

## Essential information

Please also refer to our enclosed Conditions of Participation.



interzum

Cologne, 04.-07.05.2021

### 1 Opening times

For exhibitors: Daily from 8:00 a.m. to 7:00 p.m.

For visitors: Daily from 9:00 a.m. to 6:00 p.m.

### 2 Registration

To register the **Online-Application** on the interzum webpage needs to be used. The application forms must be completely filled in and to be sent to Koelnmesse by clicking on the button "Submit binding application".

Alternatively the Form 1.10, filled out completely with stamp of your company seal and have a responsible person signed it, can be submitted. The registration is only valid when accompanied by the List of products on Form 1.30. Co-exhibitors\* or additionally 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 Section of the Conditions of Participation

### 3 Product groups

- **Materials & Nature**  
Wood, veneers, parquet flooring, interior works, decorative surfaces, decor papers, laminates, wood-based panels, laminated plastic, mineral materials, edges, surface treatments, adhesives, embossing cylinders, press plates
- **Function & Components**  
Semi-finished products for cabinet, kitchen, office and modular furniture, fittings, locks, built-in parts, lamps and lighting systems
- **Textile & Machinery**  
Machinery for upholstery and bedding, upholstery materials, upholstery accessories, cover fabrics and leather

### 4 Participation fees

Renting a stand area costs **184.00 EUR** per square meter (1. early bird discount for registration until 15 June 2020) or **197.00 EUR** per square meter (2. early bird discount for registration between 16 June and 30 September 2020). At registration from 1 October 2020 onwards, renting a stand area costs **219.00 EUR** per square meter.

In addition, a flat rate electricity fee of **10.00 EUR** per m<sup>2</sup> and an AUMA fee of **0.60 EUR** per m<sup>2</sup> will be charged.

Further details can be found in point 3 of the special section of the Conditions of Participation.

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 24.50 per m<sup>2</sup> – 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. All prices are net prices and do not include any legally applicable VAT.

**The participation fee does not include the cost for any constructions.**

### 5 Turnkey stands / Koelnmesse stands

Tel.: +49 221 821-3998

Be sure to take advantage of our offer and order a turnkey stand. These stands are available in various designs. You will find more detailed information on our website: [www.interzum.com](http://www.interzum.com)

### 6 Construction times

Please note the construction times as follows:

Hall 1, 4-10	24.-27.04.	06:00-24:00 h
	28.04.-02.05.	00:00-24:00 h (halls won't be closed)
	03.05.	00:00-18:00 h (last day of construction)
Hall 11	26.-27.04.	06:00-24:00 h
	28.04.-02.05.	00:00-24:00 h (halls won't be closed)
	03.05.	00:00-18:00 h (last day of construction)
Halle 3.2	27.04.	06:00-24:00 h
	28.04.-02.05.	00:00-24:00 h (halls won't be closed)
	03.05.	00:00-18:00 h (last day of construction)

**End of construction period: Monday, 3rd May 2021, by 6:00 p.m. at the latest.**

Information subject to change

### 7 Dismantling times

**On May 7, dismantling isn't allowed before 6:00 p.m.**

07.05.	18:00-24:00 h (halls won't be closed)
08.-10.05.	00:00-24:00 h (halls won't be closed)
11.05.	00:00-18:00 h

**Please note, that it won't be possible to get a longer dismantling period.**

### 8 Stand confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand **as of** autumn 2020.

### 9 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website or from [www.koelnmesse-service-portal.com](http://www.koelnmesse-service-portal.com). Our entire range of services can be ordered online at the Koelnmesse-Service-Portal. You will receive your log-in data together with your stand confirmation in autumn 2020 or later.

**Please observe the submission deadlines for the order forms!**

### 10 Maximum stand height / special constructions

The maximum height for structures or advertising material of all stand constructions (incl. signs, banners and other advertising and construction elements) is set at 4.50m, insofar as this is permitted by the hall ceiling and any fixed structures that may be present. Higher stand heights of up to 6.50m are permissible in halls 1 plus and 6-9 without special acceptance. In halls 3 - 5, 10 and 11 a transgression of the maximum stand height is possible, depending on the height of the hall and after special acceptance by Koelnmesse. As long as the technical guidelines are observed when designing and erecting stands, there is no need to submit for acceptance drawings for one-storey stands that do not exceed the permitted height. All other stands and designs (e.g. two storey stands) must be accepted, particularly if the stand features special structures or meeting areas, or static calculations are required. Plans must be submitted for acceptance by Koelnmesse in good time before the work is carried out, at least 6 weeks before construction commences.

These documents, which can be scrutinized, consist of ground plans, views and design cross sections with all measurements.

The maximum height for structures or advertising material of all stand constructions in passages and boulevards is 3.00m.

## 11 Extended cancellation possibility due to the Covid 19 pandemic

With immediate effect, all exhibitors have the possibility to cancel their participation in interzum free of charge without giving reasons up to 3 months before the start of the event, that is until 04.02.2021. Timely receipt of the cancellation in text form is sufficient for cancellation.

Within the last three months before the start of the event, 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.

If the cases mentioned here do not occur, a release from the contractual relationship is no longer possible after 04.02.2021 after binding registration and admission. 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 case the organizer is authorised to charge a flat-rate sum corresponding to 25% of the participation fee (but a minimum of 750.00 EUR) for costs incurred. If the space cannot be re-rented, the full participation fee must be paid. Please see "Conditions of Participation Special Part", Item 3.10 and "General Conditions of Participation", Item II.

## 12 Invoicing

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

## 13 VAT refunds

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 codes for exhibitor passes, free of charge and 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>
- 1 additional pass for each further unit or part unit of 10 m<sup>2</sup> up to a stand area of 100 m<sup>2</sup>
- 1 additional pass for each further unit or part unit of 20 m<sup>2</sup> above 100m<sup>2</sup>

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.

## 15 Work passes

You will also receive codes for free work 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. The 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. This codes will also be available at the Online Portal.

## 16 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 1.620.00 per main exhibitor, group organiser and group participant  
Euro 250.00 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 11.03.2021.

## 17 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.

## 18 Koelnmesse representatives abroad

Koelnmesse has representative offices in 80 countries. Staff members at these offices will gladly assist you. A list of these offices is available on the Internet at [www.koelnmesse.com](http://www.koelnmesse.com)

## 19 Please find the important contacts on our website [www.interzum.com](http://www.interzum.com)