

Essential information in brief

Please also refer to our enclosed Conditions of Participation.



INTERMOT Cologne
International Motorcycle and Scooter Fair
Cologne, 4-9 Oct. 2022
4. + 5.10.2022 - Press and Trade Visitor Days

The application documents include

Essential information in brief

The forms:

Online application form*

1.10C Word of Customized

1.30 List of Goods

***Must be returned**

Conditions of Participation, Special Section

General Conditions of Participation

Koelnmesse subsidiaries, representatives and information centres

1 Opening hours

For exhibitors: daily from 08:00 a.m. to 07:00 p.m.

For visitors: daily from 09:00 a.m. to 06:00 p.m.

2 Application

The Online Application must be submitted by each main exhibitor. The application forms must be completely filled in and to be sent to Koelnmesse by clicking on the button "Submit binding application". Alternatively the application form 1.10 can be filled out. 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 Goods on Form 1.30. Co-exhibitors* or other represented companies are required to register using Form 1.20. A separate List of Goods – Form 1.30 – must be filled in for each of these companies.

*see Item V of the General Conditions of Participation

Beginning of basic planning: February 2021.

3 Participation fees

Renting a stand area for the main segment costs per sqm :

	Early Bird (until 31.01.2022)	standard rate (from 01.02.2022)
Terrace stand	178.00 EUR	184.50 EUR
Corner stand	187.50 EUR	194.00 EUR
Two-corner stand	189.00 EUR	195.50 EUR
Island stand	192.00 EUR	198.50 EUR
Outdoor space	93.00 EUR	93.00 EUR
Two-storey	50 % from stand costs.	

In addition a power cost flat rate of 12.50 Euro per sqm and also an AUMA fee* of 0.60 Euro per sqm are charged. **The participation fee for stand area does not include the cost for any constructions.**

The segment **INTERMOT WORLD OF CUSTOMIZED** is offered without differentiation of stand types. **Participation fee per sqm of stand area is:**

	Early Bird (until 31.01.2022)	standard rate (from 01.02.2022)
Stand area	110.00 EUR	115.00 EUR
Outdoor space	52.50 EUR	52.50 EUR

In addition a power cost flat rate of 12.50 Euro per sqm and also an AUMA fee* of 0.60 Euro per sqm are charged. **The participation fee for stand area does not include the cost for any constructions.**

Down payment services

Koelnmesse shall be entitled to charge a reasonable down payment for the services used for the event in question – e.g. electrical and water connections, stand cleaning, etc. The down payment for services shall be assessed on the basis of the services charged for the previous event. The down payment for exhibitors who have not participated in the previous event shall total Euro 21.00 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.

4 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 1.069.00 per main exhibitor, group organiser and group participant
Euro 350.00 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 12.08.2022.

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 publishing house 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.

5 Turn key-stands / Koelnmesse stands

Tel: +49 221 821-2091

Koelnmesse GmbH offers turnkey stands. Why not take advantage of this service? These stands are available in various designs. You can order the stands at Koelnmesse Serviceshop.

6 Press and Trade Visitors days

Press and Trade Visitors days

The press and trade visitor days are on Tuesday and Wednesday, 4 and 5 October 2022 (**Advise: Stand build-up is not allowed on this day!**). On the press and trade visitor days the trade fair will be visited only by journalists and trade visitors with valid access authorization (entrance ticket or redeemed voucher).

7 Construction times

Start of stand build-up:

Thursday, 29 September 2022, 07:00 a.m. - 12:00 a.m./midnight
Friday, 30 September 2022, 07:00 a.m. - 12:00 a.m./midnight
Saturday, 1 October 2022, 07:00 a.m. - 12:00 a.m./midnight
Sunday, 2 October 2022, 12:00 a.m./midnight - 12:00 a.m./midnight
Monday, 3 October 2022, 12 a.m./midnight - 6 p.m. (last stand build-up day)

On the last day of stand build-up the aisles must be completely cleared by 06:00 p.m.

8 Deadline for dismantling

Start of dismantling:

Sunday, 9 October 2022, 06:00 p.m. - 12:00 a.m./midnight
(Dismantling may not begin earlier than 06:00 p.m.!)
Monday, 10 October 2022, 12:00 a.m./midnight - 12:00 a.m./midnight
Tuesday, 11 October 2022, 07:00 a.m. - 12:00 a.m./midnight
Wednesday, 12 October 2022, 07:00 a.m. - 06:00 p.m.

9 Stand confirmation

Once your company has been accepted for participation, you will receive a confirmation of your stand starting in February 2022.

10 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website. Our entire range of services can be ordered online at the Koelnmesse Service Shop.

11 Stand height / special constructions

As long as the technical guidelines are observed when designing and erecting stands, there is no need to submit for approval any drawings for one-storey stands that do not exceed 3.50 m in height. All other stands and designs must be approved, particularly if the stand features special structures or meeting areas, or static calculations are required. Rear walls must be neutral in design. Plans for the trade fair stand must be submitted in duplicate for approval by Koelnmesse in good time before the work is carried out, but at least **six weeks before the event commences**. These documents, which must be suitable for inspection, consist of a ground plan, views and design cross sections with all measurements.

*see Item 4 of the Special Section of the Conditions of Participation

12 Withdrawal / non-participation

Cancelling registration is possible up to the point that an admission or stand confirmation has been received. This incurs a cancellation fee in the amount of 500.00 Euro. Release from the contractual agreement is no longer possible after an admission or stand confirmation has been issued. The organizer can agree to the request for release from the contract only in exceptional cases if the stand space not required can be rented to another exhibitor. In this instance the organizer is entitled to demand a general reimbursement of the costs incurred corresponding to 25 % of the participation fee. If the space cannot be re-rented, the full participation fee must be paid. This is pursuant in particular to the Conditions of Participation, General Section, section II.

13 Invoicing

You will receive the invoice for the stand area from July 2022. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

14 VAT refunds

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

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service – a so-called event service – in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of the VAT (UStAE). The place of performance for such services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging any German VAT. If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, foreign exhibitors (proprietors) may receive a refund of the invoiced VAT, provided they fulfil the legal requirements. Further details are available on the Internet at: www.bzst.bund.de.

15 Exhibitor passes

Each exhibitor receives passes free of charge and valid for the period from the first day on which construction time begins to the final day of dismantling:

- 3 exhibitor passes for a stand up to 20 sqm
- For each additional 10 sqm up to 100 sqm 1 additional pass
- For each additional 20 sqm over 100 sqm 1 additional pass

The codes for the passes are provided to the customer in digital form and must be redeemed online via the event's ticket shop. The passes and travel tickets can only be used via the app of the respective event. The registration in the app must use the same data as used at the ticket shop. Additionally required exhibitor passes can be ordered online via our service shop for a fee.

16 Stand construction passes

Together with the exhibitor passes, you will receive free work passes that allow personnel to access the fairgrounds during the construction and dismantling periods.

17 Promotion

Distribution of advertising material outside the stand area is subject to a fee (see form P.01). The fee for authorisation of a promoter for the entire duration of the fair is 400.00 Euro (not including VAT).

18 Conceptual sponsor

The conceptual sponsor is the Industrie-Verband Motorrad Deutschland e.V. (IVM).

19 Koelnmesse offices abroad

Koelnmesse has representative offices in over 80 countries, as well as in Berlin. They will gladly assist you at any time. The contact details are enclosed with your registration documents or on our website www.koelnmesse.com

20 Other

The Koelnmesse Service Portal (www.koelnmesse-service-portal.com) contains further information on advertising and media services and the "Infoscout" visitor-information system.