

## Essential Information

Please also refer to our enclosed Conditions of Participation.



polisMOBILITY 2022  
Cologne, 18.-21.05.2022

### The registration documents include

Essential information in brief

The forms:

Online application form\*

1.10 Registration for main exhibitor\*

1.11 Enclosure to the registration for main exhibitor

1.20 Registration for co-exhibitors

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 times

For exhibitors: daily from 9:00 a.m. to 7:00 p.m.

For visitors: daily from 10:00 a.m. to 6:00 p.m.

### 2 Registration

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\* 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

### 3 Participation fees

Renting a stand area costs per m<sup>2</sup>:

	Early Bird (until 31.10.2021)	Standard rate (from 01.11.2021)
Terrace stand	205.00 EUR	220.00 EUR
Corner stand	220.00 EUR	235.00 EUR
Two-corner stand	235.00 EUR	250.00 EUR
Island stand	250.00 EUR	265.00 EUR

Two-storey 50% from stand costs

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

Every booking of a stand space automatically includes a digital package for your appearance on the digital platform polisMOBILITY @home.

In addition, an AUMA fee\* of 0.60 Euro per sqm and also a power cost flat rate of 10.00 Euro per sqm are charged.

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 exhibitors shall total Euro 20.00 per sqm – 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 and co-exhibitors and costs:

Euro 1,050.00 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 28/03/2022.

#### 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 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.

### 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 Construction times

**Start of construction period: Thursday, 12 May 2022, 07:00 a.m.**

**End of construction period: Tuesday, 17 May 2022, 06:00 p.m.**

### 7 Dismantling times

**Start of dismantling period: 06:00 p.m. on Saturday, 21. May 2022**

**End of dismantling period: 06:00 p.m. on Tuesday, 24. May 2022**

Dismantling may not begin earlier than **06:00 p.m. on 21. May 2022**

### 8 Stand confirmation

Once your company has been accepted for participation, you will receive a confirmation of your stand space.

### 9 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.

## 10 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 4.50 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

## 11 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.

## 12 Invoicing

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

## 13 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](http://www.bzst.bund.de).

## 14 Exhibitor passes

Each exhibitor receives free passes that are valid for the period from the first day on which construction work begins to the final day of dismantling:

- 3 passes for a stand of up to 20 m<sup>2</sup>
- One additional pass for each additional 10 m<sup>2</sup> up to 100 m<sup>2</sup>,
- One additional pass for each additional 20 m<sup>2</sup> over 100 m<sup>2</sup>

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.

## 15 Work 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.

## 16 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](http://www.koelnmesse.com)

## 17 Other

The Koelnmesse Service Shop contains further information on advertising and media services and the "Infoscout" visitor-information system.