



Essential information in brief

Please also refer to our enclosed Conditions of Participation.

The registration documents include

Information Kind + Jugend Innovation Award 2021
1.10 Application for main exhibitors
1.11 Enclosure to the application for main exhibitors
1.20 Application for co-exhibitors
1.30 List of products

Z.03 Infoscout – Trade agents sought

Conditions of participation – Special section
Conditions of participation – General section
Koelnmesse subsidiaries, representatives and information centres

1 Opening times

For exhibitors:

Thursday, 09.09.2021 -
Saturday, 11.09.2021 from 8:00 a.m. to 7:00 p.m.

For visitors:

Thursday, 09.09.2021 -
Saturday, 11.09.2021 from 9:00 a.m. to 6:00 p.m.

2 Registration

Form 1.10 must be submitted by each main exhibitor. Please fill out the registration form completely, stamp it with your company seal, and have a responsible person sign it. The registration is only valid when accompanied by the List of products on **Form 1.30**.

Co-exhibitors* are required to be registered using **Form 1.20**. A separate List of products – **Form 1.30** – must be filled in for each of these companies (please copy if necessary).

Alternatively the "Online-Application" can be used on Kind + Jugend webpage. The application forms must be completely filled in and to be sent to Koelnmesse by clicking on the button "Submit binding application".

*see Item V of the General Conditions of Participation

Space allocation starts as of: **02.01.2021**

3 Participation fees and other costs

The minimum stand size is 12 m².

The participation fee is:

	Up to 125 m ²	Every additional m ²
Upon registration by 31.10.2020		
Terrace stand (one side open)	165.00 EUR/m ²	139.00 EUR/m ²
Corner stand (two sides open)	174.00 EUR/m ²	139.00 EUR/m ²
Two-corner stand (three sides open)	177.00 EUR/m ²	139.00 EUR/m ²
Island stand (four sides open)	183.00 EUR/m ²	139.00 EUR/m ²
Upon registration after 31.10.2020:		
Terrace stand (one side open)	188.00 EUR/m ²	162.00 EUR/m ²
Corner stand (two sides open)	197.00 EUR/m ²	162.00 EUR/m ²
Two-corner stand (three sides open)	200.00 EUR/m ²	162.00 EUR/m ²
Island stand (four sides open)	206.00 EUR/m ²	162.00 EUR/m ²

All prices are net prices and do not include VAT. In addition, a flat rate electricity fee* of 11.50 EUR/m² and an AUMA fee* of 0.60 EUR/m² are charged. Exhibitors are also invoiced for a down payment for services (see item 3.4 of the Special Section of the Conditions of Participation). The down payments for services amounts to at least 16.50 Euro/m² for firsttime exhibitors. In all other cases the down payment for services shall be assessed

on the basis of the services charged for the previous event.

The rental fee for stand area does not include the cost for any constructions.

The participation costs of the Start up pavilion will be published separately on the Kind + Jugend webpage.

4 Stand construction service

Koelnmesse offers turnkey stands. Why not take advantage of this service? These stands are available in various designs.

Tel. +49 221 821-2936

E-Mail: standbau-services@koelnmesse.de

5 Construction times / Dismantling times

Start of construction period: Saturday, 04.09.2021, 8:00 a.m.

End of construction period: Wednesday, 08.09.2021, 6:00 p.m.

Start of dismantling period: Saturday, 11.09.2021, 6:00 p.m.

End of dismantling period: Monday, 13.09.2021, 10:00 p.m.

Dismantling may not begin earlier than **6:00 p.m. on 11.09.2021** and must be completed by **10:00 p.m. on 13.09.2021** due to construction work of the following events. The time for stand assembly and dismantling may only be extended after an application has been submitted to Koelnmesse and the extension is approved. Such extensions are subject to a fee of Euro 800.00 per day.

Early vacating of the trade fair stand prohibited

Early vacating of the trade fair stand represents a serious violation of the general conditions of participation. In the event of any infringement, Koelnmesse reserves the right to impose a contractual penalty of up to Euro 5000.00 in keeping with the severity of the case and/or to refuse the exhibitor permission to participate in subsequent events.

6 Stand confirmation

After your company has been accepted for the event, you will receive confirmation for your stand area as well as your personal access information for the online ordering system at www.koelnmesse-service-portal.de (**beginning in January 2021**). With the receipt of the confirmation the contract between Koelnmesse GmbH and your company will be concluded.

7 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website or from www.koelnmesse-service-portal.com. You also have the option of requesting the Technical Guidelines in printed form. Our entire range of services can also be ordered online at www.koelnmesse-service-portal.de. We will e-mail you the login information after you have obtained your stand area confirmation.

8 Maximum stand height / special constructions

The maximum permissible stand height (including signs, banners and other advertising material) is standardised at 4.50 m.

On request, Koelnmesse can approve a higher stand height insofar as technical and construction-related requirements are met. If your stand deviates from the construction guidelines in any way, or if you are planning to have special constructions, please submit your plans to Koelnmesse (Department Exhibition Facilities) in duplicate for perusal no later than six weeks prior to the beginning of the event. In addition, lighting equipment may be suspended from the hall ceiling, whereby the maximum permissible distance from the upper edge of the lighting to the hall floor is 5m.

Please note that for any objects hung from the hall ceiling, neither the lighting equipment nor its mounts may be connected to the stand construction. In addition to this please note the technical guidelines of Koelnmesse GmbH.

9 Scale-drawings of stands

Sketches of stand spaces can be provided on a scale of 1:200 upon request by the exhibiting companies.

10 Extended cancellation possibility due to the Covid 19 pandemic

With immediate effect - and different than stated in the conditions of participation - all exhibitors have the possibility to cancel their participation in Kind + Jugend 2021 free of charge without giving reasons up to 3 months before the start of the event, which is **June 9, 2021**, at the latest. Timely receipt of the cancellation in text form is sufficient for cancellation.

Within the last three months before the start of the Kind + Jugend 2021, exhibitors can also cancel free of charge, provided that within this period a ban on entry to Germany applies to the exhibitor based on his registration address or his region of origin has been qualified as a Covid 19 risk area. Cancellation is also possible free of charge if, due to a travel warning from the exhibitor's country of origin for travel to the region of the trade fair, a return journey is unreasonable due to official regulations of his country of origin (e.g. quarantine regulations of more than 5 days) and the exhibitor is also unable to realize his participation in the trade fair by employees from another country while avoiding the above mentioned restrictions. The reasons for the cancellation within the last three months must still be present at the time of cancellation and must not be announced more than 14 days before the cancellation.

11 Invoicing

You will receive the invoice for the stand area **from** June 2021. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

12 VAT refunds

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 service 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.

13 Exhibitor passes

Each exhibitor receives codes for exhibitor passes, free of charge and valid for the period from the first day on which build up work begins to the final day of dismantling:

- three passes for a stand of up to 20 m²
- one additional pass for each additional 10 m² or part thereof up to a stand area 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

The codes will be available at an Online Portal. You will receive your login data in good time prior to the event. Additional, fee-based exhibitor passes will also be available at this Portal.

14 Work passes

You will also receive codes for free passes that allow people commissioned by you or who work on your 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.

- four passes for a stand up to 20 m²
- one additional pass for each additional 10 m² or part thereof up to a stand area 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 is 150 work passes

These codes will also be available at the Online Portal. If more codes for work passes are needed, they can be requested free of charge.

15 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 1,160.00 per main exhibitor, group organiser and group participant
- Euro 250.00 per co-exhibitor and other represented companies

The media package includes, among others, the provision of an unlimited number of free admission ticket vouchers requiring registration.

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 23.07.2020.

16 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, Neureuter Fair Media GmbH. Entries in the official fair media can only be ordered through Koelnmesse GmbH or through Neureuter Fair Media GmbH.

17 Koelnmesse offices abroad

Koelnmesse has representative offices in over 80 countries. They will gladly assist you at any time. You can find the contact details below and at www.koelnmesse.com.

18 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-	email:
Accounts department	-2378	-3174	c.riegermann@koelnmesse.de
Additional exhibitor passes	-2994	-3437	
Admission ticket vouchers	-2994	-3437	
Arranging personnel – Hostesses / service staff – Construction / dismantling staff	+49 221 28492-05/-06 -2882	+49 221 8800066 +49 221 45559636	
Car parking	-3998	-3999	
Congresses, special events, conference rooms	-2223	-3430	p.steinleger@koelnkongress.de
Exhibition facilities	-2714	-3287	p.abels@koelnmesse.de
Forwarding agents (customs clearance/storage/transport) – Schenker	+49 221 981310	+49 221 318890	fairs.koeln@dbschenker.com
Hotel accommodation	-2479	-3739	hotel-services@koelnmesse.de
Insurance	+49 221 77156359	+49 180 202505059	
Kind + Jugend Project Team	-2510, -2704, -3869, -2944	-3283	kindundjugend@koelnmesse.de
Marketing services (advertising space)	-2896	-3501	marketing-services@koelnmesse.de
Marketing package, advertising material	-2824		marketingpaket@koelnmesse.de
Press	-2270	-3544	g.nohl@koelnmesse.de
Protocol	-2595	-3402	a.strupp@koelnmesse.de
Restaurants/stand catering	+49 221 2848584		aramark@catering-koelnmesse.com
Security	-2818, -2456	-3435	m.popodi@koelnmesse.de
Security office east (Messegewache Ost)	-2550	-3450	o.messegewache@koelnmesse.de
Security office north (Messegewache Nord)	-2551, -2552	-3780	n.messegewache@koelnmesse.de
Stand construction service	-3998	-3993	standbau-services@koelnmesse.de
Technical services	-3998	-3993	
Traffic controlling (truck parking)	-3588, -2838	-991335	r.gersch@koelnmesse.de