



www.interzum.com

Furniture production  
Interiors  
Cologne

The future starts here.

**interzum**  
21.–24.05.2019

World's  
Leading  
Event

Your application forms



## Essential information

Please also refer to our enclosed Conditions of Participation.



interzum

Cologne, 21.-24.05.2019

## The registration documents include

Essential information  
Checklist  
1.10. + 1.11 Application for Main Exhibitor  
1.12 + 1.13 Registration for group presentation  
1.20 Application for Co-exhibitors  
1.30 List of Products  
Conditions of Participation Special Section  
Z.01 Exhibitors' passes against payment  
Z.03 Infoscout – Trade agents sought  
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.

### 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\* or additionally represented companies\* 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.

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

### 3 Product groups

- **Materials & Nature**  
Wood, veneers, parquet flooring, interior works, decorative surfaces, decor papers, laminates, wood-based panels, laminated plastic, mineral materials, edges, surface treatments, adhesives, embossing cylinders, press plates
- **Function & Components**  
Semi-finished products for cabinet, kitchen, office and modular furniture, fittings, locks, built-in parts, lamps and lighting systems
- **Textile & Machinery**  
Machinery for upholstery and bedding, upholstery materials, upholstery accessories, cover fabrics and leather

### 4 Participation fees

Renting a stand area costs **169.00 EUR** per square meter (1. early bird discount for registration until 31 May 2018) or **185.00 EUR** per square meter (2. early bird discount for registration between 1 June and 31 October 2018). At registration from 1 November 2018 onwards, renting a stand area costs **199.00 EUR** per square meter.  
In addition, a flat rate electricity fee of **9.50 EUR** per m<sup>2</sup> and an AUMA fee of **0.60 EUR** per m<sup>2</sup> will be charged.  
Further details can be found in point 3 of the special section of the Conditions of Participation.  
All prices are net prices and do not include any legally applicable VAT. **The participation fee does not include the cost for any constructions.**

### 5 Turnkey stands / Koelnmesse stands

Tel.: +49 221 821-3998

Be sure to take advantage of our offer and order a turnkey stand. These stands are available in various designs. You will find more detailed information on our website: [www.interzum.com](http://www.interzum.com)

## 6 Construction times

Please note the construction times as follows:

	11.-14.05.	06:00-24:00 h
Hall 6-8 and 10	15.-19.05.	00:00-24:00 h (halls won't be closed)
	20.05.	00:00-18:00 h (last day of construction)
	14.05.	06:00-24:00 h
Hall 3-5, 9 and 11	15.-19.05.	00:00-24:00 h (halls won't be closed)
	20.05.	00:00-18:00 h (last day of construction)

**End of construction period: Monday, 20th May 2019, by 6:00 p.m. at the latest.**

Information subject to change

## 7 Dismantling times

**On May 24, dismantling isn't allowed before 6:00 p.m.**

24.05.	18:00-24:00 h (halls won't be closed)
25.-27.05.	00:00-24:00 h (halls won't be closed)
28.05.	00:00-18:00 h

**Please note, that it won't be possible to get a longer dismantling period.**

## 8 Stand confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand **as of September 2018**.

## 9 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website or from [www.koelnmesse-service-portal.com](http://www.koelnmesse-service-portal.com). You also have the option of requesting the Technical Guidelines on CD-ROM. Our entire range of services can be ordered online at the Koelnmesse-Service-Portal. You will receive your log-in data together with your stand confirmation in September 2018 or later. **Please observe the submission deadlines for the order forms!**

## 10 Maximum stand height / special constructions

Where structurally and technically possible, the maximum stand height is 4.50 m. Higher stand heights of up to 6.50 m are permissible in Halls 6 through 9 provided that special permission is granted. In halls 3-5, 10 and 11 a transgression of the maximum stand height is possible, depending on the height of the hall and after special permission by Koelnmesse. Requests for such permission must be submitted to Koelnmesse in writing. Should you be planning a special construction (e.g. ceiling elements, meeting booths) or a stand with two floors, you must submit **2 copies** of the construction plans to Koelnmesse (Exhibition Technology department) **at least 8 weeks before the start of the event**.

## 11 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 (but a minimum of 750.00 EUR) 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.

## 12 Invoicing

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

## 13 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](http://www.bzst.bund.de).

## 14 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:

- 3 passes for a stand of up to 20 m<sup>2</sup>
- 1 additional pass for each further unit or part unit of 10 m<sup>2</sup> up to a stand area of 100 m<sup>2</sup>
- 1 additional pass for each further unit or part unit of 20 m<sup>2</sup> above 100m<sup>2</sup>

## 15 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.

## 16 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 1.390.00 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 28.03.2019.

## 17 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.

## 18 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](http://www.koelnmesse.com)

## 19 Please find the important contacts on our website [www.interzum.com](http://www.interzum.com)

## Checklist for preparing your participation at interzum 2019



interzum  
Cologne, 21.-24.05.2019

		Done
Register main exhibitor	Until start of construction (Attention: Start of planning September 2018) Allocation depends on availability	<input type="radio"/>
Register co-exhibitors / additionally represented companies using form 1.20 and the list of products (form 1.30)	Until 31st January, 2019 at latest	<input type="radio"/>
Editorial and advertising deadline Marketing Package	28.03.2019	<input type="radio"/>
Order admission ticket vouchers for your customers	From January 2019 (order form and information to follow)	<input type="radio"/>
Order free advertising materials	Until 2 weeks before the start of the fair	<input type="radio"/>
Register stand parties	Before the start of the fair	<input type="radio"/>
Register musical renditions GEMA – Bezirksdirektion NRW Postfach 1013 43, 44013 Dortmund, Germany Tel.: +49 231 57701-200, fax +49 231 57701-230 www.gema.de	Before the start of the fair	<input type="radio"/>
Reserve office and/or conference rooms	Before the start of the fair (subject to availability)	<input type="radio"/>
Order other services related to your trade fair presentation (e.g. stand construction, power and water supply, hostesses etc.)	Deadlines listed on the order forms in Koelnmesse-Service-Portal (www.koelnmesse-service-portal.com)	<input type="radio"/>
Submission of stand planning subject to approval (see technical guidelines)	Until 8 weeks before the start of the fair at latest	<input type="radio"/>
Use the "Infoscout" information service for visitors (see form Z.03)	Until 2 weeks before the start of the fair	<input type="radio"/>



21.-24.05.2019

0 2 3 0

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## Application for Main Exhibitor

Only valid with filled list of products (1.30)

1.10

### 1 Main Exhibitor

#### 1.1 Address:

Company/Name: (give particulars of legal status such as "Limited, Corporation" etc.)

\_\_\_\_\_

\_\_\_\_\_

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

(subject to availability)

#### 2.1 We hereby order the following stand area in accordance with the Conditions of Participation at a price (excluding VAT) of:

EUR 169,00 per m<sup>2</sup> 1. early-bird discount\*\*

(Registration until 31.05.2018)

EUR 185,00 per m<sup>2</sup> 2. early-bird discount\*\*

(Registration from 01.06. till 31.10.2018)

EUR 199,00 per m<sup>2</sup> standard rate\*\*

(Registration from 01.11.2018 onwards)

plus EUR 9.50 per m<sup>2</sup> proportionate energy fee

plus EUR 0.60 per m<sup>2</sup> AUMA fee

plus EUR 1.390.00 marketing package

plus exhibitor down payment for services in accordance with the Conditions of Participation, Special Section.

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

The prices are valid for all types of stand.

**Minimum stand size: 12 m<sup>2</sup>**

Desired area in m<sup>2</sup>

Frontal width

in metres

min

max

Depth

in metres

min

max

Type of stand:

Terrace stand

Corner stand

Two-corner stand

Island stand

#### 2.2 We would like to order the stand construction service

from Koelnmesse GmbH.

(Please submit the separate form!)

#### 2.3 We require:

electricity

water

compressed air

Please order these services separately via the Koelnmesse-Service-Portal.

### 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.

#### Please note:

The details entered on this form are automatically collected by Koelnmesse GmbH and used for the purpose of processing of this operation, in line with the regulations of the Federal Data Protection Law of the Federal Republic of Germany.

I hereby permit Koelnmesse GmbH to use the details entered on this coupon for sending information and advertising of industry events of Koelnmesse and its affiliated companies (according to § 15 AktG) at home and abroad, in line with the regulations of the Federal Data Protection Law of the Federal Republic of Germany. You can forbid this use of personal data at any time under interzum@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 as well as the stipulations of the Koelnmesse-Service-Portal (in particular the technical regulations and the supplements contained in the order forms) are binding for our company.

X

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



0	2	3	0
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--	--	--	--	--	--	--	--	--	--

Name of main exhibitor:

---

**Enclosure to the application  
 for Main Exhibitor**  
 Deviant invoice address /  
 Address for correspondence

**1.11**

**1 Invoice address -  
 if different from Main Exhibitor**

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

Company/Name:

---



---

Street:

Postcode,  
town:

Postcode,  
P.O. Box:

Postcode,  
town:

State,  
country:

Tel.:

Fax:

E-Mail:

Language of correspondence:

german

english

**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:

Company/Name:

---



---

Street:

Postcode,  
town:

Postcode,  
P.O. Box:

Postcode,  
town:

State,  
country:

Tel:

Fax:

E-Mail:

Language of correspondence:

german

english

**Please note:**

The event organizer will use and proceed the information provided in this form within the framework of the fulfilment of contractual duties via an automated procedure that takes the regulations stipulated under the Federal Data Protection Law of the Federal Republic of Germany into account.



## Registration for group presentation

1.12

### 1 The organiser of the group presentation

#### 1.1 Address:

Company/Name: (give particulars of legal Status such as "limited, Corporation" etc.)

\_\_\_\_\_

\_\_\_\_\_

Street:

\_\_\_\_\_

Postal Code/City:

\_\_\_\_\_

P.O. Box:

\_\_\_\_\_

Country:

\_\_\_\_\_

Tel.:

\_\_\_\_\_

Fax:

\_\_\_\_\_

E-Mail:

\_\_\_\_\_

Internet:

\_\_\_\_\_

Proprietor/Managing Director: (please give first and last name)

Mr.  Ms.

Language of correspondence:  german  english

Sort alphabetically  
under the letter

\_\_\_\_\_

Contact person for the group presentation:

Mr.  Ms.

Tel.:

\_\_\_\_\_

Fax:

\_\_\_\_\_

E-Mail:

\_\_\_\_\_

#### 1.2 Turnover tax ID number (VAT)

(Required information for companies from EU countries)

\_\_\_\_\_

#### 1.3 We are:

- Manufacturer  Sales organisation  
 Trader  Service provider  
 Importer  Association/institution

#### 1.4 We are registered with the:

Commercial register

At the  
Magistrate Court in:

\_\_\_\_\_

Commercial  
Register no.:

\_\_\_\_\_

#### 1.5 We are a subsidiary/branch of the following company/group:

Name of company:

\_\_\_\_\_

Street:

\_\_\_\_\_

Postal Code/  
City:

\_\_\_\_\_

Country:

\_\_\_\_\_

### 2 Stand area request:

#### 2.1 We hereby order the following stand area in accordance with the Conditions of Participation at a price (excluding VAT) of:

EUR 169,00 per m<sup>2</sup> 1. early-bird discount\*\*  
(Registration until 31.05.2018)

EUR 185,00 per m<sup>2</sup> 2. early-bird discount\*\*  
(Registration from 01.06. till 31.10.2018)

EUR 199,00 per m<sup>2</sup> standard rate\*\*  
(Registration from 01.11.2018 onwards)

plus EUR 9.50 per m<sup>2</sup> proportionate energy fee

plus EUR 0.60 per m<sup>2</sup> AUMA fee

plus EUR 1.390,00 marketing package

plus Exhibitor down payment for services in accordance with the Conditions of Participation, Special Section.

**\*\*The early bird discount only will be allowed on registrations for exhibitors in a group presentation when completed and received by Koelnmesse by the mentioned cut-off date. The prices are valid for all types of stand.**

#### Minimum stand size: 12 m<sup>2</sup>

Area in m<sup>2</sup>

Frontal width  
in metres

min

max

Depth  
in metres

min

max

Type of stand:

terrace stand

corner stand

two-corner stand

island stand

#### Please note:

The event organiser will use and proceed the information provided in this form within the framework of the fulfilment of contractual duties via an automated procedure that takes the regulations stipulated under the Federal Data Protection Law of the Federal Republic of Germany into account.

I hereby permit Koelnmesse GmbH to use the details entered on this coupon for sending information and advertising of industry events of Koelnmesse and its affiliated companies (according to § 15 AktG) at home and abroad, in line with the regulations of the Federal Data Protection Law of the Federal Republic of Germany. You can forbid this use of personal data at any time under interzum@koelnmesse.de.

We will submit the names of the exhibitors in our group presentation in good time. This will be done either by means of an Excel table or by forwarding Form 1.13 and the filled out list of products.

By signing and returning the registration form, we acknowledge that the General and the Special Sections of Koelnmesse GmbH's Conditions of Participation as well as the stipulations of the Koelnmesse Service Portal (in particular the technical regulations and the supplements contained in the order forms) are binding for our company. We assume responsibility for ensuring that the exhibitors in our group presentation are aware of the stipulations mentioned and comply with them.

X

Date, Place, Stamp, Legally binding signature of the organiser of the group presentation

## Registration for exhibitors in a group presentation

Must be returned. Valid only in conjunction  
with filled out list of products (form 1.30)

1.13

### 1 The exhibitor at the group presentation

#### 1.1 Address:

Company/Name: (give particulars of legal Status such as "Limited, Corporation" etc.)

\_\_\_\_\_

\_\_\_\_\_

Street:

\_\_\_\_\_

Town, postcode:

\_\_\_\_\_

P.O. Box:

\_\_\_\_\_

Town, postcode:

\_\_\_\_\_

Country, state:

\_\_\_\_\_

Tel.:

\_\_\_\_\_

Fax:

\_\_\_\_\_

E-Mail:

\_\_\_\_\_

Internet:

Proprietor /Managing Director: (please give first and last name)

Mr.  Ms.

Language of correspondence: Register first letter  
 german  english of company name:

The contact person regarding our participation in the group  
presentation is:

Mr.  Ms.

\_\_\_\_\_

Tel.:

\_\_\_\_\_

Fax:

\_\_\_\_\_

E-Mail:

\_\_\_\_\_

#### 1.2 Turnover tax ID number (VAT):

(Required information for companies from EU countries)

\_\_\_\_\_

#### 1.3 We are a/an:

- Manufacturer  Sales organization  
 Trader  Service provider  
 Importer  Association / institution

#### 1.4 We are registered in the:

Commercial register

At the  
Magistrate Court in:

\_\_\_\_\_

Commercial  
Register no.:

\_\_\_\_\_

#### 1.5 We are a subsidiary/branch of the following company/group:

Company/name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Town, postcode:

\_\_\_\_\_

Country, state:

\_\_\_\_\_

### 2 Stand area request:

#### 2.1 We are exhibiting as part of the following group presentation:

\_\_\_\_\_

#### 2.2 We request a stand area measuring\*\*:

Space in total m<sup>2</sup>

Frontal width

in meters

min

max

Depth

in meters

min

max

Subject to availability:

We prefer a:

Terrace stand

Two-corner stand

Corner stand

Island stand

### 3 Products

Please tick your products on the enclosed list of products. Please  
note that only those products registered with the list of products  
may be exhibited at the fair.

#### Please note:

\*\* The information entered in section 2.2 can be taken into  
account only in relation to the conditions existing. It is not a  
prerequisite for participation.

1. Once admitted, an agreement of participation comes into effect  
between your company and the organiser of your group  
presentation. Should you have any further questions, please  
contact the organiser.

2. The information entered on this form will be stored  
automatically by the organiser of the group presentation and  
Koelnmesse GmbH in accordance with the data protection laws,  
and will be passed on to third parties within the framework of the  
contractual obligations.

By signing and returning the registration form, we acknowledge  
that the General and the Special Sections with waiting period  
regulation of Koelnmesse GmbH's Conditions of Participation as  
well as the stipulations of the Koelnmesse-Service-Portal (in  
particular the technical regulations and the conditions of  
Koelnmesse Service GmbH and the supplements contained in the  
order forms) are binding for our company.

The information above can be downloaded from [www.interzum.com](http://www.interzum.com)  
or requested from the organiser of your group presentation  
or Koelnmesse GmbH at any time.

X

Place, Date, legally binding signature and company stamp



Customer number:

0	2	3	0
---	---	---	---

--	--	--	--	--	--	--	--

Main exhibitor:

**Application for  
 Co-exhibitors/Additionally  
 represented firms\***

**1.20**

**We hereby register companies represented by us or additional exhibitors on our stand according to the Conditions of Participation.**

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)

\_\_\_\_\_

Customer number:

--	--	--	--	--	--	--	--

Register first letter of company name:

**The company is:**

Manufacturers       Trading company

Importer             Association/organization

Wholesaler          Service provider

**The company is represented with:**

own products

own staff (mark as required)

own name sign

The participation fee per co-exhibitor is to 300.00 EUR (plus VAT) and will be charged to the main exhibitors' account. This fee does not include the entry in the Marketing Package, see Item 7.2 Special Participation Conditions.

**\* Explanation**  
**"Co-exhibitors / additionally represented companies":**

- Co-exhibitors are companies with their own personnel that use the stand area of a main exhibitor. Companies within groups and subsidiaries count as co-exhibitors.
- Additionally represented companies are companies that use their own company signs and showcase their products on the stand area of a main exhibitor, but do not have their own personnel.

**The exhibits correspond to the following numbers in the products list 1.30:**


**Please note:**  
 The event organizer will use and proceed the information provided in this form within the framework of the fulfilment of contractual duties via an automated procedure that takes the regulations stipulated under the Federal Data Protection Law of the Federal Republic of Germany into account.

**List of Products**

Please fill in and return with your registration

**1.30**

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


**Main exhibits: (max. 2 entries)**  
 (Please complete absolutely)

No: 

--	--	--	--	--	--

No: 

--	--	--	--	--	--

This directory of products shall not be considered the basis for automatic entry in the directory of products in the official fair media. Our official contractual partners will provide you with all order information and documents for the marketing services offered.

**Entries in the bold printed main product groups are not possible. List of exhibits**  (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:

Customer No.

0 2 3 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
- 006 105 Cable Management
- 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

Main exhibitor:

Customer No.

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<input type="checkbox"/>	007 005	Dust extraction plant / Air purification facilities
<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	Uholstery 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:

Customer No.

0 2 3 0

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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:

0 2 3 0

Customer No.

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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

**Mobile Spaces**

<input type="checkbox"/>	024 001	Flooring
<input type="checkbox"/>	024 002	Sealing
<input type="checkbox"/>	024 003	Synthetic products
<input type="checkbox"/>	024 004	Leather
<input type="checkbox"/>	024 005	Lightweight construction
<input type="checkbox"/>	024 006	Lighting and electrical solutions
<input type="checkbox"/>	024 007	Machinery for the production of interior fittings
<input type="checkbox"/>	024 008	Manufacture of surfaces
<input type="checkbox"/>	024 009	Upholstery materials
<input type="checkbox"/>	024 010	Locking systems
<input type="checkbox"/>	024 011	Textiles and fibres
<input type="checkbox"/>	024 012	Adjustment mechanism

Company

Department / contact

Full address, postal code, town, country

Tel.

Fax

E-Mail

We apply herewith for the following exhibitors' passes in addition to those which we already entitled for our stand area:

\_\_\_\_\_ **exhibitors' passes against payment** 45.00 Euro

**We are aware that:**

exhibitors' passes are only valid for stand personnel during the fair, as well as for stand erection and stand dismantling.

**Exhibitor passes**

Each exhibitor receives **free of charge** and valid for the period from the day on which assembly work begins to the final day of dismantling.

- 3 passes for a stand up to 20 m<sup>2</sup>
- 1 additional pass for each further unit or part unit of 10 m<sup>2</sup> up to a stand area of 100 m<sup>2</sup>
- 1 additional pass for each further unit or part unit of 20 m<sup>2</sup> above 100m<sup>2</sup>

The passes are sent to exhibitors together with the invoice.

We are aware that additional exhibitors' passes cannot be returned after they have been invoiced.



**"Infoscout" – Visitor Information System**

Your contact information as provided on Form 1.10, as well as your registered product groups, will be made available to interested visitors at the information stands in the halls during the trade fair. In addition, you may use Koelnmesse's "Infoscout" electronic information system to publish **vacancies for trade representatives**.

Exhibitors and visitors can use the "Infoscout" system free of charge.

**"Infoscout" can provide visitors with the following information:**

- Which exhibitor is showing product XY?  
"Infoscout" takes this information from your application form 1.10 and your registered product groups.
- Where do I find company XY?  
Here again "Infoscout" uses the information provided on your application form 1.10. Please check whether all companies exhibiting with you or represented by you have been registered.

**If you wish to publish vacancies for trade representatives we require the following information:**

- Where does a trade agent find firms who are still looking for representatives in several regions?  
You can provide this information in German, English or French. For a specific product, as defined in the list of products, you can enter the desired national code/postal code and a freely variable text. The recording capacity here is limited to a maximum of 14 national codes, max. 10 postal codes, max. 14 product numbers and max. 407 letters in freely variable text.  
Possibly the CDH – Central Federation of German Trade Agents and Merchant Brokers Associations – will write to you separately about this question.

Should the available number of entries be insufficient for your requirements, please request separate additional forms. Please take into account the above-mentioned capacities.

**Supplementary to this information in "Infoscout", the system can provide answers to the following questions:**

- Service facilities in the exhibition centre including the open restaurants
- Cologne restaurants and pubs
- Wanted persons announcements
- Lost / Found
- Supporting events
- Congresses
- Seminars
- Company events

**Please do not forget to include your customer number on every form. You will find it on your stand confirmation note.**

## Countries

Germany	004	Gabon	314	Liechtenstein	037	Saudi-Arabia	632
Egypt	220	Gambia	252	Lithuania	055	Sao Tome and Principe	311
Equatorial Guinea	310	Georgia	076	Luxembourg	018	Sweden	030
Ethiopia	334	Ghana	276	Macau	743	Switzerland	039
Afghanistan	660	Gibraltar	044	Madagascar	370	Senegal	248
Albania	070	Grenada	473	Malawi	386	Seychelles	355
Algeria	208	Greece	009	Malaysia	701	Sierra Leone	264
American Oceania	457	Greenland (Denmark)	406	Maldives	667	Zimbabwe	382
Andorra	043	Great Britain	006	Mali	232	Singapore	706
Angola	330	Guadeloupe	458	Malta	046	Slovakia	063
Antigua and Barbuda	459	Guatemala	416	Morocco	204	Slovenia	091
Argentina	528	Republic of Guinea	260	Martinique	462	Somalia	342
Armenia	077	Guinea-Bissau	257	Mauretania	228	Spain	011
Aruba (Netherl. Antilles)	474	Guyana	488	Mauritius	373	Sri Lanka	669
Azerbaijan	078	Haiti	452	Macedonia	096	St. Helena	329
Australia	800	Honduras	424	Mexico	412	St. Lucia	465
Bahamas	453	Hong Kong	740	Mozambique	366	St. Pierre and Miquelon	408
Bahrain	640	India	664	Moldova	074	St. Vincent and the Grenadines	467
Bangladesh	666	Indonesia	700	Monaco	001	Sudan	224
Barbados	469	Iraq	612	Mongolia	716	South Afrika	388
Belgium	017	Iran	616	Montserrat	470	South Sudan	912
Belize	421	Republic of Ireland	007	Myanmar	676	Surinam	492
Benin	284	Iceland	024	Namibia	389	Swaziland	393
Bermuda	413	Israel	624	Nauru	803	Nepal	608
Bhutan	675	Italy	005	New Caledonia	809	New Zealand	804
Bolivia	516	Jamaica	464	Nicaragua	432	The Netherlands	003
Bosnia-Herzegovina	093	Japan	732	Netherlands Antilles	478	Niger	240
Botswana	391	Yemen	653	Nigeria	288	Norway	028
Brasil	508	Jordan	628	Norway	028	Austria	038
British Oceania	468	Cambodia	696	Oman	649	Pakistan	662
Brunei	703	Cameroon	302	Pakistan	662	Panama	442
Bulgaria	068	Canada	404	Panama	442	Papua New Guinea	801
Burkina Faso	236	Cap Verde	247	Papua New Guinea	801	Paraguay	520
Burundi	328	Kazakhstan	079	Paraguay	520	Peru	504
Chile	512	Qatar	644	Peru	504	The Philippines	708
China	720	Kenya	346	Poland	060	Portugal	010
Costa Rica	436	Kyrgyzstan	083	Portugal	010	Puerto Rico	400
Denmark	008	Colombia	480	Réunion	372	Réunion	372
Djibouti	338	Comoros	375	Rwanda	324	Romania	066
Dominican Republic	456	Congo	318	Russia	075	Russia	075
Ecuador	500	Korea	728	Zambia	378	San Marino	047
El Salvador	428	Croatia	092	San Marino	047		
Ivory Coast (Côte d'Ivoire)	272	Cuba	448				
Eritrea	336	Kuwait	636				
Estonia	053	Laos	684				
Faroe Islands	041	Lesotho	395				
Fiji	815	Latvia	054				
Finland	032	Lebanon	604				
France	001	Liberia	268				
French Polynesia (Tahiti)	822	Libya	216				





interzum  
Cologne, 21.-24.05.2019

## Conditions of Participation Special Section

### 1 Organiser, event, venue and dates, visitor admission

#### 1.1 Title

interzum 2019 is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

The event will be held at the Cologne Exhibition Centre from Tuesday, 21st May to Friday, 24th May 2019.

#### 1.2 Opening times

For exhibitors, daily from 08:00 a.m. to 7:00 p.m.  
For visitors, daily from 09:00 a.m. to 6:00 p.m.

#### 1.3 Stand construction and dismantling

Please note the construction times as follows:

	11.-14.05.	06:00-24:00 h
Hall 6-8 and 10	15.-19.05.	00:00-24:00 h (halls won't be closed)
	20.05.	00:00-18:00 h (last day of construction)
	14.05.	06:00-24:00 h
Hall 3-5, 9 and 11	15.-19.05.	00:00-24:00 h (halls won't be closed)
	20.05.	00:00-18:00 h (last day of construction)

**End of construction period: Monday, 20th May 2019, by 6:00 p.m. at the latest.**

Information subject to change

Dismantling of the exhibition stand and the goods presentation may not begin before the end of the event at 6:00 p.m. on Friday, 24th May 2019. Admission for dismantling personnel: from 6:00 p.m. Trucks will be permitted to enter from 8:00 p.m. Dismantling of all stands and exhibits must be finished by 6:00 p.m. on Tuesday, 28th May 2019.

### 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 interzum. Such producers must exhibit products that correspond to the focus of the event (see the List of Products). 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 Products, Form 1.30. The products must be new ex-works. Products and services that do not correspond to the List of Products and used products may not be exhibited or offered.

#### 2.2 Co-exhibitors

The participation of co-exhibitors and / or additionally represented companies at interzum 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

interzum 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.

### 3 Participation fees and other costs

#### 3.1 Participation fee

EUR 169,00 per m<sup>2</sup> 1. early-bird discount\*\*  
(Registration until 31.05.2018)  
EUR 185,00 per m<sup>2</sup> 2. early-bird discount\*\*  
(Registration from 01.06. till 31.10.2018)  
EUR 199,00 per m<sup>2</sup> standard rate\*\*  
(Registration from 01.11.2018 onwards)

\*\*for registration, the date of receipt by Koelnmesse applies (Forms 1.10 and 1.30).

plus EUR 9.50 per m<sup>2</sup> proportionate energy fee  
plus EUR 0.60 per m<sup>2</sup> AUMA fee  
plus EUR 1.390.00 marketing package

**The participation fee does not include the provision of stand partition walls or other special construction elements.**

For two-storey exhibition stands, the actual allotted area in the upper storey following the technical inspection is calculated at 50% of the price per m<sup>2</sup> of floor area.

The participation fee will be calculated according to the dimensions of the stand area 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.

#### 3.2 AUMA fee

The Association of the German Trade Fair Industry (AUMA) charges you a fee of 0.60 euros per m<sup>2</sup> of exhibition space for representing your interests. Koelnmesse will calculate and collect the fees in the name of, and on the account of, AUMA. More detailed information is available at [www.auma-messen.de](http://www.auma-messen.de).

#### 3.3 Energy costs

A proportional flat-rate energy fee of 9.50 euros per m<sup>2</sup> of occupied stand area will be charged.

#### 3.4 Down payment for services

Koelnmesse shall be entitled to charge a reasonable down payment for the services used for the event in question – e.g. electrical and water connections, stand cleaning, etc. The down payment for services shall be assessed on the basis of the services charged for the previous event. The down payment for exhibitors who have not participated in the previous event shall total Euro 24.50 per m<sup>2</sup> – plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions.

Once the event has ended, a separate final invoice for services will be issued; the down payment will be applied towards this amount. The invoice shall fall due for payment immediately following receipt. If the amount of the down payment should exceed the fees actually incurred for services, the amount by which the down payment exceeds actual charges shall be refunded to the exhibitor. The exhibitor shall have no claim to payment of interest on the down payment.

#### 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 / Item 2 of the Special Section), a co-exhibitor fee of € 300.00 per company will be charged. The price of inclusion in the Marketing Package is not included in this fee (see Item 7.2). The co-exhibitor fee remains payable should the co-exhibitor not participate in the event.

#### 3.6 Marketing services

Use of the marketing services described in Item 7.1 shall be obligatory and is subject to a charge (see Item 7.2, Special Participation Conditions).

### 3.7 VAT

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

### 3.8 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.

### 3.9 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](http://www.bzst.bund.de).

### 3.10 Cost in the event of non-participation

#### 3.10.1 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.

#### 3.10.2 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 (at least € 750.00), provided the reserved stand area can be rented to a third party.

#### 3.10.2.1 Stand construction by Koelnmesse – Complete stands

If you have ordered a complete stand — comprising the stand area and the stand construction — from Koelnmesse, you may cancel the stand construction order only if you do so no later than six weeks before the stand construction period officially begins. The date on which Koelnmesse receives the exhibitor's declaration is the criterion for determining if the deadline has been met. For cancellations received after the deadline, Koelnmesse is entitled to charge a flat-rate fee for the costs incurred. These costs amount to 30% of the agreed fee in the event of a cancellation within 4–6 weeks prior to the start of construction, 50% of the agreed fee in the event of a cancellation within 2–4 weeks prior to the start of construction, and 100% of the agreed fee in the event of a cancellation at a later time or during the construction of the stand. The agreed fee has to be paid in full for individually crafted or purchased components and graphics.

#### 3.10.2.2 Stand construction by Koelnmesse – Individual stands and turnkey system stands

In a case where the stand construction has been ordered independently of the registration of a stand area, the provisions of Koelnmesse Group's General Terms and Conditions for services and Koelnmesse Group's Special Terms and Conditions for stand construction services apply. You can download Koelnmesse Group's General Terms and Conditions for services from the event's website or from [www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de).

**3.10.3** 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 12 m<sup>2</sup>.

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.

Trade fair partition walls for dividing the stand area are not automatically provided. If needed as stand construction elements, however, they can be ordered for a fee at Koelnmesse-Service-Portal.

This fee does not include stand construction.

Koelnmesse will erect partition walls only if this is necessary for safety reasons due to the installation of water pipes or electrical systems.

### 4.2 Responsibility

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 maximum permissible stand height is set at 4.50 m, insofar as this is permitted by the hall ceiling and any fixed structures that may be present. Higher stand heights of up to 6.50 m are permissible in Halls 6–9 if special permission is granted. In halls 3–5, 10 and 11 a transgression of the maximum stand height is possible, depending on the height of the hall and after special permission by Koelnmesse.

As long as the technical guidelines are observed when designing and erecting stands, there is no need to submit for approval drawings for one-storey stands that do not exceed the permitted height. **All other stands and designs must be approved, particularly if the stand features special structures or meeting areas, or static calculations are required.** Plans must be submitted in duplicate for approval by Koelnmesse in good time before the work is carried out, and at least 8 weeks before the event commences.

These documents, which can be scrutinized, consist of ground plans, views and design cross sections with all measurements.

### 4.4 Notice of approval

Stand construction may not commence until the exhibitor has received a copy bearing Koelnmesse's notice of approval. This notice of approval does not release the exhibitor from the observance of the relevant provisions. It only states that Koelnmesse has no objections in the context of stand design/ arrangement. If requested to do so by Koelnmesse, the exhibitor is obliged to submit any additionally required information relating to the stand immediately.

There is no obligation on the part of Koelnmesse to ensure the observance of other provisions.

Nevertheless, if an infringement of the relevant provisions is found to have been committed, Koelnmesse can, also for this reason, refuse to provide the notice of approval.

Nevertheless, if an infringement of the relevant provisions is found to have been committed, Koelnmesse can, for this reason, also refuse to issue the notice of approval. You have been informed of the fact that in exceptional cases – at your request and on your account – the stand construction documents must be submitted to the responsible authorities for scrutiny. Irrespective of official approvals of the stand, any objections made by Koelnmesse concerning the stand must be immediately responded to. In case of imminent danger, Koelnmesse is entitled to determine at its absolute discretion the measures necessary and have them implemented at the exhibitor's expense.

### 4.5 Form of stand

The following terms are used for the stand forms:

Terrace stand: one side open

Corner stand: two sides open  
 Two-corner stand: three sides open  
 Island stand: four sides open.  
 Deviations from the requested stand shape do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

#### 4.6 Construction and design of the stands

The stand must be constructed to comply with the form of the stand confirmed.

The arrangement of the stand 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. Koelnmesse also offers a completely outfitted turnkey stand system. Orders can be placed at [www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de) (KSP).

## 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:

- 3 passes for a stand of up to 20 m<sup>2</sup>
- 1 additional pass for each additional 10 m<sup>2</sup> or part thereof up to a stand size of 100 m<sup>2</sup>
- 1 additional pass for each additional 20 m<sup>2</sup> or part thereof above 100m<sup>2</sup>

The passes are sent together with the invoice for your stand. If more exhibitor passes are needed for stand personnel, they can be requested with the form Z.01 for a fee.

### 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. If there is a change of the stand personnel during the event, the used exhibitor passes (i.e. passes bearing a name) can be exchanged for new passes one time only free of charge. The passes are issued by the Exhibitor Service Centre be returned to Koelnmesse until the last day of the trade fair for a refund of the fee.

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 components of these media for main exhibitor, group organiser and group participant 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, five press releases, ten pictures and five documents
- App for recording visitors at fair stand and use of the lead tracking service with Koelnmesse registration data – number of usage licences based on the size of the stand space
- Presentation of one Product Highlight in the app and the online exhibitor search incl. product photo and product description
- Presentation on the global interiors business network ambista with company and product information as well as the opportunity to network with the entire industry
- Activation for the Schedule Organiser Online
- Provision of unlimited number of admission ticket vouchers requiring registration

**The components of these media for co-exhibitor and other represented companies 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

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

Euro 1.390.00 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.

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, 1.20 or 1.12, 1.13. 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 Special data protection provisions for lead tracking

Trade fair visitors can voluntarily register. Other terms may apply, particularly when visitors can only purchase certain types of tickets by registering. Koelnmesse GmbH forwards the personal data from registered visitors to third parties only if the visitors first agree to have their data used in this way. Neither the exhibitor, nor Koelnmesse GmbH nor any other third party can require visitors to take part in lead tracking by scanning their admission tickets and so to pass on their personal data. The exhibitor is obliged to delete the personal data that it has received as a result of lead tracking in individual cases if it is requested to do so by Koelnmesse GmbH or the visitor in question. Koelnmesse GmbH is not liable for the accuracy and completeness of the visitor registration data.

The exhibitor may only forward the personal data received as a result of lead tracking to third parties if and to the extent that the exhibitor has received express consent from the respective visitor. The exhibitor undertakes to use the personal data received as a result of lead tracking only in accordance with the legal regulations, especially those relating to data protection, and only for the exhibitor's own purposes. In this respect, the exhibitor shall exempt Koelnmesse GmbH from all claims by third parties.

### 7.4 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.

Koelnmesse GmbH is not liable for damage to property and persons caused by the use of the FairMate LeadTracking App for the lead tracking service unless it can be proved that Koelnmesse GmbH acted deliberately or with gross negligence. Liability is limited to foreseeable damages. Participants use the FairMate LeadTracking App for the lead tracking service at their own risk. Although Koelnmesse strives to provide correct information, it does not guarantee the currentness, accuracy and completeness of the supplied information nor is it liable for such. Koelnmesse does not bear any responsibility for the service's technological availability. Warranty or damage claims of all kinds are excluded if the technology breaks down or malfunctions in some other way. Maintenance, security and capacity-related issues as well as events over which Koelnmesse has no control (e.g. disturbances of the public communication networks, power outages, etc.) can lead to brief disruptions or a temporary suspension of the services. Koelnmesse does not guarantee that the web pages will be accessible at all times and that participants can call them up flawlessly and without encountering incorrect content or technical difficulties. Koelnmesse is not liable for incorrect information that is produced or disseminated by participants and/or third parties (including cooperation partners) and that is related to the ordering of admission tickets and catalogues for trade fairs and exhibitions of the Koelnmesse Group on the Internet. Koelnmesse is especially not liable for e-mails or data entries that the system fails to accept and/or receive because they do not conform to the stipulations of these Conditions of Participation or to the website's technical requirements. Koelnmesse is not liable for the offers made by third parties, especially not if they related to the use of the lead tracking service. Koelnmesse does not guarantee that all links and references to external content that are found during the use of the lead tracking service are correct or complete.

## 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 "Infoscout" – Information service for visitors

The information about your company that you submitted on Forms 1.10 to

1.30 will be made available at the information stands in the halls for interested visitors during the event. Furthermore, with Koelnmesse's electronic information system Infoscout you can publish vacancies for trade representatives.

You can use Form Z.03 to specify this offer according to products, countries or regions. Exhibitors and visitors can use Infoscout free of charge.

## 11 Requirement for a written document

All explanations must be specified in writing.

## 12 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.

## 13 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 or from [www.koelnmesse-service-portal.com](http://www.koelnmesse-service-portal.com). You also always have the option of requesting the Technical Guidelines in printed form or on CD-ROM. 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 participation fee does not include the provision of stand partition walls or other special construction elements.
3. 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.
4. For two-storey exhibition stands, the participation fee for the upper storey is calculated in accordance with the regulations of the Special Section of the Conditions of Participation after the upper storey has been approved following a technical inspection.
5. 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.
6. 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.
7. 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.

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

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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, additionally represented companies, 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 and/or additionally represented companies.

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. This also applies to companies who have their own products at the stand but none of their own staff (additionally represented companies). 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 and additio-

nally represented companies 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 or a company which is additionally represented, 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/additionally represented companies 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 Cologne exhibition centre apply in their current-ly 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 (order form accessible through the online service tool). All cases of theft and damage must be immediately reported to the police, the organizer and the insurance company at Messewache Ost (Security Office East at Entrance East) 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 shall be the principal place of business of the organizer. 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, Cologne. 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.

# Koelnmesse Tochtergesellschaften, Repräsentanten und Auslandsvertretungen

## Koelnmesse subsidiaries and foreign representations

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