

Important information for organisers of group stands/pavilions



Anuga
Cologne, 09.-13.10.2021

1 Application

Please let us know the space requirement for your joint participation in relation to the **relevant trade fairs**. The space requirement is derived from the total of the individual areas to be assigned to exhibitors, service areas and "internal" routes. We require an application form filled out and signed with legally binding effect by you as group organiser for **each trade fair – Form 1.12 "Registration for group stands" by 1 November 2020 at the latest** (beginning of the hall planning).

PLEASE NOTE IN THIS CONTEXT THE EARLY BIRD DISCOUNT IF REGISTERING BY 31 OCTOBER 2020!

2 Stand area confirmation

You will receive the **admission/stand area confirmation** with hall plans and scaled stand sketches upon timely presentation of the application forms signed by you prospectively from March 2021. With receipt of the **admission/stand area confirmation** the contract shall come into effect pursuant to Item II of the General Section of the Conditions of Participation. Contractual relations shall result exclusively between Koelnmesse and the group organiser, Item V of the General Section of the Conditions of Participation. This also applies for entries in the Marketing Package. Subsequent area reductions (including if companies withdraw the participation request at the pavilion with you after receipt of the admission/stand area confirmation) shall be at the expense of the group organiser.

3 Registration of group stands

The registration of the group participants (companies that will participate in the pavilion organised with you at Anuga under their own name with their own personnel and their own products) shall be realised by separate application forms provided for group participants – **Form 1.13 "Application for participants in group stands"**. It is strictly necessary to submit forms 1.13, 1.30 and 1.31 to Koelnmesse for every group participant. Applications by group participants for the trade fair Anuga Organic are only effective in conjunction with Form 1.32. You shall receive the application for group participants from Koelnmesse GmbH by e-mail, for forwarding to your group participants.

Please note: Only the complete submission of the application form shall secure a correct entry in the fair media, thereby ensuring optimal contact and communication opportunities for your participants.

The corresponding documents must be submitted to Koelnmesse GmbH by **4 May 2021** at the latest. Adoption of the participants in the fair media presupposes timely submission of the complete application form.

Every participant must fulfil the prerequisites for participation at Anuga – see in particular Item 2 of the Special Section of the Conditions of Participation. The products to be exhibited by your group participants must correspond to the **relevant trade fair** (as per Form 1.31). Koelnmesse GmbH is entitled to reject the acceptance of companies that do not fulfil these prerequisites for participation at Anuga.

4 Distribution of the individual areas

The distribution of the individual areas within the relevant trade fairs is incumbent upon you as organiser of the pavilion. Notification concerning the distribution of the individual areas must also be provided **by 4 May 2021 at the latest**. They are a template for assignment of the individual stand numbers and a prerequisite for the complete entry of the individual stand numbers in the fair media. The stand numbers shall be assigned by Koelnmesse GmbH.

The responsibility for timely and complete submission of the requisite documents is incumbent upon you as group organiser. If we do not receive any distribution of the total areas to the group participants from you, Koelnmesse GmbH shall be entitled to invoice you the co-exhibitor fee amounting to EUR 250.00 per participant.

5 Invoice

The invoice for the participation prices of the rented space for all areas occupied by you and your group participants is expected to be sent to you from August 2021.

If several of your group participants share a stand, the co-exhibitor fee shall also be listed on the invoice for the participation price of the stand rental. The participation price as well as all incidental expenses, in particular for the Marketing Package for each group participant and other services, shall therefore be invoiced to you, as group organiser. Together with the invoice, we shall send you the exhibitor and work passes for the companies participating in your pavilion.

The timely payment of the invoice amount is a prerequisite for the group participant to obtain the stand space.

6 Additional costs

Koelnmesse GmbH shall invoice a down payment for services for the services utilised during Anuga (e.g. electricity, water, catalogue etc.). The down payment for services shall be charged based on the invoiced services of the previous event. The down payment shall be EUR 30.00 per sqm for exhibitors who have not taken part in the event before. After the event has finished, the down payment shall be offset with the final invoice for services.

7 Dismantling

Work on dismantling the exhibition stand and the goods presentation may not be commenced before the end of the event, Wednesday, 13.10.2021, 6:00 p.m. Each stand within your pavilion must have exhibits and personnel until this date. Koelnmesse GmbH is entitled to impose a conventional penalty of up to EUR 5.000 against exhibitors for every case of contravention. The obligation to comply with this regulation as well as the communication of this information to your group participants is incumbent upon you as organiser.