

Essential information in brief

Please also refer to our enclosed Conditions of Participation.



Kind + Jugend
The Trade Show for
Kids' First Years
17.–20. September 2020

The registration documents include

Information Kind + Jugend Innovation Award 2020
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, 17.09.2020 -
Saturday, 19.09.2020 from 8:00 a.m. to 7:00 p.m.
Sunday, 20.09.2020 from 8:00 a.m. to 5:00 p.m.

For visitors:

Thursday, 17.09.2020 -
Saturday, 19.09.2020 from 9:00 a.m. to 6:00 p.m.
Sunday, 20.09.2020 from 9:00 a.m. to 4:00 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: **01.01.2020**

3 Participation fees and other costs

All prices are net prices and do not include VAT at 19%. 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.

	Up to 125 m ²	Every additional m ²
Upon registration by 31.10.2019:		
Terrace stand (one side open)	160.00 EUR/m ²	134.00 EUR/m ²
Corner stand (two sides open)	169.00 EUR/m ²	134.00 EUR/m ²
Two-corner stand (three sides open)	172.00 EUR/m ²	134.00 EUR/m ²
Island stand (four sides open)	178.00 EUR/m ²	134.00 EUR/m ²
Upon registration after 31.10.2019:		
Terrace stand (one side open)	183.00 EUR/m ²	157.00 EUR/m ²
Corner stand (two sides open)	192.00 EUR/m ²	157.00 EUR/m ²

Two-corner stand (three sides open)	195.00 EUR/m ²	157.00 EUR/m ²
Island stand (four sides open)	201.00 EUR/m ²	157.00 EUR/m ²

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, 12.09.2020, 8:00 a.m.

End of construction period: Wednesday, 16.09.2020, 6:00 p.m.

Start of dismantling period: Sunday, 20.09.2020, 4:00 p.m.

End of dismantling period: Tuesday, 22.09.2020, 10:00 p.m.

Dismantling may not begin earlier than **4:00 p.m. on 20.09.2020** and must be completed by **10:00 p.m. on 22.09.2020** 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 2020**). 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 Withdrawal / non-participation

If you withdraw your application to participate before you receive the acceptance/stand area confirmation, you will have to pay a fee of Euro 1000.00. The contractual relationship can no longer be terminated once the stand has been bindingly registered and confirmed. 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, but at least Euro 1000.00. If the space cannot be re-rented to a first-time exhibitor, the full participation fee must be paid.

11 Invoicing

You will receive the invoice for the stand area along with your free exhibitor and work passes **from** June 2020. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

12 VAT refunds

As 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 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 free of charge exhibitor passes are sent together with the invoice for the participation costs. Additional exhibitor passes for stand personnel can be ordered afterwards online on the trade fair website (Participation and planning > For exhibitors > Service Portal > Exhibitor and stand construction passes) against payment.

14 Work passes

You will also receive 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.

- two passes for a stand up to 10 m²
- 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

If more work passes are needed, they can be requested free of charge (see Item 5.2 of the Special Section of the Conditions of Participation).

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 1,105.00 per main exhibitor, group organiser and group participant
- Euro 250.00 per co-exhibitor and other represented companies

For the first time, the media package includes 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 24.07.2020.

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 services, advertising material	+49 201 36547 238	+49 201 36547 325	kindjugend@neureuter.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 (Messewache Ost)	-2550	-3450	o.messewache@koelnmesse.de
Security office north (Messewache Nord)	-2551, -2552	-3780	n.messewache@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