

Essential Information in brief

Please refer to the enclosed exhibiting conditions



imm Cologne
Cologne, 14.01.-18.01.2024

1 Opening hours

For visitors:

Sun. 14 January to Wed. 17 January 2024 daily from 9:00 a.m. to 6:00 p.m.
Thu. 18 January 2024 from 9:00 a.m. to 5:00 p.m.

For exhibitors:

Sun. 14 January to Wed. 17 January 2024 daily from 8:00 a.m. to 7:00 p.m.
Thu. 18 January 2024 from 8:00 a.m. to 6:00 p.m.

2 Application

To register the **Online-Application** on the imm cologne webpage needs to be used. The application forms must be completely filled in and to be sent to Koelnmesse by clicking on the button "Submit binding application". At the same time you will receive a copy of your registration to the email address you provided during registration.

3 Participation fees

The minimum stand size is 12 m².
The participation fee (plus VAT) is:

on application until 30 June 2023	EUR 225.00 per m ²
on application from 1 July 2023	EUR 237.00 per m ²

*date of receipt by Koelnmesse

*Date on which Koelnmesse GmbH receives the application.

In addition, a flat-rate energy fee* of EUR 21.00 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 described in Item 7.1 (Conditions of Participation Special Section) shall be obligatory and is subject to charge (see Item 7.2, Conditions of Participation Special Section).

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 Scaled drawings

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

5 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.

6 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.

7 Construction times and Dismantling times

Tue. 2 January to Sat. 6 January 2024	06:00 a.m. to 10:00 p.m.
Sun 7 January 2024	06:00 a.m. to midnight
Mon 8 January to Fri. 12 January 2024	midnight to midnight
Sat. 13 January 2024	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 Saturday, 13 January 2024. Minor design changes can be carried out within your stand up until midnight.

Dismantling of the exhibition stand and the presentation of goods may not begin before the end of the event at 6:00 p.m. on Thursday, 18 January 2024. The dismantling of all stands and exhibits must be completed by 6:00 p.m. on Sunday, 21 January 2024.

Occupation of a stand built by Koelnmesse from Saturday, 13 January 2024 from 8:00 a.m. onwards.

8 Entry to the exhibition grounds during construction and dismantling

Access to the exhibition grounds for set-up and dismantling is only possible with a booked time slot (eSlot)! Vehicles without a booked eSlot (eslot.koelnmesse.com) will not be granted admission and must register for an on-site check-in at the Logistics Centre at P22. With the [navigation app NUNAV](#), you will be guided directly to your charging point on the exhibition grounds without stopping at P22.

Please be sure to follow our instructions on traffic routing, as well as the arrival and departure times to the exhibition halls, which you can find on the event homepage.

9 Stand area confirmation

Stand areas will be allocated **from September 2023** provide that your application has been accepted.

10 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website or from www.service.imm-cologne.de/serviceshop/login. You also have the option of requesting the Technical Guidelines in printed form. Our entire range of services can be ordered online at the Koelnmesse Service shop. You will receive your log-in data in a separate letter with your stand confirmation.

Please take note of the submission deadlines!

11 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 (acceptance@koelnmesse.de) 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.

12 Cancellation / non-participation

You cannot normally withdraw from the contract after you have received the admission/stand space 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 2023**. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

14 Exhibitor passes

As an exhibitor you will receive codes for free exhibitor passes, valid from the first day of assembly to the last day of dismantling.

- 3 exhibitor passes for a stand up to 20 m² size
 - One additional pass for each additional 10 m² or part there of up to a stand size of 100 m²
 - One additional pass for each additional 20 m² or part there of over a stand size of 100 m²
 - The maximum number of passes free of charge is 150 exhibitor passes.
- Additional exhibitor passes for stand personnel can be ordered afterwards online on the website www.imm-cologne.com against payment.

Transfer of passes forbidden

All passes are for specific individuals and are non-transferable. Transferring a pass to a third party — whether sold or given free of charge — is not permitted.

15 Work passes

You will also receive free passes to enter the exhibition grounds for persons who work on your behalf or on your account in connection with the construction and dismantling of the stand. These passes are only valid until the start of the event or after it has ended, but do not entitle you 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 there of up to a stand size of 100 m²
- One additional pass for each additional 20 m² or part there of over a stand size of 100 m²
- The maximum number of passes free of charge is 150 work passes

Transfer of passes forbidden

All passes are for specific individuals and are non-transferable. Transferring a pass to a third party — whether sold or given free of charge — is not permitted.

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 1,740.00 per main exhibitor, group organiser and group participant.
Euro 350.00 per co-exhibitor.

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 November 15th, 2023.

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 (see Item 4.7 of the Special Section of the Conditions of Participation).