

## Important Information for Organizers of Group Stands



Kind + Jugend  
The Trade Show for  
Kids' First Years  
09.–11. September 2021

1. Please let us know definitively the amount of space you will need for your group stand at the trade fair. The area you need is the sum of the individual spaces occupied by exhibitors, service areas and "internal" aisles. We require that a **Registration Form 1.12** which has been filled in by you and bears your legally binding signature as the group organizer be returned to us by **31.10.2020**.
2. Should you require less space at the trade fair than you had expected, you may reduce the space without incurring any charges if you notify us of this change by **30.04.2021**. You will receive from us the admission / stand confirmation after this date.
3. If you return the registration forms bearing your signature by the deadline, we expect to be able to send you the **admission / stand confirmation** with the hall layout plans **at or after March 2021**. In accordance with Item II of the General Section of the Conditions of Participation, the contract between you and Koelnmesse GmbH takes effect **upon receipt of this admission / stand confirmation**. Contractual relationships exist exclusively between Koelnmesse and you as the group organizer, in accordance with Item V of the General Section of the Conditions of Participation. The same applies to entries in the Marketing Package. Subsequent reductions of the stand area (such as when companies cancel their participation at a group stand after the group organizer receives the **admission / stand confirmation**) will be at the expense of the group organizer.
4. **Group participants** (companies that will participate in Kind + Jugend at the group stand that you have organized, under their own name and with their own personnel and products) **can register** either by submitting copies of the fully completed set of registration forms (**1.13, 1.30**) for the trade fair, or they may register electronically.  
  
You are obliged to supply Koelnmesse with a complete Excel table of group participants, co-exhibitors and additionally represented companies. The information is used as the basis for the entry in the official fair media (Marketing Package). It is therefore important that you list the participants in the alphabetically structured Excel table according to the first letters of the company names.  
  
The corresponding forms / tables must be received by Koelnmesse by **23.07.2021 – the catalogue deadline**. Participants will not be entered into the official fair media (Marketing Package) unless they have submitted copies of all of the registration documents / the Excel table by the deadline. As the group organizer, you are responsible for the proper entry of your group participants in the catalogue.
5. The distribution of individual areas at the trade fair is your responsibility as the organizer of the joint stand. Koelnmesse must be notified as to how the individual areas have been distributed **by 23.07.2021, the catalogue deadline**. This information will be used as the basis for the allocation of the individual stand numbers and thus for the entry of the stand numbers in the official fair media (Marketing Package). Koelnmesse will allocate the stand numbers.  
  
**As the group organizer, you are responsible for ensuring that all of the necessary documents are completed in full and returned on time. Should you fail to provide us with the allocation of the stand areas to the individual group participants, you will be charged a co-exhibitor fee in the amount of 600.00 EUR for each group participant.**
6. We expect to be able to send you the **stand area invoice** for all of the areas occupied by you and your group participants in or after June 2021. If two or more of your group participants are sharing a stand, the stand area invoice will also include the fee for co-exhibitors. Invoices for the participation fee and all additional costs, in particular the costs for the Marketing Package per group participant (1160.00 EUR) and other services, will be issued to you as the group organizer. This does not apply if a group participant has ordered additional services from Koelnmesse GmbH. Together with the invoice we will also send you the exhibitor passes and work passes for the companies exhibiting at your joint stands. **The amount listed in the invoice must be paid on time in order for the group participants to occupy the stand area.**
7. Koelnmesse GmbH will invoice you for a **down payment for additional costs** for the services you use during Kind + Jugend. Before the event, you will receive an invoice for a down payment. **The amount listed in the invoice must be paid on time in order for the group participants to occupy the stand area.**
8. **Dismantling may not begin before the end of the event on Saturday, 11.09.2021, 6 p.m.** 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 the Conditions of Participation and shall entitle Koelnmesse GmbH to assert damage claims up to 5000.00 EUR and exclude the company from future participation in the event. As the group organizer, you are responsible for complying with the regulation and passing the relevant information on to your group participants.
9. In principle the General and Special Conditions of Participation are valid.