

Essential information

The registration documents include

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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