/>	012 011 Cushion machines
<input type="checkbox"/>	012 012 Button machines
<input type="checkbox"/>	012 013 Folding and cutting machines
<input type="checkbox"/>	012 014 Machines and equipment for production of upholstered furniture, mattresses and quilts
<input type="checkbox"/>	012 015 Machines for webbing
<input type="checkbox"/>	012 016 Mounting presses
<input type="checkbox"/>	012 017 Needles
<input type="checkbox"/>	012 018 Cutting equipment and machines (non-stationary)

Main exhibitor/ Co-exhibitor:

Customer no.:

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- 012 019 Automatic upholstery machines
- 012 020 Upholstery frames
- 012 021 Cleaning agents
- 012 022 Tensioning tables
- 012 023 Special upholstery machines for car upholstery
- 012 024 Special sewing machines, automatic equipment and accessories
- 012 025 Special tools
- 012 026 Die-cutting machines and accessories
- 012 027 Upholstery machines for bottoms of chairs
- 012 028 Time-synchronised assembly lines
- 012 029 Test machines
- 012 030 Transport systems
- 012 031 Processing machines for foam systems
- 012 032 Cutting accessories
- 012 033 Packaging machinery

Ceilings, wall coverings and accessories

- 013 001 Sound-damping panels
- 013 002 Beams
- 013 003 Covering materials
- 013 004 Boards
- 013 005 Ceiling coverings
- 013 006 Fire-retarding constructional elements
- 013 007 Plaster boards
- 013 008 Wooden ceilings
- 013 009 Battens
- 013 010 Beading
- 013 011 Panels
- 013 012 Profiles
- 013 013 Stucco decor
- 013 014 Wall coverings
- 013 015 Sub-structures

Windows and accessories

- 014 001 Sealing materials
- 014 002 Window sills
- 014 003 Window profiles
- 014 004 Window frames
- 014 005 Wooden windows
- 014 099 Other windows and accessories

Parquet, cork and other wooden floorings

- 015 001 Parquetry composite
- 015 002 Veneered flooring
- 015 003 Planed flooring planks
- 015 004 Edgewise slats
- 015 005 Inlay
- 015 006 Solid wood planks
- 015 007 Solid wood parquet
- 015 008 Multilayer cork flooring
- 015 009 Multilayer parquet
- 015 010 Mosaic parquet
- 015 011 Parquet slats
- 015 012 Sports flooring
- 015 013 Panel parquet
- 015 014 Full cork flooring
- 015 099 Other parquet, cork and other wooden floors

Installation tools, installation and insulating underlays, surface protection

- 016 001 Fixing systems
- 016 002 Adhesives
- 016 003 Oils
- 016 004 Waxes

Machines / Accessories for installing parquet and laminate floorings

- 017 001 Parquet floor care

- 017 002 Profiles
- 017 003 Skirtin boards
- 017 004 Stair edge systems

Floorings and accessories

- 018 001 Floor coverings
- 018 002 Tiles
- 018 003 Plastic floor coverings
- 018 004 Laminate floorings
- 018 005 Stoneware floorings
- 018 006 Floors
- 018 099 Other floors and accessories

Doors, gates and accessories

- 019 001 Sealing materials
- 019 002 Rotating doors
- 019 003 Folding doors
- 019 004 Double doors
- 019 005 Glass doors
- 019 006 Handle and grip systems
- 019 007 House doors
- 019 008 Wood doors
- 019 009 Inside doors
- 019 010 Doors-synthetic material
- 019 011 Country-style doors
- 019 012 In-fill panelling
- 019 013 Swinging doors
- 019 014 Door frames
- 019 015 Sliding doors
- 019 016 Plywood doors
- 019 017 Doors – period design –
- 019 018 Gates
- 019 019 Door elements
- 019 020 Frames
- 019 099 Other doors, gates and accessories

Finished parts for interior fittings

- 020 001 Bath tubes
- 020 002 Shower cubicles
- 020 003 Folding wainscots
- 020 004 Railings
- 020 005 Radiator covers
- 020 006 Wooden stairs
- 020 007 Shop equipment
- 020 008 Metal stairs
- 020 009 Folding screens
- 020 010 Room dividers
- 020 011 Shelving systems
- 020 012 Mirrors
- 020 013 Stone stairs
- 020 014 Partitions
- 020 015 Partition systems
- 020 016 Stairs
- 020 017 Staircase units
- 020 018 Stairtreads
- 020 019 Stair handrails
- 020 020 Wash basins

Materials for interior fittings

- 021 001 Balcony panels
- 021 002 Structural elements of wood
- 021 003 Fastening materials
- 021 004 Bending wood
- 021 005 Damping materials
- 021 006 Veneers
- 021 007 Planed articles
- 021 008 Wooden turned parts
- 021 009 Wood, brushed
- 021 010 Wood, sandblasted

Main exhibitor/ Co-exhibitor:

Customer no.:

0 3 8 0

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- | | |
|--------------------------|--|
| <input type="checkbox"/> | 021 011 Wood glue components |
| <input type="checkbox"/> | 021 012 Wooden pillars |
| <input type="checkbox"/> | 021 013 Wooden tubes |
| <input type="checkbox"/> | 021 014 Wood preservative agents |
| <input type="checkbox"/> | 021 015 Wooden fencing |
| <input type="checkbox"/> | 021 016 Insulating materials |
| <input type="checkbox"/> | 021 017 Tiles |
| <input type="checkbox"/> | 021 018 Wooden leafs |
| <input type="checkbox"/> | 021 019 Lightweight panels |
| <input type="checkbox"/> | 021 020 Moulding |
| <input type="checkbox"/> | 021 021 Surface protection agents |
| <input type="checkbox"/> | 021 022 Panel materials |
| <input type="checkbox"/> | 021 023 Wood for profiles |
| <input type="checkbox"/> | 021 024 Shelving boards |
| <input type="checkbox"/> | 021 025 Laminate panels |
| <input type="checkbox"/> | 021 026 Shingles |
| <input type="checkbox"/> | 021 027 Sawn timber |
| <input type="checkbox"/> | 021 028 Edge strips |
| <input type="checkbox"/> | 021 029 Panels for covering |
| <input type="checkbox"/> | 021 030 Panels for fitting |
| <input type="checkbox"/> | 021 031 Wood plastic composites |
| <input type="checkbox"/> | 021 099 Other materials for interiors fittings |

Information, Organisation

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 022 001 Industrial organisation systems |
| <input type="checkbox"/> | 022 002 Industrial organisation aids |
| <input type="checkbox"/> | 022 003 Computer |
| <input type="checkbox"/> | 022 004 Trade and technical books |
| <input type="checkbox"/> | 022 005 Trade and technical periodicals |
| <input type="checkbox"/> | 022 006 Trade and technical journals |
| <input type="checkbox"/> | 022 007 Cooperative advertising |
| <input type="checkbox"/> | 022 008 Institutions |
| <input type="checkbox"/> | 022 009 Trade fair companies |
| <input type="checkbox"/> | 022 010 Associations |

Services

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | 023 001 Consulting companies |
| <input type="checkbox"/> | 023 002 Design |
| <input type="checkbox"/> | 023 003 Data processing |
| <input type="checkbox"/> | 023 004 Recycling/waste disposal |
| <input type="checkbox"/> | 023 005 Logistics |
| <input type="checkbox"/> | 023 006 Packaging |
| <input type="checkbox"/> | 023 099 Other services |

Conditions of Participation Special Section



ZOW 2020
Bad Salzuflen, 04.-06.02.2020

1 Organiser, event, venue and dates, visitor admission

1.1 Title

ZOW 2020 is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Cologne, Germany.

The event will be held at the Exhibition Centre Bad Salzuflen from Tuesday, 4th February to Thursday, 6th February 2020.

1.2 Opening times

For exhibitors, daily from 8:00 a.m. to 7:00 p.m.
For visitors, daily from 9:00 a.m. to 6:00 p.m.
(last day to 5:00 p.m.)

1.3 Stand construction and dismantling

Please note the construction and dismantling times as follows:

Construction:

31.01.-02.02.20	7:00 a.m.-10:00 p.m.
03.02.20	7:00 a.m.-6:00 p.m.

Dismantling:

06.02.20	5:00 p.m.-12:00 a.m.
07.02.20	12:00 a.m.-10:00 p.m.
08.02.20	7:00 a.m.-6:00 p.m.

End of construction period: Monday, 3th February 2020, by 6:00 p.m. at the latest.

Dismantling of the exhibition stand and the goods presentation may not begin before the end of the event at 5:00 p.m. on Thursday, 6th May 2020. Dismantling of all stands and exhibits must be finished by 6:00 p.m. on Saturday, 8th February 2020.

2 Eligibility to participate

2.1 Exhibitors

Only manufacturers that are entered in the commercial register or in the Handicrafts Register are permitted to participate at ZOW. Such producers must exhibit products that correspond to the focus of the event (see the List of Goods). You may only participate as an exhibitor when the exhibited products are manufactured or developed by your company itself or developed or produced on its behalf and exclusively marketed or, in the case of services, exclusively provided by your company. As a trade representative, sales company, association and importer. You can exhibit for the companies you represent insofar as the goods exhibited are not offered by any other company at the trade fair and you possess the necessary rights to present the exhibits. Koelnmesse also requires that proof of the nature of the manufacturer's business or of the activities as the manufacturer's sales company or importer be submitted in appropriate form on demand. Decisions on company admissions, eligible products and the location of exhibitor stands will be made by Koelnmesse. In the event of a rejection, you will receive a separate letter. All exhibited products and services must correspond to the focus of the event. See the accompanying List of Goods, Form 1.30. The products must be new ex-works. Products and services that do not correspond to the List of Goods and used products may not be exhibited or offered.

2.2 Co-exhibitors

The participation of co-exhibitors at ZOW is possible. A special application and an acceptance by the organiser are required for the use of the stand area by a co-exhibitor (see Point V of the General Conditions of Participation).

2.3 Visitors

ZOW is open to trade visitors only. Permitted visitors are members of decision-making bodies and the responsible persons from the furniture production and interiors segments. The ZOW-ticket for trade visitors is free of charge.

3 Participation fees and other costs

3.1 Participation fee

ZOW2020-package incl. services

Registration until 30 June 2019*

stand area 15m² for 8.600 EUR
stand area 20m² for 11.000 EUR
stand area 25m² for 12.900 EUR
stand area 30m² for 14.500 EUR
stand area 45m² for 19.900 EUR
stand area 60m² for 24.600 EUR
stand area 90m² for 32.400 EUR
stand area 120m² for 42.500 EUR

Registration from 1 July 2019*

stand area 15m² for 9.400 EUR
stand area 20m² for 11.900 EUR
stand area 25m² for 13.900 EUR
stand area 30m² for 15.500 EUR
stand area 45m² for 20.900 EUR
stand area 60m² for 25.600 EUR
stand area 90m² for 33.600 EUR
stand area 120m² for 44.500 EUR

*for registration, the date of receipt by Koelnmesse, Cologne applies

The participation fee will be calculated according to the dimensions of the ZOW-package allocated. Hall pillars and other fixed construction elements present in the rented stand area do not provide grounds for a reduction in the participation fee.

Services

- Construction of stand
- Stand cleaning
- Waste disposal
- Exhibitor and work passes
- 1 car park ticket
- Marketing package
- Admission ticket vouchers
- Free catering in the hall aisles
- Catering Card

3.2 AUMA fee

The Association of the German Trade Fair Industry (AUMA) charges you a fee of 0.60 euros per m² of exhibition space for representing your interests. Koelnmesse will calculate and collect the fees in the name of, and on the account of, AUMA. The fee is already included in the ZOW2020-package. More detailed information is available at www.auma-messen.de.

3.3 Energy costs

The proportional flat-rate energy fee is already included in the ZOW2020-package.

3.4 Final invoice for services

Once the event has ended, a separate final invoice for additional services will be issued. The invoice shall fall due for payment immediately following receipt.

3.5 Co-exhibitor fee

Insofar as the inclusion of other companies is permitted at your stand (see Item V of the General Conditions of Participation and 2.2 of Conditions of Participation Special Section), a co-exhibitor fee of € 550.00 per company incl. marketing package will be charged. The co-exhibitor fee remains payable should the co-exhibitor not participate in the event.

3.6 VAT

All prices given are net prices. The statutory VAT will be charged separately where applicable.

3.7 VAT identification number

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service – a so-called event service – in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of the VAT (UStAE). The place of performance for such services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging any German VAT. Exhibitors from the European Union need to enter their valid VAT identification number in the registration form in order to be considered entrepreneurs. Exhibitors must immediately notify Koelnmesse of any changes to their VAT identification numbers.

3.8 Reimbursement of VAT

If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, foreign exhibitors (proprietors) may receive a refund of the invoiced VAT provided they fulfil the legal requirements. Further details are available on the Internet at: www.bzst.bund.de.

3.9 Cost in the event of non-participation

3.9.1 Prior to receipt of acceptance / stand area

You can revoke your registration by means of a written declaration until you receive the admission / stand confirmation.

3.9.2 After receipt of acceptance / stand area

As a rule, the contractual relationship can no longer be terminated once the admission / stand confirmation has been received. The regulations contained in Item II of the General Section of the Conditions of Participation apply. In the event of non-participation, companies that have registered for a trade fair must pay compensation amounting to 25% of the participation fee, provided the reserved stand area can be rented to a third party. If the stand area cannot be assigned to a third party against payment, the contract remains in force and the participation fee must be paid in full.

3.9.3 You shall be entitled to prove that no damages were incurred or that the costs were significantly less extensive than the amount charged.

4 Stand sizes and construction

4.1 Stand size

The minimum stand size is 15 m².

Please note that hall pillars and other fixed construction elements may be present in the rented stand area. Minor deviations from the requested stand size do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

4.2 Responsibility

Stand construction is provided by Koelnmesse or its service provider. Individual changes are only permitted after agreement and approval by Koelnmesse. Stand construction and design must adhere to all regulations that are valid in Germany (including the regulations of the Sonderbauverordnung, the DIN and EN standards, the VDE regulations, and the accident prevention regulations of the professional associations in the currently valid versions). The stipulations of the General Section of the Conditions of Participation and the Technical Guidelines must also be complied with. All these provisions apply to your own as well as to independent stand designers, decorators, and signwriters and to all persons, in as far as they perform activities as commissioned by you or on your behalf in connection with the construction and design of the stand. You are responsible for ensuring that all persons working on behalf of your trade fair participation know and comply with the aforementioned provisions and regulations. You must supervise the persons working on your behalf to ensure that they adhere to the regulations.

4.3 Maximum stand height

The individual stand design inside the provided stand package is permissible

up to 2,80 m, when structurally and technically possible. Higher advertising heights are permissible if special permission is granted.

4.4 Construction and design of the stands

The arrangement of the stand design is left to the exhibitor but should be appropriate for the event in question.

The exhibitor has to obtain information on the load capacity of the hall floor and the hall headroom. Only the on-site measurements apply to stand space. Banners and company signs are not permitted to encroach into the aisles.

5 Exhibitor and work passes

5.1 Exhibitor passes

Each exhibitor receives free of charge and valid for the period from the first day on which construction work begins to the final day of dismantling:

- 6 passes for a stand area of 15m²
- 8 passes for a stand area of 20m²
- 10 passes for a stand area of 25m²
- 12 passes for a stand area of 30m²
- 14 passes for a stand area of 45m²
- 16 passes for a stand area of 60m²
- 18 passes for a stand area of 90m²
- 20 passes for a stand area of 120m²

The passes are sent together with the invoice for your stand. If more exhibitor passes are needed for stand personnel, please write an e-mail to zow@koelnmesse.de

5.2 Work passes

You will also receive free passes that allow your personnel access to the fair grounds during the construction and dismantling periods. These passes are only valid up to the start and after the end of the event. They do not entitle the holders to enter the grounds during the event. These passes will also be sent together with the invoice for the participation fee. All passes are for specific individuals and are non-transferable.

5.3 Exchange and return of passes

All passes are for specific individuals and are non-transferable. Transferring a pass to a third party – whether sold or given free of charge – is not permitted and represents a severe violation of the Conditions of Participation, in accordance with Item VI of the General Section of the Conditions of Participation.

6 Rules on selling

In view of the specialist nature of the event, direct sales of exhibits or samples from the booths are not permitted. Furthermore, exhibits may not carry a price tag. This regulation does not apply to printed matter such as trade publications and specialist journals. Koelnmesse has the right to carry out checks and, in the event of violations of these conditions, to take suitable measures. Koelnmesse also has the right to immediately close the stands of any exhibitors who commit such violations. Claims on the part of the exhibitor for damages or refunds are excluded in the event of such measures.

7 Marketing Services (Marketing Package)

7.1 Scope of obligatory marketing services

Koelnmesse issues official trade fair media to accompany the events it hosts.

The obligatory components of these media for **main exhibitors** are as follows:

- Entry in the alphabetical list of exhibitors in all available fair media
- Ten product group entries in the fair catalogue
- Unlimited number of product groups in the app and the online exhibitor search
- Set-up and provision of an online press compartment incl. a company profile, a company logo, six press releases, ten pictures and five documents
- Presentation of one Product Highlight in the app and the online exhibitor search incl. product photo and product description
- A presence on ambista.com, the online B2B network for the global interiors

industry, complete with product and company information, networking opportunities for initiating business relationships and access to the most relevant industry information (<https://www.ambista.com/en/scope-of-performance>)

- **Your advantage:** Exhibitors at interzum 2019 will receive an upgrade to an ambista Superior account for the period from February 2020 to February 2022.
- Activation for the Schedule Organiser Online

The components of these media for **co-exhibitors** are as follows:

- Entry in the alphabetical list of exhibitors in all available fair media
- Ten product group entries in the fair catalogue
- Unlimited number of product groups in the app and the online exhibitor search

Editorial and advertising deadline: 18/12/2019

7.2 Costs for the obligatory marketing services (Marketing Package)

Use of the marketing services listed under Item 7.1 is mandatory for all represented companies and co-exhibitors. The costs are included in the ZOW2020-package.

Our official contractual partners will provide you with all order information and documents for the marketing services offered. Please note that your company's participation requires Koelnmesse's approval. Therefore, this approval is also a prerequisite for any offers or order confirmations.

If an exhibitor still has not submitted an order to the official contractual partners by the editorial and advertising deadline, the exhibitor's particulars shall be added to the official fair media, subject to charge, on the basis of the information provided on the respective Registration Form 1.10 or 1.20. Where possible, registrations and orders received later will also be included in the official fair media. If Koelnmesse receives orders and registrations later than the editorial and advertising deadline, Koelnmesse shall accept no guarantee for provision of any marketing services. In such cases, there shall be no claims recognised, regardless of their nature, but particularly claims for reductions in cost for inclusion in the official media, or claims for damages.

7.3 Responsibility/release of Koelnmesse from liability

Official fair media are published by Koelnmesse GmbH, Messeplatz 1, 50679 Cologne, Germany, which in turn shall be entitled to commission another company with concrete execution and with advertisements.

The advertiser shall be responsible for the content of advertisements and entries, and for any damages resulting therefrom. Koelnmesse does not accept responsibility for printing errors, incorrect placement, errors and omissions or faulty printing.

8 Commercial property rights

8.1 Koelnmesse does not want any exhibitors who in the process of producing, disseminating, selling, owning or advertising their products violate laws regarding the protection of intellectual property or commercial property rights in the broadest sense. If a final court decision has determined res judicata that an exhibitor in connection with one of Koelnmesse events has violated laws of the kind mentioned in paragraph 1, Koelnmesse is entitled to bar that exhibitor from the next event of this kind after the res judicata court decision if there is sufficient suspicion that the exhibitor will again and repeatedly violate laws for the protection of intellectual property or commercial property rights.

8.2 You will find more detailed information in the No Copy! brochure on our homepage.

9 Non-permissible advertising/ violations of the Conditions of Participation

In order to ensure that the overall character of the event is safeguarded and

the exhibitors and visitors are protected from irritating or illegal activities, in particular the following advertising measures are forbidden:

- Exceeding the binding specified booth height
- Advertising activities outside the rented stand area without the prior written permission of Koelnmesse
- Advertising of an ideological or political nature

The exhibitor bears responsibility for the legality of competitions, raffles etc. In the event of severe violations of the Conditions of Participation, Koelnmesse may immediately close your stand and clear it without resorting to legal assistance. Claims of all kinds – especially claims for damages – are excluded in this case.

10 Requirement for a written document

All explanations must be specified in writing.

11 Severability clause

Should individual or several provisions of these conditions be or become invalid in whole or in part, the validity of the remaining provisions and of the contract shall not be affected. The parties will conduct negotiations in good faith to replace the invalid provisions with valid provisions that come as close as possible to fulfilling the business purpose of the invalid provisions.

Should the invalidity of a provision have arisen from a specific figure given therein with regard to performance or time (deadline or date), the nearest legally permissible figure shall replace the invalid one in the provision.

12 General part of the Conditions of Participation, Technical Guidelines

The stipulations of the General Part of the Conditions of Participation and the Technical Guidelines are not affected.

General Section of the Conditions of Participation

I Application

1. To indicate your intention to take part in the event, you must return to us a completely filled in form with your legally binding signature (Registration).
2. By signing and returning the form, you acknowledge that the General and the Special Sections of the Conditions of Participation and the Technical Guidelines are binding for your company as part of the contract. You can download the Technical Guidelines from the event's website. Within the framework of the fulfilment of contractual duties, the event organizer will process and use the information provided in this form via an automated procedure that takes the regulations stipulated under the Federal Data Protection Law of the Federal Republic of Germany into account.
3. The registration shall be regarded as legally binding on your part, irrespective of admission; no conditions or reservations may be appended to the aforesaid registration. Requests for stands at specific locations, in particular, do not represent conditions for participation.

II Acceptance/Transfer of stand space

1. The organizer shall accept your application in accordance with the conditions which apply to all participants (acceptance/stand area confirmation). There is no legal claim to acceptance. If the number of registration forms complying with the requirement profile and received by the organizer prior to the expiration of the registration period exceeds the number of available exhibition spaces, the organizer shall have the right to make a discretionary decision regarding the admission of registrants to the exhibition. Your company may be disqualified from admission to the exhibition if you failed to fulfil your financial obligations to the organizer at any time, or if you failed to fulfil such financial obligations within the prescribed period of time.
2. The contract comes into effect at the latest upon receipt of the admission (by post, fax or other electronic means of transmission), which is valid without a signature. Should the content of the confirmation of acceptance differ substantially from that of your application, then the contract shall be concluded under the terms of acceptance if you do not lodge a written objection within 2 weeks of receipt of confirmation of acceptance. The same shall apply, if it is necessary to postpone the event or to transfer the event to another location, and the change is deemed to be reasonable with respect to yourself; in this case, the corresponding notification of change from the organizer shall supersede the admission. The acceptance only applies to the respective event, the company applying and referred to in the acceptance letter, and its registered products and services. Products and services which do not conform to the list of products may not be exhibited or offered at the trade fair.
3. The organizer allocates stand space on the basis of which exhibition theme at the event your registered products belong to.

There is no right to claim the allocation of stand space in a certain form, in a certain size, in a certain hall or in a certain hall area. Deviations from the requested form or placement of the stand do not provide grounds for an objection to be made under Item II, Paragraph 2 of the General Section of the Conditions of Participation.

4. In special cases for important reasons, the organizer is entitled to subsequently allocate you stand space other than stated in the confirmation of acceptance, to change the size and dimensions of your stand space, to relocate or close entrances or exits and to undertake structural changes in the exhibition halls without claims arising on your part. In the event of a reduction in stand space size, you will be credited with the difference arising from the correspondingly lower participation fee.

You will be notified without undue delay if the stand space becomes unavailable due to reasons which are beyond the organizer's control. In this case, you will be entitled to a reimbursement of the participation fee. Any further claims for damages, which will exceed the aforementioned reimbursement, shall be excluded in these cases.

5. Any complaints on your part must be submitted in writing immediately or at the latest while the event is in progress; complaints submitted at a later date cannot be considered.
6. The organizer is entitled to revoke the acceptance if it was granted on the basis of incorrect statements or if the company fails to meet the conditions of participation after the acceptance was granted. The organizer shall have the right to rescind the contract, if there is a substantial reason or good cause. Such substantial reason exists, in particular, if an application for opening insolvency proceedings against your assets has been made, such an application has been dismissed due to lack of funds, or insolvency proceedings have commenced. You must inform the organizer of this immediately.

7. Prior to receipt of acceptance/stand area confirmation, revocation of registration shall only be possible if permitted by the Special Section of the Conditions of Participation. In this event, a fee specified in the Special Section of the Conditions of Participation shall be paid.

8. Following receipt of acceptance/stand area confirmation, in general, revocation is no longer possible. The organizer can agree to the request for release from the contract in exceptional cases if the stand space no longer required can be assigned to another exhibitor against payment. In this instance, the organizer is entitled to demand general reimbursement of the costs incurred corresponding to 25 % of the participation fee without providing proof, unless otherwise specified in the Special Section of the Conditions of Participation. If the stand area cannot be assigned to a third party against payment, the contract remains in force and the participation fee must be paid in full.

If the Special Section of the Conditions of Participation stipulate that you must purchase a Visitor Promotion Package, the specified price has to be paid in the event that you withdraw from the contract and admission ticket vouchers have been provided. Liability for catalogue costs, stand construction costs and other costs, which in particular, have been incurred as a result of a claim by a third party or of services rendered, is not affected.

You shall have the right to provide proof that a damage or loss has not been incurred or that the extent of the damage or loss incurred is considerably less.

Occupation of a space which becomes available in the form of an exchange of stand areas by a participant who has already been approved and allotted a space for the event does not represent an alternate assignment of the stand area against payment.

The co-exhibitor fee must be paid in full in the event a company that has been accepted as a co-exhibitor does not participate.

9. The following cases will fall solely within your scope of risk as exhibitor:
 - a) if the products which you have stipulated for the presentation cannot be introduced at the venue of the event due to the legal requirements prevailing there or due to other reasons, or
 - b) if such products do not arrive in due time, do not arrive undamaged or do not arrive at the venue of the event at all – e.g. as a result of any loss, delay in transport or customs, etc. – or
 - c) if your journey, the journey of your employees or your stand or installation personnel should be delayed or should become impossible – e.g. because a visa is not granted.

You will remain under obligation to pay all the charges agreed upon.

10. Event-related regulations are detailed in the Special Section of the Conditions of Participation.

III Construction, arrangement and operation of stands

1. As an exhibitor, you are responsible for ensuring that your trade fair participation, and especially the construction and design of your stand, comply with all the statutory provisions of the Federal Republic of Germany as well as the regulations of this General Section and the Special Section of the Conditions of Participation and the Technical Guidelines. This also applies to the persons working on behalf of the exhibitor, who must be supervised to ensure that they adhere to the regulations.

2. Additional regulations, especially those of an event-related nature, can be found in the Special Section of the Conditions of Participation and in the Technical Guidelines.

3. Any additional technical services that may be required, particularly the installation of electricity, water and safety devices, the recruitment of local auxiliary personnel, etc., can be ordered via the Koelnmesse-Service-Portal (KSP) by means of special order forms against a separate charge. Orders placed by third parties (in particular by stand construction companies) in connection with the construction and design of stand areas are considered to have been commissioned by the exhibitor and at the exhibitor's expense.

4. For the duration of the event the stands must be staffed by personnel and display the products specified in the application and confirmation of acceptance. Vacating the stand prior to the end of the event represents a serious breach of these Conditions of Participation and shall entitle the organizer to assert damage claims and exclude your company from future participation in Koelnmesse Group events.

5. Products and services may only be presented in the stand area listed in the acceptance/stand confirmation. You may not distribute products, flyers and other advertising materials in other areas of the exhibition centre without first receiving the organizer's written permission.

6. The legal stipulations of the Federal Republic of Germany must be complied with during the presentation and sale of products and services. Products that are not intended or approved for sale worldwide must bear a corresponding note or country-specific label.

7. The organizer is entitled to demand that you remove products from your stand that do not correspond to the List of Goods, the presentation of which does not conform with the legal stipulations of the Federal Republic of Germany, or, which through their odour, noises, other emissions or appearance, could constitute a considerable disruption to the operation of the event or put the safety of exhibitors and visitors at risk.

IV Participation fee and other costs/Terms of payment/Scope of the standardised event services

1. The participation fee for the standardised event services covers the rental of the stand area for the entire duration of the event and the construction and dismantling periods stipulated in the Special Section of the Conditions of Participation, a specific number of exhibitor and work passes, the use of technical and service facilities at the exhibition centre, general hall security, cleaning of the generally accessible hall areas, general hall lighting, and advice on organization, advertising and public relations work for your participation. In addition, the participation fee includes services provided by the organizer as part of the general visitor marketing activities. At the organizer's discretion,

these activities especially include a selection of the following services: placing of advertisements, provision of advertising materials for the exhibitors' own communications measures, direct marketing measures (e.g. publication and dispatch of newsletters and other information to potential visitors by mail, fax, or other means of electronic transmission), provision of an online ticket shop, and event-related Internet domains. The standardised event services also include the provision and supply of energy covered by the flat-rate energy fee; in this respect, please note the corresponding regulations of the Special Section of the Conditions of Participation.

The event services also encompass the inclusion in the list of exhibitors. This is obligatory for each exhibitor, co-exhibitor, group participant and additionally represented company. Please note the corresponding regulations of the Special Section of the Conditions of Participation. The organizer has the right to request additional payment for certain listed services.

2. The amount of the participation fee and other costs will be calculated on the basis of the dimensions of the allocated stand space and according to the rates specified in the Special Section of the Conditions of Participation. The size of the allocated floor area is calculated without taking projections, pillars, installation connections and other fixed objects into account.

3. After your admission, you will receive an invoice for the participation fee and the other costs; the invoiced amount is due immediately upon receipt of the invoice. This also applies to all amounts that must be paid within the framework of the contractual relationship, and, in particular, to invoices, as stipulated by Item II, Paragraph 7 and Paragraph 8 of these Conditions of Participation.

4. All prices are net fixed rates plus any accruing value-added tax as well as any comparable taxes which may be imposed at the venue of the event. Please note the regulations for VAT refunds listed in the Special Section of the Conditions of Participation.

5. In the event of an increase in the organizer's own operating costs, the organizer shall have the right to increase the various prices by the amount that will cover the increase. The increase in its own operating costs may result from rising costs for manufacturing, procurement and labour or from increases in energy costs, fees, taxes and other public duties at the event location. The greatest amount that each individual price can rise is limited to 5% if more than 9 months have passed between the time the contract is concluded and the date the event is held, 7.5% if more than 18 months have passed and 10% if more than 24 months have passed.

6. The settlement of all liabilities within the prescribed period shall be a prerequisite for the occupation of the stand space.

7. Failure to execute payment on time will result in interest being charged of 9% above the base rate according to Art. 288 of the German Civil Code. If the damage incurred by the organizer is greater, he shall be entitled to lodge a claim for these damages. The compensation shall become invalid or be reduced, if you can provide evidence that the organizer has incurred little or no damage as a result of the payment default.

Should settlement of the invoice not be effected by the deadline or in full, the organizer is, in addition, entitled to dissolve the contract with you and to otherwise dispose of the stand area reserved for your company.

8. Resulting from the organizer's claim in regard to the assignment of the stand space, your exhibits are subject to a contractual lien in the organizer's favour.

9. Any services that have been provided by the organizer will be invoiced in euros. You are obliged to pay the amount shown on the invoice in the currency shown on the invoice („billing currency“). If the organizer should be prepared, as a courtesy, to accept settlement of the invoice in a currency other than the

billing currency in individual cases, without being under any obligation to do so, such payment must be based with regard to the conversion on the official buying rate of the billing currency on the date the payment is received. Any exchange rate losses in relation to the billing currency after the invoice becomes due for payment are, therefore, at your expense.

10. Any complaints relating to the invoice are to be submitted in writing, immediately, at the latest 2 weeks after receipt; complaints made at a later date cannot be considered.

11. Any projecting parts, pillars, installation connections and permanent internal fittings in the assigned stand space do not entitle you to any reduction in the participation fee or other costs.

12. The organizer shall also be entitled to the payment of the full amounts, if you fail to fulfil any of your obligations arising from the contractual relationship. This does not affect claims to damages. In the event of the contract not being fulfilled at all by the organizer, or being fulfilled only in part, you have claims to a proportional reimbursement of any payments you have already made. Claims above and beyond this are ruled out in accordance with the regulations in Items VII and VIII of these Conditions of Participation. The regulations in Item XI of these Conditions of Participation shall remain unaffected.

13. In the event of counter claims being made against those claims arising from the contract, you can only set off or assert your right of retention in as far as your claims have been found to be uncontested or legally valid.

14. In the event that an invoice is sent to a third party at the request of the exhibitor, this does not constitute any waiver of the right to claim the account receivable from the exhibitor. The latter remains obliged to pay until such time as the account receivable has been settled in full.

V Co-exhibitors, group participations

1. In principle, stand spaces shall be hired out only as a whole unit and only to one contracting party. As an exhibitor, you are not permitted to relocate, exchange, share, or in any other way make the stand space allocated to you completely or partially accessible to third parties, without the prior consent of the organizer.

2. A stand area may only be used by several companies at once if the stipulations of the Special Section of the Conditions of Participation allow the participation of co-exhibitors.

3. Use of the stand area by another company with its own products and own staff (co-exhibitor) requires a special application for permission and approval by the organizer. Companies which are members of a group as well as subsidiaries are considered to be co-exhibitors.

The organizer reserves the right to demand a special participation fee and other costs for approving co-exhibitors for participation. Such charges and costs will be invoiced to you as the exhibitor. The organizer has the right to limit the number of approved co-exhibitors per exhibitor. If co-exhibitors are to be accepted, the preconditions laid out in Item II of these Conditions of Participation apply; these companies are subject to the General and Special Sections of the Conditions of Participation and the Technical Guidelines.

Should you accommodate a co-exhibitor without the express permission of the organizer, this shall be grounds for dissolving the contract with you without notice and to have the stand space vacated at your risk and expense. No claims of any kind can be made against the organizer in this case, especially no claims for damages.

Even after confirmation of acceptance has been received, the contract exists exclusively between the organizer and the exhibitor, who is liable for the negligence on the part of his co-exhibitors as well as for his own negligence.

4. If several companies wish to participate at the event together on one stand – a group participation – then the existing General and Special Sections of the Conditions of Participation and the Technical Guidelines are binding for each individual company. The registration is accomplished by the group organizer, who is responsible for the group participants' adherence to the Conditions of Participation. Subsequent to acceptance and stand area confirmation, a contractual relationship exists exclusively between the group organizer and the event organizer. Exceptions exist in the case of group participants' individual orders for services in their own name and at their own expense; such individual orders are permitted only on site during the period from the first stand construction day to the last official day of the event.

5. If a stand area is jointly assigned to two or more companies, they are jointly and severally liable to the organizer.

VI Domiciliary rights

1. The organizer exercises domiciliary rights throughout the exhibition grounds.

2. He is entitled to have exhibits removed from a stand if their display contravenes statute law, offends good morals or is not in keeping with the event programme. Promotion of political and ideological ends is prohibited. In the event of serious offences against the Conditions of Participation, the Technical Guidelines or legal regulations, the organizer is entitled to close your stand or have it vacated.

3. The house regulations for the Exhibition Centre Bad Salzflufen apply in their currently valid version.

VII Warranty

The warranty period for deliveries of new articles is 1 year. For used articles, all liability based on warranty is excluded. No warranty claims are available if the damage is due to normal wear and tear, force majeure, faulty or negligent handling, excessive loads or failure to comply with statutory provisions or operating instructions.

VIII Liability/Insurance

1. The organizer's liability, independent of fault, for damages because of initial defects in the assigned object of the contract is excluded.

2. In the event of claims for damages (i) for loss of life, bodily injury or impaired health as well as (ii) for violations of Germany's Product Liability Act caused intentionally or by gross negligence the organizer shall be liable in accordance with the statutory obligations.

Furthermore, the organizer shall be liable for every culpable infringement of an essential contractual obligation. Essential contractual obligations shall pertain only to those contractual obligations which must be complied with during the execution of the contract. This applies to all claims which could arise in connection with this contract.

The organizer is not otherwise liable for simple negligence. Other contractual and/or legal damage claims of any type, including damage claims for consequential damages, shall be excluded, unless the damage was caused by the intentional or grossly negligent action of the organizer.

If the organizer is liable for damages, this liability is limited to damages that the organizer should have foreseen at the time of the contract's conclusion as the possible consequence of a breach of contract or that should have been foreseen had the usual care been exercised. Moreover, indirect and consequential damages are only eligible for compensation if such damage can typically be expected to occur.

The foregoing limitations of liability shall apply, to the full extent, to the executive organs, employees, legal representatives, persons employed in performing an obligation and vicarious agents, whose services are used by the organizer for the performance of the contract. (This also applies to personal liability in each case.)

If the organizer is compelled to temporarily vacate or permanently close the exhibition area or parts thereof, to postpone the event, shorten or extend it due to force majeure, or for other reasons beyond its control, then the exhibitor is not entitled to any rights, in particular, to claims for damages against the organizer.

The responsibility of the event organizer is limited to fault in all cases without prejudice to any limitations of liability under these Conditions of Participation.

Within the scope of liability, the statutory burden of evidence regulations shall continue to apply; they will not be affected by this clause.

3. The organizer does not assume any obligation to exercise proper care of exhibits, stand fittings and objects which are the property of the stand personnel.

The organizer transfers the general surveillance of the trade fair halls and the outdoor areas, the supervision of the exterior grounds, and the security checks at the entrances to security agencies and their uniformed guards and non-uniformed personnel.

Every visitor and exhibitor in the exhibition hall must have a valid admission ticket or exhibitor pass and show it to the aforementioned security staff upon request. This general surveillance does not include the guarding and securing of individual stands or stand components.

4. In the event of contracts that provide for the procurement of certain items, then, unless otherwise expressly agreed in individual cases, the organizer does not assume the risk of procurement.

5. The organizer does not conclude insurance policies for specific stands. The organizer has concluded a framework agreement for exhibition insurance against the usual insurable dangers such as fires, burglary, theft, damage, water damage, etc., including the risks associated with the delivery and removal of the exhibits.

The exhibitor can cover his participation risks at its own expense in accordance with this framework agreement. All cases of theft and damage must be immediately reported to the police, the organizer and the insurance company and thereafter registered in writing.

Exhibitors are strongly recommended to insure exhibits and take out sufficient exhibition insurance for the duration of the trade fair and the construction and dismantling periods. Stand security personnel may only be provided by the security agencies that have been commissioned for this purpose by the organizer.

6. As an exhibitor, you will be liable to the organizer and to third parties for any damage inflicted on the organizer or on third parties, provided that such damage is attributable to your culpable action or the culpable action of your personnel, your employees or any third party which you have appointed or any other third parties, whose services you are using for the purpose of fulfilling your obligations. In this regard, you must exempt the event organizer from all claims

by third parties. It is necessary to observe strict compliance with the Technical Guidelines which will be handed over to you by the organizer, as well as with the information from the organizer's circular letters pertaining to questions on the preparation and implementation of the event.

7. The exhibitor shall irrevocably indemnify the organizer from all claims by third parties insofar as these are based on the exhibitor's presentation, the design of the exhibitor's stand, the products presented at the exhibitor's stand, or the intellectual content of these products violating the rights of third parties (in particular, but without being limited to, copyrights, the rights to names and images, trademark rights, competition rights and publicity rights) or other statutory provisions. This indemnity obligation encompasses all of the associated costs and expenses (in particular, but without being limited to, warning and legal costs as well as court fees).

IX Assertion of claims/period of limitation

1. The exhibitor's claims against the organizer — of whatever type — must be submitted to the organizer in writing immediately or, at the very least, during the course of the event. The date on which the organizer receives the claim will be the sole criterion for determining if it has been received by the deadline. Claims which are received at a later date cannot be considered.

2. Their claims against the organizer arising from the contractual relationship as well as all other claims relating thereto, shall become statute-barred after 6 months. The limitation period shall commence at the end of the month, in which the closing date of the event falls. This does not apply to damage claims resulting from (i) loss of life, bodily injury or impaired health, (ii) Germany's Product Liability Act, (iii) essential contractual obligations and (iv) damages caused by the organizer's intentional or grossly negligent actions. The statutory periods of limitation apply in such cases.

This does not apply to damage claims resulting from (i) loss of life, bodily injury or impaired health, (ii) Germany's Product Liability Act, (iii) essential contractual obligations and (iv) damages caused by the organizer's intentional or grossly negligent actions. The statutory periods of limitation apply in such cases.

X Place of fulfilment/place of jurisdiction/applicable law

1. The place of fulfilment is Bad Salzufflen. The place of jurisdiction, also in a process involving documents, bills of exchange and cheques is, in so far as you are a businessman, legal entity of public law or a separate asset under public law, Bad Salzufflen. The organizer shall also be entitled, at his option, to lodge his claims at the court of the place where you have your place of business or your branch.

2. All legal relationships between you and the organizer are subject to Federal German Law as well as to the German text.

XI Reservations / force majeure, cancellation of the event

1. As an exhibitor, you will be solely responsible for compliance with all the laws, guidelines, and other regulations which are in force in the host country, even if the content of the organizer's Conditions of Participation deviate from such regulations. You must obtain information promptly and comprehensively of the relevant regulations prevailing at the venue of the event, and obtain the required knowledge.

The organizer will not be liable for damages and other losses which could be incurred on your part as an exhibitor.

2. The organizer shall have the right to reschedule, shorten, extend or cancel the event, as well as to terminate the event temporarily or definitely, in part or in whole, if such an action is required due to reasons for which he is not responsible or unforeseen events such as force majeure, e.g. natural disasters, wars, strikes, terrorist attacks or the breakdown or obstruction of traffic, supply and/or communication links. The organizer shall immediately notify the exhibitor of such circumstances, provided he is not also prevented from doing so by force majeure. In such cases, the exhibitor has no claim to have the resulting damages recompensed.

3. In case the event is cancelled as a result of one of the cases mentioned in Clause 21, you, as an exhibitor, are obligated to cover an appropriate share of the costs incurred to prepare the event if the organizer requests you to do so. This share shall amount to no more than 50% of the agreed-upon user fee. The specific amount that each exhibitor has to bear is determined on the basis of the sum of all the costs that the organizer has already incurred, divided by the number of exhibitors and taking into account the size of the exhibition space that each exhibitor has booked.

4. If cases of force majeure prevent the organizer or its service partners from fulfilling some or all of their obligations, the organizer is released from its obligations until the force majeure ceases. The organizer shall immediately notify the exhibitor of such actions, provided the organizer is not prevented from doing so by force majeure as well. Strikes, lockouts, regulatory intervention and the impossibility of providing auxiliary materials such as electricity are considered to be the equivalent of force majeure, unless they are of short duration or caused by the organizer.

5. You shall have the right to rescind the contract, if you lose your interest in participating in the event because of one of the cases mentioned in Clause 2, and if you waive the reservation for the stand space allotted to you. Upon obtaining knowledge of the change, the rescission of the contract must be declared in a written statement and without undue delay. In case of the cancellation of an event, the organizer shall not be liable for damages and/or other losses which may be incurred on your part.

XII Final provisions

1. By signing the application form you recognize the organizer's Conditions of Participation (the General and Special Sections, the Technical Guidelines and all other regulations relating to the contractual relationship) as binding. The contractual relationship is subject solely to these stipulations. Divergent or supplementary terms from the exhibitor do not become part of the contract even if the organizer does not specifically object to them. This applies especially to diverging conditions of payment.

2. Should these provisions be partially legally invalid or contain gaps, this shall not effect the validity of the remaining provisions or the contract. In this event, the parties shall undertake to replace the invalid provision with such a provision or to fill the gap with such a provision, which comes closest to enabling the commercial purpose pursued by the parties to be fulfilled.

3. All alterations to the contract must be made in writing. The same shall also apply to any amendment or cancellation of the written-form clause itself.

Data Protection Notice

1 Controller/Contact

The Controller as defined under the data protection laws is

Koelnmesse GmbH
Messeplatz 1
50679 Cologne, Germany

Our Data Protection Officer can be contacted as follows:
datenschutz-km@koelnmesse.de.

2 Your rights as data subject

If your personal data are processed, you are a data subject as defined in the GDPR and you have the following rights with respect to the Controller:

Right of objection

You have the right to file an objection at any time against processing of your personal data, carried out on the basis of Art. 6 (1) lit. e or f GDPR, for reasons resulting from your particular situation. This also applies to any Profiling based on these provisions.

The Controller will then no longer process your personal data, unless he/she can demonstrate compelling reasons for the processing warranting protection, and these prevail over your interests, rights and liberties, or if the processing is for the purpose of asserting, exercising or defence of legal entitlements.

If your personal data are processed in order to carry out direct advertising, you have a right to file an objection at any time against the processing of your personal data for the purpose of such advertising. This also applies to Profiling insofar as it is connected with such direct advertising.

If you object to processing for the purpose of direct advertising, your personal data will no longer be processed for these purposes.

In connection with the use of services of the information society and notwithstanding Directive 2002/58/EC, you have the possibility of exercising your right of objection via automated procedures that use technical specifications.

You can demand **information** on whether we process personal data concerning you. If such processing is carried out, you can demand further information on this processing, in particular the purposes, categories of personal data, recipients or the categories of recipients, planned storage duration etc.

You have a right to **correction** and/or completion of your data

You can demand the **restriction of the processing** of your personal data under certain circumstances: If the processing of your personal data has been restricted, these data — with the exception of their storage — can only be processed with your consent, or for the assertion, exercise or defence of legal entitlements, or to protect the rights of another natural or legal person, or for reasons of an important public interest on the part of the EU or a member state.

Under certain circumstances, you can demand the **erasure** of the personal data concerning you. If the Controller has made your personal data public and is obliged to erase them, he/she shall, with consideration for the available technology and implementation costs, take appropriate measures, including of a technical nature, to inform Controllers, responsible for the data processing and processing the personal data, that you, as data subject, have demanded that they delete all links to these personal data, or have demanded the deletion of copies or replications of these personal data.

If you have asserted the right of rectification, erasure or restriction of processing with respect to the Controller, the latter is obliged to inform all recipients, to whom your personal data have been disclosed, of this

rectification or erasure of the data or of the restriction of processing, unless this proves to be impossible or involves disproportionate expense. You have a right with respect to the Controller to be **informed** of these recipients.

You have a right to **receive** your personal **data**, provided by you, in a structured, commonly-used and machine-readable format. You also have a right to insist that these data be transferred directly to another controller, insofar as this is technically possible. Liberties and rights of other persons must not be impaired as a result.

You have the right to **revoke** your data protection **declaration of consent** at any time. Revocation of the consent shall not affect the legality of the processing, carried out on the basis of the consent, up until the revocation. Within certain limits, you have the right not to be subjected to a decision, based exclusively on automated processing — including Profiling — that is legally effective against you or that significantly impairs you in a similar manner.

3 Right to complain to a supervisory body

Notwithstanding any other administrative-law or judicial remedy, you have a right to complain to a supervisory authority, in particular in the member state of your residence, your place of work or the place of the suspected violation, if you are of the opinion that the processing of your personal data violates the GDPR.

The supervisory body with which the complaint has been filed, will inform the complainant of the status and the results of the complaint, including the possibility of a judicial remedy pursuant to Art. 78 GDPR.

4 Information in the event of data collection via third parties

If we collect your personal data via third parties, this can involve the following categories of personal data: name, contact data as well as further information, for example concerning your responsibilities. If we do not receive these contact data directly from you, we receive them from the company for which you work and/or with which we are in contact. This can involve in particular an exhibitor or another cooperation partner with which we exchange services.

The possibility also exists of us receiving your contact data from commercial agents working for us.

5 Purposes and legal basis of the processing

We process your data for contract initiation, execution and settlement. This concerns the purchase of tickets as well as the contractual relationship as exhibitor, if you are acting as a natural person, for example businessman, in this respect. The data processing can also be for the purpose of administering your participation in an event or competition.

The legal basis for the handling of your data is Art. 6 (1) lit. b) GDPR, if this handling concerns the contractual exchange of services with you.

We may possibly also process data on you even if you yourself are not a customer, but rather a contact person of a business or cooperation partner.

In this respect, the legal basis for the handling of your data is Art. 6 (1) lit. f) GDPR.

We also process data for other purposes that are in our interests, specifically in order to:

- provide you with product information concerning relevant services.
- carry out measures aimed at improving and developing services and products, so as to be able to approach you individually with customised offers and products.
- carry out market and opinion research, or have this carried out by market and opinion research institutes. This enables us to obtain an overview of the

transparency and quality of our products, services and communication, and to align or design these in the interests of our customers.

The legal basis for this handling of your data is Art. 6 (1) lit. f) GDPR as well as Art. 6 (1) lit. a) GDPR, provided you have issued consent. You can revoke any such consent at any time with effect for the future.

6 Justified interest

If we use data within the framework of the above weighing-up of interests, our justified interest lies in enabling direct advertising (see Recital 47 GDPR), provided your privacy-law interests do not outweigh our advertising interests in each individual case.

If we use data in the context of contract initiation or fulfilment with a business or cooperation partner, our interest when handling your data lies in enabling and maintaining a dialogue with the respective business or cooperation partner, typically within the framework of a contractual or other relationship. If you act as contact person in this respect — typically in your function as employee of these companies — you typically have no opposing interest if this interaction with us is part of your work duties.

7 Recipients of your data

If and insofar as you have issued us with corresponding consent, we shall forward your data within the limits of this consent.

We shall also forward your data to service providers who are bound by instructions and whose work supports the provision of our services for you, on our behalf and in accordance with our instructions. These can be IT service providers, print service providers, call centres if you call in, and similar service providers.

In individual cases we also forward your data to third parties who use the data on their own responsibility: finance and tax authorities, police and investigation authorities (given the existence of a legal basis), official registration bodies (if forwarding is prescribed by law), insurance companies, banks and lending institutions (payment processing), market partners, commercial agents, auditors, lawyers, accountants or similar third parties.

8 Transfer of data to a third country

The transfer of data to third countries is planned if this is necessary for fulfilment of a contract, or if you issue us with express consent to forward the data to third parties.

If we transfer your data to service providers or group companies outside the European Economic Area (EEA), the transfer will only be made if the third country has been certified by the EU Commission as having an adequate level of data protection (Art. 45 (1) GDPR), or given the existence of other adequate data protection guarantees as defined in Art. 47 GDPR.

9 Duration of the storage of your data

If we have received your data for the processing of the contractual relationship with you as ticket purchaser or as natural person, as exhibitor, or for the purpose of an advertising approach or for the processing of your participation in an event or competition, we shall store your data and shall erase these after the event or when the contractual relationship with you has ended, when all reciprocal claims have been fulfilled and if no other statutory retention obligations or statutory justifying reasons for the storage exist.

Retention obligations exist in particular under the German Commercial Code (HGB) and the German Tax Code (AO). If such obligations apply and concern documents with your data, we shall erase your data upon expiry of the statutory retention obligations. As a rule therefore ten years from the end of the year in which the contractual relationship with you has ended.

If we use your data in the context of the contract initiation or fulfilment with a

business or cooperation partner, we shall store your data and shall erase them as soon as these are no longer required, for example if our relationship with the business or cooperation partner ends, if you yourself no longer act as contact person or similar.

Retention obligations exist under the German Commercial Code (HGB) and the German Tax Code (AO). If such obligations apply and concern documents with your data, we shall erase your data upon expiry of the statutory retention obligations. As a rule therefore ten years from the end of the year in which the contractual relationship with the business or cooperation partner has ended.

10 Necessity of providing your data

The provision of the data by you and the collection of the data by us for the processing of the contractual relationship with you as ticket purchaser or as natural person as exhibitor, is necessary for conclusion of the contract. Without the data we cannot conclude a contract with you or provide invoicable services.

The same applies in cases in which you wish to be approached by us for advertising purposes, or wish to participate in events or competitions.

If we collect your data in the context of contract initiation or fulfilment with a business or cooperation partner, the provision of the data is typically necessary for the contractual relationship with the company for which you work; we would be typically unable to provide services without the data.

11 Automated decisions in individual cases or Profiling measures

No automated decision making or profiling takes place, neither for the creation and execution of the contractual relationship with you, nor for advertising approaches, nor for the processing of your participation in events or competitions.

(last amended 12 July 2018)

Koelnmesse Tochtergesellschaften, Repräsentanzen und Auslandsvertretungen

Koelnmesse subsidiaries, representatives and foreign representations

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Albanien · Albania

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siehe Spanien, see Spain

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siehe Vereinigte Arabische Emirate, see United Arab Emirates

Barbados · Barbados

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