



DISCOVER INTERIOR IDEAS

THE INTERNATIONAL INTERIORS SHOW
15.-21.01.2018

YOUR APPLICATION FORMS

imm cologne co-located with:



Essential Information in brief

Please refer to the enclosed exhibiting conditions



The international interiors show
Cologne, 15.–21.01.2018

The application forms include

Essential information

The forms:

1.10 Application for main exhibitor*

1.11 Enclosure to the registration for main exhibitor

1.20 Application for co-exhibitors*

1.21 Application for additional represented companies*

1.30 List of Products*

Conditions of Participation Special Section

Conditions of Participation General Section

***Must be returned**

1 Opening hours

For visitors:

Monday, 15 January to Saturday, 20 January 2018,
daily from 9:00 a.m. to 6:00 p.m.

Sunday, 21 January 2018, from 9:00 a.m. to 5:00 p.m.

From Friday, 19 January 2018, the event will also be open to the general public.

For exhibitors:

Monday, 15 January to Saturday 20 January 2018,
daily from 8:00 a.m. to 7:00 p.m.

Sunday, 21 January 2018, from 8:00 a.m. to 6:00 p.m.

2 Application

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. The registration is only valid when accompanied by the list of products on **Form 1.30**. Co-exhibitors* or additionally represented companies* are required to register using **Form 1.20/1.21**.

A separate list of products – **Form 1.30** – must be filled in for each of these companies. *see Item V of the General Section of the Conditions of Participation

3 Participation fees

The minimum stand size is 12 m².

The participation fee (plus VAT) is:

on application by 31 January 2017*	EUR 180.00 per m ²
on application by 30 April 2017*	EUR 190.00 per m ²
on application or after 1 May 2017	EUR 200.00 per m ²

*Date on which Koelnmesse GmbH receives the application.

In addition, a flat-rate energy fee* of EUR 11.00 per m² and an AUMA fee* of EUR 0.60 per m² will be charged, plus a flat-rate fee for exhibitor services*. Use of the marketing services listed under Item 7.1 (Conditions of Participation Special Section) is mandatory costs Euro 1,100.00 per main exhibitor, group organiser and group participant. All prices are net prices and do not include VAT.

The participation fee for stand area does not include the cost for any construction.

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

4 Reimbursement of VAT

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service — so-called event service — in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of VAT (UStAE). The place of performance for this services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging German VAT.

If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, exhibitors (proprietors) may receive a refund of the invoiced VAT provided they fulfil the legal requirements.

Further information is available at www.bzst.bund.de.

5 Turnkey stands

Tel. +49 221 821-2047

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

6 Construction times

Tue 2 January 2018 to Wed. 10 January 2018 6:00 a.m. to midnight

Thu. 11 January 2018 to Sa. 13 January 2018 midnight to midnight

Sun. 14 January 2018: midnight to 6:00 p.m.

All stand construction measures must be finished and the aisles must be completed cleared by 6:00 p.m. on Sunday, 14 January 2018. Minor design changes can be carried out within your stand up until midnight.

Koelnmesse can authorize an early build up; a fee of Euro 800.00 per day is charged for the extension of the construction period, with night work plus Euro 220.00 per night.

7 Dismantling times

Start of dismantling period: 5:00 p.m. on Sunday, 21 January 2018

End of dismantling period: 6:00 p.m. on Wednesday, 24 January 2018

Koelnmesse can authorize an extended dismantling; a fee of Euro 800.00 per day is charged for the extension of the dismantling period, with night work plus Euro 220.00 per night.

8 Stand area confirmation

Stand areas will be allocated **from Juni 2017** after your application has been accepted.

9 Technical guidelines / services

You may download the Technical Guidelines from the event website or from www.koelnmesse-service-portal.de.

Our entire range of services can be ordered online at the Koelnmesse Service Portal. You will receive your log-in data in a separate letter with your stand area confirmation.

10 Maximum stand height / special construction

Depending on the hall architecture, the maximum permissible stand height is 4.50 m. This is also the maximum permissible height for all company and product signs and all types of advertising. (Some restrictions apply at the sides of some halls in the passages. Please contact Koelnmesse for further information.)

The stand must be constructed in a way that makes it as transparent as possible from all sides bordering on aisles – long, enclosed stand designs are not permitted.

If your stand deviates from the construction guidelines in any way or you are planning to have special constructions, please submit your plans in duplicate for approval by Koelnmesse (Exhibition Technology Department) in good time before the work is carried out, and at least 6 weeks before the event commences. In addition, lighting equipment may be suspended from the hall ceiling. Please note that for any objects hanging from the hall ceiling, neither

the lighting equipment nor its mounts may be connected to the stand construction.

11 Scaled drawings

Scaled drawings and floor plans will be sent together with the stand area confirmation.

12 Cancellation / non-participation

You cannot normally withdraw from the contract after you have received the admission/stand area confirmation. In the event of non-participation, companies that have registered for a trade fair must pay compensation. Provided the reserved stand area can be rented to a third party, this compensation amounts to 25 % of the participation fee subject. The full participation fee will be charged if the space is not relet.

13 Invoicing

You will receive the invoice about the participation fee **around September 2017** together with your free exhibitor and work passes.

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 exhibitor passes for a stand up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part thereof over a stand of 100 m²
- The maximum number of passes free of charge is 150 exhibitor passes.

If more exhibitor passes are needed, they can be requested for a fee (see Item 5.1 of the Special Section of the Conditions of Participation).

15 Work passes

You will also receive free passes that allow people commissioned by you or who work on behalf to access the fair grounds in order to construct and dismantle your stand. 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.

- 2 passes for a stand up to 10 m² size
- 4 passes for a stand up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part thereof over a stand size of 100 m²
- The maximum number of passes free of charge is 150 work passes

If more work passes are needed, they can be requested for a fee (see Item 5.2 of the Special Section of the Conditions of Participation).

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 1,100.00 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 16.11.2017.

A note on unofficial exhibitors' directories

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

17 Koelnmesse foreign representatives

Koelnmesse has local representatives in more than 80 countries from whom you can obtain advice and assistance. You can find a list on our webpage www.koelnmesse.de.

18 Ban on direct sales

Exhibits may not carry a price tag, and sales to end-consumers are not permitted. Violations will result in stand closures and fines.

19 Clearing the stand before the specified time is forbidden

Clearing the trade fair stand before the official end of the event represents a serious breach of the Conditions of Participation and will result in a fine.

Please send to:
 Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Fax +49 221 821-3280
 imm@koelnmesse.de



15.-21.01.2018

Client number:

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Name of main exhibitor:

Application for main exhibitor
 Must be returned. List of Products (Form 1.30) must be filled in for your application to be valid.

1.10

1 Main exhibitor

1.1 Address*:

Company/Name:

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-mail:

Internet:

*These information will be published in all lists of exhibitors.

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

Mr. Ms.

Language of correspondence: **Sort alphabetically under the letter:**

German English

Contact person for the event is:

Mr. Ms.

Position:

Tel.:

Fax:

E-mail:

1.2 We are a/an:

- Manufacturers Marketing company
 Importer Association/Organisation
 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 We are a subsidiary/branch of the following company/group:

Company/Name:

Address:

Town, postcode:

Country, state:

1.6 We belong to the following associations:

2 Stand request (allocation as far as possible)

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

on application by 31 January 2017*	EUR 180.00 per m ²
on application by 30 April 2017*	EUR 190.00 per m ²
on application or after 1 May 2017	EUR 200.00 per m ²

plus EUR 11.00 per m² proportional energy fee
 plus EUR 0.60 per m² AUMA fee
 plus down payment for services
 plus marketing package EUR 1,100.00
 plus VAT

*Date on which Koelnmesse GmbH receives the application

Space in total m²

Frontal width in metres	min	max
Depth in metres	min	max

Type of stand: Terrace stand Corner stand
 Two-corner stand Island stand

3 Exhibits

The List of Products must be filled in for your application to be valid.

Please check your products/services on the enclosed List of Products. Please note that only those products/services registered with the List of Products may be exhibited at the fair.

Data protection policy

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 GmbH 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 datenschutz-km@koelnmesse.de.

By signing and returning the application 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.



Place, date, legally binding signature and company stamp of the main exhibitor

Please send to:
 Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Fax +49 221 821-3280
 imm@koelnmesse.de



15.-21.01.2018

Customer number:

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Main exhibitor:

**Enclosure to the registration
 for Main Exhibitor**

Invoice address/Address for correspondence

1.11

- 1 Invoice address – if different from Main Exhibitor**
 If **invoice** should be charged to address other than the one of the Main Exhibitor please enter below:

Correspondence language:
 German English

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

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Country:

Tel.:

Fax:

E-Mail:

Please note:

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

- 2 Address for correspondence – if different from Main Exhibitor**
 If **correspondence** should be sent to address other than the one of the Main Exhibitor please enter below:

Correspondence language:
 german english

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

Contact person:

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-Mail:

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.

X

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

Please send to:
 Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Fax +49 221 821-3280
 imm@koelnmesse.de



15.-21.01.2018

Client number:

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Main exhibitor:

**Application for
 Co-exhibitors***
 List of Products (Form 1.30) must be
 filled in for application to be valid

1.20

We hereby register co-exhibitors on our stand according to Item V of the General Section of the Conditions of Participation:

If you need to register more than one additional companies, please photocopy the blank form first.

Company/Name:

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-mail:

Internet:

Turnover tax ID number (VAT):

(Required information for companies from EU countries)

Owner/Managing Director:

Mr. Ms.

Contact person:

Mr. Ms.

Tel.:

E-mail:

Client number:

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Register
 first letter of
 company name:

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The company is:

- Manufacturer
 Importers
 Wholesaler

- Marketing company
 Association/Organisation
 Service provider

The company is represented with:

- own products
 own staff
 own company sign

We belong to the following associations:

The participation fee per co-exhibitor is Euro 800.00 (plus VAT) and will be charged to the main exhibitors' account. The price of the marketing package is not included in this fee. 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).

Please provide a separate List of Products (Form 1.30) for each co-exhibitor that you register.

*** Explanation "Co-exhibitors":**

Co-exhibitors are companies with their own products **and** their own staff that use the stand area of a main exhibitor. Companies within groups and subsidiaries count as co-exhibitors.

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.

X

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

Please send to:
 Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Fax +49 221 821-3280
 imm@koelnmesse.de



15.-21.01.2018

Client number:

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Main exhibitor:

Application for Additionally represented companies*
 List of Products (Form 1.30) must be filled in for application to be valid

1.21

We hereby register additionally represented companies on our stand according to Item V of the General Section of the Conditions of Participation:

If you need to register more than one additionally represented companies, please photocopy the blank form first.

Company/Name:

Address:

Town, postcode:

P.O. Box, postcode:

Country, state:

Tel.:

Fax:

E-mail:

Internet:

Turnover tax ID number (VAT):

(Required information for companies from EU countries)

Owner/Managing Director:

Mr. Ms.

Contact person:

Mr. Ms.

Tel.:

E-mail:

Client number:

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Register first letter of company name:

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The company is:

- Manufacturer
 Importers
 Wholesaler

- Marketing company
 Association/Organisation
 Service provider

The company is represented with:

- own products
 own staff
 own company sign

We belong to the following associations:

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).

Please provide a separate List of Products (Form 1.30) for each additionally represented company that you register.

***Explanation "Additionally represented companies":**

Additionally represented companies are companies that have products at the stand but none of their own staff.

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.

X

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

Please send to:
 Koelnmesse GmbH
 Postfach 21 07 60
 50532 Köln
 Germany
 Fax +49 221 821-3280
 imm@koelnmesse.de



15.-21.01.2018

Customer number:

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Main exhibitor:

Produktverzeichnis
List of Products

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.

1.30

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


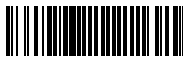
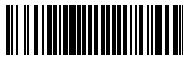



- China
- Japan
- South East Asia
- India
- Middle East

Europe

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

Oceania

- Australia
- New Zealand
- Others Oceania

-  **Appartementmöbel**
(Kombination: Küche - Wohnen - Schlafen)
Furniture for flats (combined: kitchen, livingroom and bedroom)
A000010000
-  **Appartement-Programme - allgemein**
Programmes for flats - general
A000010001
-  **Appartement-Küchen, Kompaktküchen**
Kitchens for flats, compact kitchens
A000010002
-  **Appartement-Schrankwände**
Cupboard wall units for flats
A000010003
-  **Gästezimmer, Hotelzimmer**
Guest rooms, hotel rooms
A000010004
-  **Kinder- und Jugendmöbel**
Children's and young people's furniture
A000020000
-  **Kinderbetten, Etagenbetten**
Children's beds, bunks
A000020001
-  **Kinderstühle**
Children's chairs
A000020002
-  **Kinder- und Jugendschreib-, -arbeits und -zeichentische**
Children's and young people's writing, working and drawing desks
A000020003
-  **Kinder- und Jugendzimmer**
Children's and young people's rooms
A000020004
-  **Spielmöbel**
Play furniture
A000020005
-  **Klein- und Einzelmöbel**
Occasional furniture and single furniture items
A000030000

-  **Garderoben und Dielenmöbel**
Wardrobes and entrance hall furniture
A000030001
-  **Hausbarmöbel**
Cocktail cabinets
A000030002
-  **Satz- und Beistelltische**
Table nests and side tables
A000030003
-  **Schränke**
Cupboard
A000030004
-  **Sekretäre**
Writing desks
A000030005
-  **Vitrinen**
Glass cases
A000030006
-  **Bad- und Sanitärprodukte**
Bath and sanitary products
A000040200
-  **Waschtische, Waschbecken**
Sink tables, wash sinks
A000040201
-  **Armaturen**
Fittings
A000040202
-  **Badewannen, Whirlwannen**
Bathtubs, whirltubs
A000040203
-  **Infrarotkabinen**
Infrared cabins
A000040204
-  **Dampfduschen**
Stream showers
A000040205
-  **Sauna**
Sauna
A000040206
-  **Duschabtrennungen**
Shower enclosures
A000040207

Main exhibitor:

Customer number:

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 WCs, Dusch-WC
Toilets, shower toilets
A000040208

 Badleuchten
Bathroom lighting
A000040209

 Badmöbel
Bathroom furniture
A000040211

 Badaccessoires
Bathroom accessoires
A000040212

 Sonstiges
Other
A000040213

 **Polstermöbel**
Upholstered furniture
A000050000

 Einzelsofas
Single sofas
A000050001

 Funktionscouches
Function sofas
A000050002


 Hocker
Stools
A000050003

 Liegen
Divans
A000050004


 Ruhe- und Schaukelsessel
Easy chairs and rocking chairs
A000050005

 Sessel
Armchairs
A000050006

 Sitzgarnituren
Upholstered suites
A000050007

 Wohnlandschaften, Sitzelemente
Upholstered landscapes, seating elements
A000050008

 Polsterbetten
Upholstered beds
A000050009

 **Stilmöbel und Reproduktionsmöbel**
Period and reproduction furniture
A000060100

 Anbaumöbel
Unit furniture
A000060101


 Bauern- und Landhausmöbel
Rustic style furniture
A000060102

 Bauernschränke und -truhen
Wardrobes and chests - rustic style
A000060103

 Couch- und Sesseltische
Sofa and armchair tables
A000060104

 Eckbänke
Corner benches
A000060105

 Ess- und Ausziehtische
Dining and extending tables
A000060106

 Klein- und Einzeilmöbel
Occasional furniture and single furniture items
A000060107

 Schlafzimmermöbel
Bedroom furniture
A000060108

 Sitzgarnituren
Upholstered suites
A000060109

 Speisezimmer
Dining rooms
A000060110

 Stühle
Chairs
A000060111

 Wohnraummöbel
Living room furniture
A000060112

 **Schlafzimmermöbel und -zubehör**
Bedroom furniture and accessories
A000070100

 Anbau-Schlafzimmer
Unit bedrooms
A000070101

 Bettrahmen
Bedsteads
A000070102

 Bettwaren
Bedding
A000070103

 Boxspring Betten
Boxspring-beds
A000070105

 Doppelbetten, Einzelbetten
Double beds, single beds
A000070106

 Lattenroste
Lath grids
A000070107

 Matratzen
Mattresses
A000070108

 Schlafzimmer
Bedrooms
A000070109

 Schlafzimmer-Schränke
Wardrobes
A000070110

 Wand-, Klapp- und Schrankbetten
Wall, folding and wardrobe beds
A000070111

 Wasserbetten
Waterbeds
A000070112




















 Wasserbettzubehör
Waterbed-accessories
A000070113



















Main exhibitor:

Customer number:

0 2 2 0

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-  **Speisezimmer**
Dining rooms
A000080100
-
-  **Speisezimmer-Einzelmöbel**
Single furniture units for dining rooms
A000080101
-  **Speisezimmer**
Dining rooms
A000080102
-
-  **Tische und Stühle**
Tables and chairs
A000090100
-
-  **Couch- und Sesseltische**
Sofa and armchair tables
A000090101
-  **Dreh-, Roll- und Drehrollstühle**
Swivel chairs, chairs with castors
A000090102
-  **Eckbänke**
Corner benches
A000090103
-  **Ess- und Ausziehtische**
Dining tables and pull-out tables
A000090104
-  **Schaukelstühle**
Rocking chairs
A000090105
-  **Schreibtische**
Writing desks
A000090106
-  **Stapelstühle**
Stackable chairs
A000090107
-  **Stapeltische**
Stackable tables
A000090108
-  **Stühle, Hocker, Bänke**
Chairs, stools, benches
A000090109
-
-  **Wohnraum- und Systemmöbel**
Living room and system furniture
A000100100
-
-  **Anbaumöbel**
Unit furniture
A000100101
-  **Schrank-, Stollen-, Systemwände**
Cupboard, gallery and system walls
A000100102
-  **Raumteiler**
Partitions
A000100103
-  **Regale**
Shelves
A000100104
-  **Wohnzimmer-Schränke**
Living room wardrobes
A000100105





















-  **Sonstige Möbel**
Other items of furniture
A000110100
-
-  **Geflecht- und Rohrmöbel**
Wickerwork and cane furniture
A000110101
-  **Mitnahmemöbel - Möbel zur Selbstmontage**
Portable furniture - DIY assembly
A000110102
-  **Sommermöbel**
Summer furniture
A000110103
-  **Stahlrohrmöbel**
Tubular steel furniture
A000110104
-  **Home Office Möbel**
Home Office Furniture
A000110105
-
-  **Fachliteratur**
Specialized literature
A000120100
-
-  **Fachzeitschriften, Fachbücher**
Specialized magazines and books
A000120101
-
-  **Informationstechnologie**
Data processing
A000130100
-
-  **Plansysteme**
Planning systems
A000130101
-
-  **Heimtextilien**
Home textiles
A000150300
-
-  **Badtextilien**
Bath textiles
A000150301
-  **Bettwäsche**
Bed-linen
A000150302
-  **Decken und Zierkissen**
Blankets and scatter cushions
A000150303
-  **Dekostoffe**
Furnishing fabrics
A000150304
-  **Gardinen, Vorhänge**
Dapes, curtains
A000150305
-  **Tisch- und Küchentextilien**
Table and kitchen textiles
A000150306
-  **Teppiche**
Carpets
A000150307

Main exhibitor:

Customer number:

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-  Sonstige Heimtextilien
Other home textiles
A000150308
-  **Wandbeläge**
Wall coverings
A000150400
-  Dekorfolien
Decorative foils
A000150401
-  Tapeten
Wallpapers
A000150402
-  Textile Wandbeschichtung
Textile wall coverings
A000150403
-  Sonstige Wandbeläge
Other wall coverings
A000150404
-  **Accessoires**
Accessories
A000150500
-  Bilder, Spiegel
Pictures, mirrors
A000150502
-  Feuerstellen
Fireplaces
A000150503
-  Sonstige Accessoires
Other accessories
A000150505
-  **Licht/Lichtinstallationen**
Lighting/Light installation
A000150600
-  Wohnraumleuchten
Domestic lighting
A000150603
-  Dekorative Objektbeleuchtung
Decorative contract lighting
A000150604
-  Leuchten für Hotels und Gaststätten
Lighting for hotels and restaurants
A000150605
-  Leuchten für Bad und Wellness
Bathroom and wellness lighting
A000150606
-  Kinderzimmerleuchten
Lights for children's bedrooms
A000150607
-  Außenleuchten für Haus und Garten
Exterior lighting for house and garden
A000150608
-  Vollsortimente
Total product range
A000150609
-  Zubehör für Dekorative Leuchten
Accessories for decorative lighting
A000150610
-  Technische Leuchten
Technical lighting
A000150611

-  Sonstiges
Others
A000150612
-  **Service & Logistik**
Service & logistics
A000160100
-  Service & Logistik
Service & logistics
A000160101
-  **Home Entertainment**
Home entertainment
A000170100
-  TV-, Multimediamöbel
TV, multimedia furniture
A000170101
-  TV-, Multimediageräte und -Zubehör
TV, multimedia equipment and accessories
A000170104
-  **Verbände, Institutionen, Organisationen**
Associations, institutions, organizations
A000180100
-  Verbände, Institutionen, Organisationen
Associations, institutions, organizations
A000180101
-  Fachhochschule, Aus- und Weiterbildung
Polytechnics, further education
A000180102
-  **Contract business; Produkte für die Ausstattung von ...**
Contract business, products for furnishings of ...
A000190100
-  Hotel, Gastronomie
Hotel, gastronomy
A000190101
-  Lounge, Empfang
Lounge, reception
A000190102
-  Wellness, Spa
Wellness, spa
A000190103
-  Büro, Verwaltung
Office, administration
A000190104
-  Bildungsstätten
Educational institutions
A000190105
-  Seniorenresidenzen
Residence for elderly people
A000190106
-  Krankenhäuser, Sanatorien
Hospitals, sanitariums
A000190107
-  Verkaufsräume, Ladenbau
Selling rooms, store construction
A000190108
-  Sonstiges
Others
A000190109

Conditions of Participation

Special Section



The international interiors show
Cologne, 15.–21.01.2018

1 Organiser, event, venue and dates, visitor admission

1.1 Title

(1) The imm cologne 2018 is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

(2) imm cologne 2018 will be held from Monday, 15 January to Sunday, 21 January 2018 at the Cologne Exhibition Centre.

1.2 Opening times

For exhibitors of imm cologne 2018:

Monday, 15 January to Saturday, 20 January 2018 daily from 8:00 a.m. to 7:00 p.m.

Sunday, 21 January 2018, from 8:00 a.m. to 6:00 p.m.

For visitors of imm cologne 2018:

Monday, 15 January to Saturday, 20 January 2018, daily from 9:00 a.m. to 6:00 p.m.

Sunday, 21 January 2018, from 9:00 a.m. to 5:00 p.m.

1.3 Visitor admission

(1) Monday, 15 January 2018 to Thursday, 18 January 2018:

Admission is limited to trade visitor

(2) On **Friday**, 19 January to **Sunday**, 21 January 2018, imm cologne 2018 will be open to the **general public** (as an exception to Item 1.3 (1)). On these days as well, it is **prohibited to offer, sell or otherwise transfer goods to end consumers**. Please see Item 6 for details (Rules on Selling).

1.4 Stand construction and dismantling:

(1) **Construction of exhibitors' own stands:**

Tue. 2 January 2018 to Wed. 10 January 2018 6:00 a.m. to 12:00 midnight

Thu. 11 January 2018 to Sat. 13 January 2018 midnight to midnight

Sun. 14 January 2018 midnight to 6:00 p.m.

All stand construction measures must be finished and the aisles must be completely cleared by 6:00 p.m. on Sunday, 14 January 2018.

Minor design changes can be carried out within your stand up until midnight.

(2) Dismantling of the exhibition stand and the goods presentation may not begin before the end of the event at 5:00 p.m. on Sunday, 21 January 2018. Dismantling of all stands and exhibits must be finished by 6:00 p.m. on Wednesday, 24 January 2018.

(3) Koelnmesse can authorize an earlier start of construction; a fee of Euro 800.00 per day with night work plus Euro 220,00 is charged for the extension of the construction period.

(4) **Stands constructed by Koelnmesse** can be occupied from Sunday, 14 January 2018.

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 imm cologne. 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 if 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. You can exhibit for the companies you represent as a trade representative, sales company, association and importer 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 imm cologne 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 Item V of the General Section of the Conditions of Participation).

3 Participation fee and other costs

3.1 Participation fee

If Koelnmesse GmbH receives your application form by 31 January 2017, the participation fee for a stand is Euro 180.00 per m².

If Koelnmesse GmbH receives your application form by 30 April 2017, the participation fee for a stand is Euro 190.00 per m².

If Koelnmesse GmbH receives your application form on or after 1 May 2017 the participation fee for a stand is Euro 200.00 per m².

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

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 (Ausstellungs- und Messeausschuss der Deutschen Wirtschaft e.V. – AUMA) charges you a fee of Euro 0.60 per m² of exhibition space for representing your interests. Koelnmesse will calculate and collect the fees in the name of, and on the account of, AUMA. More detailed information is available at www.auma-messen.de.

3.3 Energy costs

Exhibitors will be charged a proportional flat-rate energy fee of Euro 11.00 per m² of occupied stand area.

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. For exhibitors who have not participated in the previous event, the down payment shall total to Euro 22.00 per m² – 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 2.2 of these conditions), a co-exhibitor fee of Euro 800.00 per company will be charged. The price of the marketing package is not included in this fee (see Item 7). 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, Conditions of Participation Special Section).

3.7 VAT

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

3.7.1 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 application form in order to be considered entrepreneurs. Exhibitors must immediately notify Koelnmesse of any changes to their VAT identification numbers.

3.7.2 Reimbursement of VAT

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

3.8 Costs in the event of non-participation

3.8.1 After receipt of acceptance/stand area confirmation

You cannot normally withdraw from the contract after you have received the admission / stand area confirmation. 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. Provided the reserved stand area can be rented to a third party, this compensation amounts to 25 % of the participation fee subject.

3.8.1.1 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.

3.8.1.2 Stand construction by Koelnmesse – Individual stands and turnkey system stands

In a case where the stand construction has been ordered independently of the application 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.

3.8.2 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 m².

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

Trade fair partition walls for separating the stand area are not automatically provided. If needed as stand construction elements, however, they can be ordered for a fee using form S.10.

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

The construction, design and operation of the stand must adhere to all regulations that are valid in Germany (including the regulations of the Sonderbauverordnung, the Arbeitsschutzgesetz (industrial safety law), the industrial safety regulations, the DIN and EN standards, the VDE regulations, and the accident prevention regulations of the professional associations in the currently valid versions). All these provisions apply to both the company's 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 the exhibitor or on the exhibitor's behalf in connection with the construction, dismantling, design and operation of the stand.

The exhibitor is responsible for ensuring that all regulations are complied with. The exhibitor must supervise construction personnel and other persons working on their behalf to ensure that they adhere to the regulations. The stipulations of the General Section of the Conditions of Participation and the Technical Guidelines are not affected.

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. This is also the maximum allowable height for all company and product signs and all types of advertising.

The stand must be constructed in a way that makes it as transparent as possible from all sides bordering on aisles. A stand front that is 70 % open is desired. Long, enclosed stand designs are not permitted along the aisles. The stand sides along the aisles should be made more open by installing elements such as glass cases, niches or displays, for example.

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 6 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, 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 responded to immediately. 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 (KSP).

4.7 Clearing the stand before the specified time is forbidden

The registered and authorised products must be on display at the stand, and stand personnel must be in attendance, for the entire duration of the event (General Section of the Conditions of Participation, Item III, Paragraph 2).

Dismantling of the exhibition stand and the product presentation may not begin before the end of the event at 5:00 p.m. on Sunday, 21 January 2018. This means that the stand may not be partially or completely cleared, and products may not be packed away, before this time.

Clearing the trade fair stand before the official end of the event represents a serious breach of the Conditions of Participation. In the event of any violation of this condition, Koelnmesse is entitled to impose a fine of up to Euro 2500.00 (depending on the severity of the violation) for each such violation and/or to exclude the exhibitor from subsequent events.

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 exhibitor passes for a stand up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- one additional pass for each additional 20 m² or part thereof over a stand size of 100 m²
- The maximum number of passes free of charge is 150 exhibitor passes

The passes are sent together with the invoice for the participation fee. If more exhibitor passes are needed for stand personnel, they can be requested from the project team and during the build up period of imm cologne from the Koelnmesse Exhibitor Service Center for a fee.

5.2 Work passes

You will also receive free passes that allow people commissioned by you or who work on your behalf to access the exhibition centre in order to construct or dismantle your stand. These passes are only valid up to the starts and after it ends. They do not entitle the holders to enter the grounds during the event.

- 2 passes for a stand up to 10 m² size
- 4 passes for a stand up to 20 m² size
- One additional pass for each additional 10 m² or part thereof up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part thereof over a stand size of 100 m²
- The maximum number of passes free of charge is 150 work passes

We will send you these passes together with the invoice for the participation fee. If more work passes are needed, they can be requested from the project team and during the build up period of imm cologne from the Koelnmesse Exhibitor Service Center for a fee.

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

6.1 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.

6.2 In view of the special trade character and prestige of imm cologne 2018 and rules governing equality of opportunity, it is essential that the regulations stated in Item 6.1 be **observed strictly and without exception**.

6.3 Koelnmesse has the right:

- (1) to impose a **fine of up to Euro 2,500.00**, depending on the severity of the violation, on any exhibitor who violates the limitations on sales and visible price markings in Item 6.1 for each such violation; and/or
- (2) to **immediately close the stand** of any exhibitor who violates or has violated the limitations on sales and visible price markings in Item 6.1. The stand can be closed while imm cologne is still in progress and without a court order. The exhibitor in question is responsible for any costs or consequences resulting from the stand closure; and/or
- (3) to **deny admission** to imm cologne 2018 to exhibitors who have violated the limitations on sales and visible price markings.

7 Marketing services (Marketing Package)

7.1 Obligatory media services (Media Package)

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
- App for recording visitors at fair stand 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
- Showcase company and product information on the global interior platform
- Activation for the Schedule Organiser Online
- Use of the database of new products in the press area

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 1,100.00 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, 1.21 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 Responsibility/release of Koelnmesse from liability

Official fair media are published by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany, which in turn shall be entitled to commission another company with concrete execution and with advertisements. The advertiser shall be responsible for the content of advertisements and entries, and for any damages resulting therefrom. Koelnmesse does not accept responsibility for printing errors, incorrect placement, errors and omissions or faulty printing.

8 Commercial property rights

8.1 Koelnmesse does not want any exhibitors who in the process of producing, disseminating, selling, owning or advertising their products violate laws regarding the protection of intellectual property or commercial property rights in the broadest sense.

If a final court decision has determined *res judicata* that an exhibitor in connection with one of Koelnmesse's 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.

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 Section of the Conditions of Participation, Technical Guidelines

The stipulations of the General Section 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. 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 commodities 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. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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 8% above the base rate according to Art. 247 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 additionally 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 individual orders for services by the group participants before or during an 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 currently valid version.

VII Warranty

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

VIII Liability/Insurance

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

2. 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.

Any liability for property damages and pecuniary damages shall be excluded, if it is possible to underwrite the risks. This does not affect liability on the basis of wilful or grossly negligent misconduct. This exclusion of liability is not restricted by the security measures of the organizer.

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

3. As a result of the framework agreement concluded by the organizer, the organizer recommends that you take out exhibition insurance. In addition to this, you can also order special security measures for your stand.

4. As an exhibitor, you will be liable to the organizer for any damage inflicted on the organizer, 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. 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.

5. Application of Art. 831 Par. 1 Sentence 2 of the German Civil Code is excluded.

6. In accordance with statutory obligations, the organizer shall be liable for damages caused intentionally or by gross negligence in the event of any damage claims resulting from fatal injuries, bodily or health injuries. 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. 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.

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. However, damage claims shall be restricted to payment for damages that are, according to the type of contract, foreseeable, typical, direct and average in nature.

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 you are 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. 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.

The organizer bears no liability for damages that arise through the measures he arranges for the maintenance of safety and order. If a miscalculation of risks should result in the limitation, cancellation or premature closure of the event by orders of the organizer, then the organizer is not liable for cases of simple negligence.

7. Claims for compensatory damages for repairs or structural alterations that are necessary for the maintenance and expansion of the object of the contract, the avoidance of hazards, or the elimination of defects are excluded. The right to reduce payments that have been agreed upon remains unaffected.

IX Period of limitation

1. Your claims against the organizer – of whatever type – must be submitted to the organizer in writing immediately or, in any event 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. This does not affect the regulations under Item VIII, Paragraph 2 of these Conditions of Participation.

2. Any of your claims, which may be asserted against the organizer and which may arise from the contractual relationship, as well as all other claims relating thereto, shall become statute-barred after 6 months, unless the liability of the organizer results from an intentional action. The limitation period shall commence at the end of the month, in which the closing date of the event falls.

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/Final Provisions

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 postpone, shorten, extend or cancel the event, as well as to terminate the event temporarily or definitely, as well as individually or collectively, if such an action is required due to unforeseen events such as force majeure, natural disasters, wars, disturbances, strikes, breakdown or obstruction of traffic and communication. In the event of any postponement, shortening, extension or termination, you shall not be entitled to the payment of any resulting damages which you may have incurred. You shall have the right to rescind the contract, if you lose your interest in participating because of such an action, and if you waive the reservation for the stand space allotted to you as a result of this. 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. Upon request of the organizer, you will be obligated to defray a reasonable share of the expenses resulting from the preparation of the event. The amount of the share to be paid by each exhibitor shall be stipulated by the organizer after consultation with the business organizations concerned.

3. 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.

4. 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.

5. 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, representatives and foreign representations

Afrika - Africa

(for Botswana, Kenya, Malawi, Mauritius, Namibia, Tanzania, Zambia, Zimbabwe); Jorrit H. F. Plambeck - International Trade Fair Marketing, 31 Josiah Chinamano Ave, P.O. Box 3794, Harare-Zimbabwe, Tel. +263 4 251490-93, Fax +263 4 251489, E-Mail: info@fairpros.com

Ägypten - Egypt

German-Arab Chamber of Commerce, 21, Soliman Abaza St., Mohandessin - Giza, P.O. Box 385, 11511 - Ataba - Cairo, Tel. +202 333368183, Fax +202 333368026, E-Mail: fairs@ahk-mena.com

Albanien - Albania

Deutsche Industrie- und Handelsvereinigung in Albanien, Rruga Skenderbeg Pall. 4/7, Tirana, Albanien, Tel. +355 4 222 7146, Fax +355 4 225 1791, E-Mail: info@diha.al

Andorra - Andorra

siehe Spanien, see Spain

Argentinien - Argentina

Cámara de Industria y Comercio Argentino-Alemana, Av. Corrientes 327, piso 23, C 1043 AAD Buenos Aires, Tel. +54 11 5219-4000, Fax +54 11 5219-4001, E-Mail: ahkargentina@ahkargentina.com.ar

Australien - Australia

Fairlab Exhibition Management, P.O. Box 1096, Bakery Hill VIC 3354, Australia, Tel. +61 3 5332 2823, E-Mail: info@koelnmesse.com.au

Bahrain - Bahrain

siehe Vereinigte Arabische Emirate, see United Arab Emirates

Belgien - Belgium

Luc Van Den Eede, Interleuvenlaan 62, BE-3001 Heverlee, Tel. +32 16 394855, Fax +32 16 394858, E-Mail: belux@koelnmesse.be

Bolivien - Bolivia

Cámara de Comercio e Industria Boliviano-Alemana, Calle 15 Calacoto Nr. 7791, Torre Ketal, of. 311, P.O. Box 2722, La Paz, Tel. +591 2 2795151, Fax +591 2 2790477, E-Mail: dk@ahkbol.com

Bosnien-Herzegowina - Bosnia-Herzegovina

Delegation der Deutschen Wirtschaft in Bosnien und Herzegowina Fra Anđela Zvizdovića 1 / B3, BiH - 71000 Sarajevo, Tel. +387 33 295 914 Fax +387 33 29 59 20, E-Mail: amra.surkovic@ahk.ba

Brasilien - Brasil

BAUMLE Organização de Feiras Ltda. Av. Sete de Setembro 6460 Curitiba - PR CEP: 80240-001, Tel. +55 41 3068 0100, E-Mail: baumle@baumle.com.br

Bulgarien - Bulgaria

Deutsche-Bulgarische Industrie- und Handelskammer, F. J. Curie 25, A, 1113 Sofia, Tel. +359 2 81630-32, Fax +359 2 81630-19, E-Mail: ilia.todorov@ahk.bg

Chile - Chile

AHK Business Center S.A., Av. El Bosque Norte 0440, Of. 601, Las Condes, Santiago de Chile, Chile, Tel. +56 2 2035320-19, Fax +56 2 2035325, E-Mail: awandelt@camchal.cl

China, Guangzhou - China, Guangzhou

Koelnmesse Guangzhou Representative Office, Room 3311, Metro Plaza, 183 Tianhe Road (North), Tianhe District, Guangzhou 510620, Tel. +86 20 87552467, Fax +86 20 87552970, E-Mail: a.lee@koelnmesse.cn

China, Peking - China, Beijing

Koelnmesse Co. Ltd., Unit 0906, Landmark Tower II, No. 8 Dong San Huan North Road, Beijing 100004, Tel. +86 10 65907766/6590/7878, Fax +86 10 65906139, E-Mail: info@koelnmesse.cn

China, Shanghai - China, Shanghai

Koelnmesse Shanghai Representative Office, Unit 2610, Jing'an China Tower, No. 1701 Beijing Road (W), Shanghai 200040, Tel. +86 21 63906161, Fax +86 21 63906858, E-Mail: m.miao@koelnmesse.cn

Costa Rica - Costa Rica

Cámara de Comercio e Industria Costarricense Alemana, Apdo. Postal 10746-1000, San José, Costa Rica C.A., Tel. +506 2290 7621, Fax +506 2220 3064, E-Mail: melanie.hoffmann@ahk.cr

Dänemark - Denmark

(for Greenland, Iceland, Faroe-Islands) Intermess ApS, Radhusvej 2, 2920 Charlottentold, Tel. +45 45 50 56 55, Fax +45 45 50 50 27, E-Mail: messe@intermess.dk

Dominikanische Republik - Dominican Republic

Cámara de Comercio, Industria y Turismo Dominicano-Alemana, Centro Dominicano-Alemán, 2do. Piso, Calle Isabel la Católica No. 212, Zona Colonial, Santo Domingo, Tel. +1 809 68 86700, Fax +1 809 68 79681, E-Mail: ccdomalemana@codetel.net.do

Ecuador - Ecuador

C.I. LATIN EUROPEAN COMMUNICATION S.A.S. Carrera 23 No 23-22, El Retiro / Antioquia, Colombia, Tel. +57 3104145933, Fax +57 4 5825147, E-Mail: s.schilg@koelnmesse.co

El Salvador - El Salvador

Cámara Salvadoreña Alemana de Comercio e Industria, Apdo. Postal 01-550, San Salvador/El Salvador C.A., Tel. +503 22432428, Fax +503 22432093, E-Mail: info@DInternational.com.sv

Estland - Estonia

Deutsch-Baltische Handelskammer in Estland, Lettland, Litauen; Suurtüki 4b, 10133 Tallinn, Estland, Tel. +372 6276 947, Fax +372 6276 950, E-Mail: koelnmesse.ee@ahk-balt.org

Finnland - Finland

Edelte Oy, Ms. Päivi Ahvenainen, Sahakyläntie 5, FIN-04770 Sahakylä, Tel. +358 10 6168400, Fax +358 10 6168402, E-Mail: koelnmesse@kolumbus.fi

Frankreich - France

Chambre Franco-Allemande de Commerce et d'Industrie, 12, rue Chernoviz, 75782 Paris Cedex 16, Tel. +33 1 45258211 +42447711, Télécopie +33 1 45256396, E-Mail: r.wodetzi@koelnmesse.fr

Griechenland - Greece

Deutsche-Griechische Industrie- und Handelskammer, Doriaiou Str. 10-12, 15221 Athen, Tel. +30 210 6419028, Fax +30 210 6445175, E-Mail: koelnmesse@mail.ahk-germany.de

Youlgour 50, 54249 Thessaloniki, Tel. +30 231 327733, Fax +30 231 327737, E-Mail: koelnmesse@ahk.com.gr

Großbritannien - Great Britain

International Business Media Services, 42 Christchurch Road, Ringwood BH24 1DN, United Kingdom, Tel. +44 1425 48 68 30, Fax +44 1425 48 68 31, E-Mail: info@koelnmesse.co.uk

Guatemala - Guatemala

Camara de Comercio e Industria Guatemalteco-Alemana, 6a Avenida 20-25, zona 10, Edificio Plaza Maritima, 01010 Guatemala City, Guatemala C.A., Tel. +502 2 3336036, Fax +502 2 3682971, E-Mail: gerencia@ahk.gt

Honduras - Honduras

Cámara de Comercio e Industria Hondureño Alemana, Blvd. Morazán No. 2160, Edificio Paysen (Segundo Piso), 11101 Tegucigalpa, M.D.C. Honduras C.A., Apdo. Postal 3811, Tegucigalpa, M.D.C., Honduras, C.A., Tel. +504 2238 5363, Fax +504 2238 5371, E-Mail: info@ahk.hn

Hongkong - Hong Kong(SAR)

Unit B, 12 F., CKK Commercial Centre, 289 Hennessy Road, Wanchai, Hong Kong, Tel. +852 2511 8118, Fax +852 2511 8100, E-Mail: info@koelnmesse.com.hk

Indien - India

(for Bangladesh, Buthan, Myanmar, Nepal, Sri Lanka) koelnmesse YA TradeFair Pvt. Ltd., Office # 1102, 11th Floor, DLH Park, Opp. MTNL office, S.V. Road, Goregaon West, Mumbai 400062, Indien, Tel. +91 22 28715200, Fax +91 22 28715222, E-Mail: info@koelnmesse-india.com

Indonesien - Indonesia

Perkumpulan Ekonomi Indonesia-Jerman, EKONID, Jl. H A Salim 115, Jakarta 10310, Indonesia, Tel. +62 21 3155644, Fax +62 21 3155276, E-Mail: prieta.pertantri@ekonid.or.id

Irak - Iraq

IFP, Ankara, Erbil, Iraq, Tel. +964 66 2252048, Fax +44 20 71066688, E-Mail: fady.darwich@ifpiraq.com

Iran - Iran

Fujan Rahbaran Nami Ltd., Beheshti Ave., Sarafraz Ave., Padideh Complex, No. 47, 1st Floor, Unit 118, Tehran 1587696411 IRAN, Tel. +98 21 8871261-2, Fax: +98 21 8871263,

E-Mail: narineh.azalbar@frn-co.com

Irland - Ireland

International Business Media Services Ltd., 4th Floor, 205/207 City Road, London EC1V 1JN, Großbritannien, Tel. +44 1992 510950, Fax +44 1992 510951, E-Mail: n.fielder@koelnmesse.co.uk

Israel - Israel

ITEX Exhibition and Data Services (1991) Ltd., 3 Nirim St. (Entrance B) 6706040 Tel-Aviv, Tel. +972 3 6882929, Fax +972 3 6883031, E-Mail: itex@itex.co.il

Italien - Italy

Koelnmesse S.r.l., Viale Sarca 336/F, Edificio 16, 20126 Milano (MI), Italien, Tel. +39 02 8696131, Fax +39 02 89095134, E-Mail: info@koelnmesse.it

Japan - Japan

Koelnmesse Co., Ltd., Ebisu IS Bldg. 5F, 1-13-6 Ebisu, Shibuya-ku, Tokyo, 150-0013, Japan, Tel. +81 3 5793 7770, Fax +81 3 5793 7771, E-Mail: kmjpn@koelnmesse.jp

Jordanien - Jordan

siehe Lebanon, see Lebanon

Kanada - Canada

siehe Vereinigte Staaten von Amerika, see United States of America (USA)

Kolumbien - Colombia

C.I. LATIN EUROPEAN COMMUNICATION S.A.S., Carrera 23 No 23-22, El Retiro / Antioquia, Colombia, Tel. +57 3104145933, Fax +57 4 5825147, E-Mail: s.schilg@koelnmesse.co

Korea - Korea

Rheinmesse Co., Ltd., 1 UN Village Gil, Yongsan-gu, Seoul 04420, Korea, Tel. +82 2 7984101, Fax +82 2 7984383, E-Mail: info@rmesse.co.kr

Kosovo - Kosovo

siehe Mazedonien, see Macedonia

Kroatien - Croatia

Deutsch-Kroatische Industrie- und Handelskammer, Strójska cesta 22/11 HR-10000 Zagreb, Tel. +385 1 6311 613, Fax: +385 1 6311 630 E-Mail: davor.okicic@ahk.hr

Kuwait - Kuwait

siehe Vereinigte Arabische Emirate, see United Arab Emirates

Lettland - Latvia

Deutsch-Baltische Handelskammer in Estland, Lettland und Litauen; Strelnieku 1-4, LV-1010, Riga, Lettland, Tel. +371 6732 1313, Fax +371 6783 0478, E-Mail: solveiga@ahk-balt.org

Libanon - Lebanon

IFP SAI, IFP bldg, 56th Str., Hazmieh, P.O. Box: 55576 Beirut, Lebanon, Tel. +961 5 959111, Fax +961 5 959888, E-Mail: Bernard.missif@fpxpo.com

Liechtenstein - Liechtenstein

siehe Schweiz, see Switzerland

Litauen - Lithuania

Deutsch-Baltische Handelskammer in Estland, Lettland, Litauen; Vinco Kudirkos g. 03105 Vilnius, Litauen, Tel. +370 5213 1122, Fax +370 5213 1013, E-Mail: koelnmesse.lt@ahk-balt.org

Luxemburg - Luxembourg

siehe Belgien, see Belgium

Malaysia - Malaysia

Promo Era Sdn Bhd, Lot 8.12, 8th Floor, Wisma Cosway, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia, Tel. +603 2031 6686, Fax +603 2031 9686, E-Mail: koelnmesse@gmail.com

Malta - Malta

Koelnmesse S.r.l., Viale Sarca 336/F, Edificio 16, 20126 Milano (MI), Italien, Tel. +39 02 8696131, Fax +39 02 89095134, E-Mail: info@koelnmesse.it

Marokko - Morocco

Chambre Allemande de Commerce et d'Industrie, Lot. El Manar, Villa 18, rue Ahmed Ben Taher El Menjra, Quartier El Hank, 20160 Casablanca, Tel. +212 522 429420, Fax +212 522 948172, E-Mail: monika.riviere@dihkcsa.org

Mazedonien (ehem. jugosl. Republik) - Macedonia (The former Yugoslav Republic of Macedonia)

Repräsentanz der Deutschen Wirtschaft in Mazedonien, Bul. Kliment Ohridski 30/5, MK-1000 Skopje, Mazedonien, Tel. +389 2 322 88 24, Fax +389 2 329 67 90, E-Mail: koelnmesse@ahk.mk

Mexiko - Mexico

Deinternational de México, S.A. de C.V., Av. Santa Fé 170, oficina 1-4-12, Lomas de Santa Fé, 01210 México, D.F., Mexico, Tel. +52 55 15005900, Fax +52 55 15005910, E-Mail: gabriela.gonzalez@deinternational.com.mx

Moldawien - Moldova

Intermess Concept SRL, Str. Ion Baiesu nr. 6, 077135 Mogosoaia, Ilfov, Rumänien (RO), Tel. +40 722 28214, Fax +40 31 4094176, E-Mail: info@koelnmesse.ro

Montenegro - Montenegro

siehe Serbien, see Serbia

Neuseeland - New Zealand

Messe Reps. & Travel Ltd., Postal address: P.O.Box 26522, Epsom, Auckland 1344, New Zealand

Physical address: 4 Tokomaru Street, Orakei, Auckland 1071, New Zealand Tel. +64 (9) 5219200, Fax +64 (9) 5219201, E-Mail: robert@messereps.co.nz

Nicaragua - Nicaragua

Cámara de Industria y Comercio Nicaraguense-Alemana, Apdo. Postal 1125, Managua, Nicaragua C.A., Tel. +505 22701923, Fax +505 22705269, E-Mail: gerencia@deinternational.com.ni

Niederlande - Netherlands

RS Vision Expo BV, Excl. Vertegenwoordiging van Koelnmesse in Nederland, Panoven 13, 3401 RA IJSSELSTEIN, Tel. +31 (0) 30 - 3036450, Fax: +31 (0) 30 - 3036456, E-Mail: info@koelnmesse.nl

Norwegen - Norway

Norsk-Tysk Handelskammer, Drammensveien 1118, 0273 Oslo, Postboks 603 Skoyen, 0213 Oslo, Tel. +47 22 128213, Fax +47 22 128222, E-Mail: wiese-hansen@handelskammer.no

Oman - Oman

siehe Vereinigte Arabische Emirate, see United Arab Emirates

Österreich - Austria

Gesell GmbH & Co. KG, Sieveringer Str. 153, 1190 Wien, Tel. +43 1 3205037, Fax +43 1 3206344, E-Mail: office@gesell.com

Pakistan - Pakistan

Liaison Office for Koelnmesse: Gardee Trust Building, Napier Road, Lahore 54000, Tel. +92 42 37231944, +92 42 37321947, Fax +92 42 37220175, E-Mail: messe@omese-liaison.com

Panama - Panama

Cámara de Comercio e Industria Panameña Alemana, Apdo. Postal 0831 02537, Patilla, Panamá C.A., Tel. +507 2699358, Fax +507 2699359, E-Mail: ihkpanam@cableonda.net

Paraguay - Paraguay

Cámara de Comercio e Industria Paraguayo-Alemana, Avda. República Argentina 1600 c/ Alfredo Seiferheld, 1887 Asuncion, Tel. +595 21 615 848, Fax +595 21 615 844, E-Mail: gerencia@ahkasu.com.py

Peru - Peru

Cámara de Comercio e Industria Peruano-Alemana, Camino Real 348, Torre el Pilar, P. 15, Lima 27-San Isidro, Casilla 27-0069, Lima 27-San Isidro, Tel. +51 1 4418616, Fax +51 1 4426014, E-Mail: ferias@camara-alemana.org.pe

Philippinen - Philippines

fairs&more Inc., c/o ECCP, 19/F Phil. AXA Life Centre, Sen. Gil Puyat Avenue cor. Tindalo Street, C.P.O. Box 1302, 1200 Makati City, M.Mia., Tel. +63 2845 1324, Fax +63 27596690, E-Mail: nolicano@eccp.com

Polen - Poland

Przedstawicielstwo Targów Koelnmesse w Polsce SP.j., ul. Bagatela 11 lok. 7, 00-585 Warszawa, Polen, Tel. +48 22 848 80 00, Fax +48 22 848 90 11, E-Mail: info@koelnmesse.pl

Portugal - Portugal

siehe Spanien, see Spain

Qatar - Qatar

IFP Qatar LTD, Al Mountazah Area, IBN Seena Street, IFP Bldg, 2nd floor, Tel. +974 44329900, Fax +974 44432891, E-Mail: george.yache@ifpqaatar.com

Republik Belarus - Republic Belarus

Informationszentrum der Deutschen Wirtschaft GmbH, Prospekt Gasety Prawdya, 11 A, 2. Etage, 220116 Minsk, Republik Belarus (BY), Tel. +375 17 270 5141, Fax +375 17 270 5141, E-Mail: info@deinternational.by

Rumänien - Romania

Intermesse Concept SRL, Str. Ion Baiesu nr. 6, 077135 Mogosoaia, Ilfov, Tel. +40 31 4094176, Mobilteil. +40 722 238214, E-Mail: info@koelnmesse.ro

Russland - Russia

ООО „Informationszentrum der Deutschen Wirtschaft“, 1. Kasatskiy Bul'var, 7, 119017 Moskva, Russland, Tel. +7 495 7301347, Fax +7 495 7303432, E-Mail: a.shelkova@koelnmesse.ru

Saudi Arabien - Saudi Arabia

Riyadh Exhibitions. Co Ltd, P.O. Box: 56010 Riyadh 11554, Kingdom Saudi Arabia, Tel. +966 11 4979358, Fax +966 1122 95612, E-Mail: Zaher.Kabbashy@reexpo.com

Schweden - Sweden

Swedish Fair & Trade Service AB, Box 5215, 10245 Stockholm, Tel. +46 8 6678500, Fax +46 8 6678605, E-Mail: info@swedishfairtrade.se

Schweiz, Liechtenstein - Switzerland, Liechtenstein

Handelskammer Deutschland-Schweiz, Tödistrasse 60, 8002 Zürich, Tel. +41 44 2836111, Fax +41 44 2836121, E-Mail: info@koelnmesse.ch

Serbien - Serbia

Delegation der Deutschen Wirtschaft für Serbien und Montenegro, Toplicin venac 19-21, 11000 Belgrad, Serbien, Tel. +381 11 2028010, Fax +381 11 3034780, E-Mail: koelnmesse@ahk.rs

Singapur - Singapore

Koelnmesse Pte. Ltd., 152 Beach Road, #25-05 Gateway East, Singapore 189721, Tel. +65 6500700, Fax +65 62948403, E-Mail: info@koelnmesse.com.sg

Slowakische Republik - Slovak Republic

Ing. Jan Besperát, výhradní zástupce Koelnmesse pro C'R a SR, Sokratova 2043/6, 143 00 Praha 4, Tel./Fax +420 261910173, E-Mail: besperat@koelnmesse.cz

Slowenien - Slovenia

Deutsch-Slowenische Industrie- und Handelskammer, Poljanski nasip 6, 1000 Ljubljana, Slowenien, Tel. +386 1 252 88 54, Fax +386 1 252 88 69, E-Mail: danijel.gostencnik@ahkso.si

Spanien - Spain

SGM Ferias & Servicios S.L., Núñez de Balboa 9 - 1° C, 28006 Madrid, Tel. +34 91