

Essential information

Please also refer to our enclosed Conditions of Participation.



EXPONATEC COLOGNE
International Trade Fair for Museums,
Conservation and Heritage
20 - 22 November 2019

The registration documents include

Essential information

Forms:

- 1.10 Registration for main exhibitor*
- 1.11 Enclosure to the registration for main exhibitor
- 1.20 Application for Co-exhibitors*
- 1.21 Application for Additional represented companies*
- 1.30 List of Goods*
Conditions of participation Special section
Conditions of participation General section

*Must be returned

1 Opening times

For exhibitors:

Wednesday,	20.11.2019:	9 a.m. – 8 p.m.
Thursday,	21.11.2019:	9 a.m. – 8 p.m.
Friday,	22.11.2019:	9 a.m. – 7 p.m.

For visitors:

Wednesday,	20.11.2019:	10 a.m. – 7 p.m.
Thursday,	21.11.2019:	10 a.m. – 7 p.m.
Friday,	22.11.2019:	10 a.m. – 6 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. You are kindly requested to send in as well the list of goods on **Form 1.30 signed**. Co-exhibitors* or additionally represented companies* are required to register using **Form 1.20 and 1.21**.

A separate list of goods – **Form 1.30** – must be filled in for each of these companies.

*see Item V of the General Section of the Conditions of Participation

3 Participation fees and other costs

Renting a stand area costs 212.00 EUR per m².

Please note the early bird rate for exhibitors who register by 14.12.2018: 182.00 EUR per m² respectively by 30.04.2019 192.00 EUR per m².

In addition, a flat rate electricity fee* of 7.50 EUR per m² and an AUMA fee* of 0.60 EUR per m² are charged.

All prices are net prices and do not include VAT.

The rental fee for stand area does not include the cost for any constructions.

*see Item 3 of the Special Section of the Conditions of Participation

4 Turnkey stands/Technical Guideline/ Services

Be sure to take advantage of our offer and order. These stands are available in a variety of designs. You will receive the corresponding offers from us in a separate mailing.

You may download the technical guidelines from the event website or from www.koelnmesse-service-portal.de.

Our entire range of services can be ordered online at the Koelnmesse Service Portal.

They are clearly grouped into five service sections:

- Stand construction services
- Technical services

- Marketing services
- Catering services
- Hotel services

After receipt of the stand space confirmation, you will receive your log-in data. Please note the deadlines for service orderings.

5 Construction times

Saturday,	16.11.2019 from 8 a.m. until 8 p.m.
Sunday,	17.11.2019 from 8 a.m. until 8 p.m.
Monday,	18.11.2019 from 8 a.m. until 8 p.m.
Tuesday,	19.11.2019 from 8 a.m. until 6 p.m.

6 Dismantling times

Friday,	23.11.2019 from 6 p.m. to 12 p.m.
Saturday,	24.11.2019 from 8 a.m. to 8 p.m.
Sunday,	25.11.2019 from 8 a.m. to 8 p.m.
Monday,	26.11.2019 from 8 a.m. to 6 p.m.

Dismantling may begin not earlier than 6 p.m. on Friday, 23.11.2019

7 Stand confirmation

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

8 Maximum stand height/special constructions

The maximum permissible stand height is 4.00 metres.

If your stand deviates from the construction guidelines in any way or you are planning to have special constructions, please submit your plans to Koelnmesse (Department Technical Services) in duplicate for perusal not later than six weeks prior to the beginning of the event. In addition, lighting equipment may be suspended from the hall ceiling, whereby the maximum permissible distance from the upper edge of the lighting to the hall floor is 4.5 m. Please note that for any objects hanging from the hall ceiling, neither the lighting equipment nor its mounts may be connected to the stand construction.

9 Scale-drawings of stands

Sketches of stands can be provided on a scale of 1:200 upon request by the exhibiting companies.

10 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 instance the organizer is entitled to demand a general reimbursement of the costs incurred corresponding to 25 % of the participation fee. If the space cannot be re-rented, the full participation fee must be paid. Please see "General Conditions of Participation", Item II.

11 Invoicing

You will receive the invoice for the stand area **starting** in August 2019. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

12 Reimbursement of VAT

2 Essential information

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 therefor 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

13 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

- three passes for a stand of up to 20 m²
- one pass for each further unit or part unit of 10 m² up to a stand area of 100 m²
- one pass for each further unit or part unit of 20 m² above this area

14 Work passes

You will receive free work passes that allow your **company's** personnel access to the fair grounds during the construction and dismantling periods. Working passes for authorised stand construction staff who do **not belong to your company** can be obtained on request.

15 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, co-exhibitors and other represented companies and costs:

Euro 500.00 per main exhibitor, group organiser and group participant

Euro 250.00 per co-exhibitor and other represented companies.

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 20/09/2019.

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.

17 Koelnmesse representatives abroad

Koelnmesse has representative offices in over 80 countries, as well as in Berlin. They will gladly assist you at any time. A list of these offices is

available on the Internet at www.koelnmesse.de

18 Advertising

If you hand out any bags, their dimensions may not exceed 40 x 30 x 10 cm; empty bags should not be handed out.

19 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-
EXPONATEC COLOGNE		
Project Team	-2662, -2386, -3785	-99 2864
Press	-2288	-3544
Protocol	-3014	-3402
Accounts departement	-2378	-2506
Additional exhibitor passes & entracne ticket vouchers	-2991	-3437
Congresses, special events, conference rooms	-2201	-3430
Stand construction	-2936	-2188
Technical services	-2324	-3922
Marketing package, advertising materials	-2824	-3501
Exhibition facilities	-3971	-3970
Car parking	+49 221 2849319	-3999
Traffic controlling (truck parking)	-3670	-3999
Forwarding agents (customs clearance/storage/transport) – Schenker	+49 221 981310	+49 221 318890
Insurance	+49 221 77156359	+49 221 77156390
Security	-2818	-3435
Arranging personnel		
– Hostesses/service-staff	+49 221 28492-05/-06	+49 221 8800066
– Construction/dismantling stuff	-2882	+49 221 45559636
Restaurants/stand catering	+49 221 2849444	+49 221 2849445
Hotel accommodation	-2273	-3739
Visitor service	-2668	-3415