Special Conditions of Participation for Organizers and Participants of Group Participations

INTERNATIONAL HARDWARE FAIR COLOGNE 2028

1. **The group organizer** is the individual who coordinates the participation of two or more companies in a trade fair, and who interacts with Koelnmesse as the organizer of a group participation and rents the required stand space(s). With legally binding registration, the General and the Special Sections of the Conditions of Participation, the present Special Conditions of Participation for organizers of group participations and the Technical Guidelines are acknowledged as binding. The group organizer is the contract partner of Koelnmesse for the group participation he organizes. The group organizer is also the recipient of services with respect to VAT law.

2. **Group participants** are companies that jointly take part in a trade fair on the stand space(s) rented by the group organizer. Group participants take part in the event on the basis of a contract between the group participants on the one hand and the group organizer on the other. Group participants generally do not have a direct contractual relationship with Koelnmesse. The General and the Special Sections of the Conditions of Participation and the Technical Guidelines are binding for each individual company. The group organizer is responsible for ensuring that the group participants adhere to the Conditions of Participation. Koelnmesse is entitled to charge a group participation fee for each group participant. **The amount of the group participation fee will be indicated at the time of registration and is €440.00 per participant. Group participants are not authorised to register co-exhibitors. Please note, the minimum stand size for group participant spaces is 12 sqm.**

3. **Group participations are to be organized and implemented** in accordance with the General and Special Sections of the Conditions of Participation as well as the Technical Guidelines. All of the group participants have to meet the conditions for participation. Koelnmesse is entitled to reject companies that do not fulfil the requirements for taking part in the trade fair. If the group organizer sets any conditions of participation for the group participation, these conditions have to be approved by Koelnmesse in advance.

4. **The group organizer is responsible for performing the following tasks in particular:**

- Determining the space needed for the group participation with regard to the respective trade fair. The area needed is the sum of the individual spaces to be occupied by group participants, service areas and "internal" aisles.
- Notifying Koelnmesse of the amount of space needed. For each trade fair, the group organizer has to submit an application completely filled in and in a legally binding matter.
- Planning, ordering and coordinating of stand construction, media and other services; complete and timely (cf. Section 7.2 of the Special Section of the Conditions of Participation) submission of the application/registration documents of the group participants for entry in selected trade fair media (e.g. visitor guide, trade fair app, online trade fair media (if available)).
- Distributing individual areas at the respective trade shows. Information on the distribution of the individual areas must be received by Koelnmesse by **31 October 2027** so that it can be used as the basis for assigning the individual stand numbers and for entering the stand numbers into the trade fair media. **Koelnmesse will assign the stand numbers.**
- Handling all contract-related communication activities with the organizer.
- Handling payments for the rented stand areas, the ordered stand construction and marketing services, and technical services, the group participation fee insofar as it is changed and the other participation costs of the group participation fee.
- Ensuring that group participants adhere to the General and Special Sections of the Conditions of Participation, as well as the Technical Guidelines and instructions from Koelnmesse.

5. **The group participants are registered** by the group organizer in accordance with the General and Special Sections of the Conditions of Participation, and the Technical Guidelines. The participants are registered using the respective channels made available by Koelnmesse for this purpose.

6. Group organizers **register group participations** in their own name and on their own account. The group organizer must also send the details of the group participants to Koelnmesse and ensure that this data can be used by Koelnmesse in accordance with the applicable data protection law. The group organizer is responsible for ensuring that all of the necessary documents are completed in full and returned on time. Koelnmesse may reject a registration or cancel any admissions/confirmations that may have already been sent if the documents are incomplete or not submitted on time. In such cases, Koelnmesse is also entitled to charge each participant a group participant fee as stipulated by the Special Section of the Conditions of Participation.

7. Koelnmesse shall send the **admission/confirmation** to the group organizer. In accordance with Item II of the General Section of the Conditions of Participation, a contract between Koelnmesse and the group organizer takes effect as soon as the latter receives the admission/confirmation. Contractual relationships therefore exist exclusively between Koelnmesse and the group organizer, in accordance with Item V of the General Section of the Conditions of Participation.
Subsequent reduction of the stand area/revocation and withdrawal: If you withdraw your registration in full or in part before receipt of the admission/confirmation, an amount of **€600.00** must be paid. After receipt of the admission/confirmation, withdrawal is generally no longer possible. A subsequent reduction in space or the withdrawal of individual group participants will - in relation to the respective reduction in space - be treated as a partial discharge from the contractual relationship, Item II of the General Section of the Conditions of Participation. In exceptional cases, the organizer can agree to the request for release from the contractual relationship if the stand area that becomes available can be allocated elsewhere for a fee. In this case, Koelnmesse is entitled to demand a flat-rate reimbursement of the costs incurred in the amount of 25 % of the participation fee without providing proof, unless otherwise stipulated in the Special Section of the Conditions of Participation. If it is not possible to provide the stand area in return for payment in any other way, the contract remains in force; in this case, the participation fee must be paid in full.
In a case where the stand construction has been ordered independently of the registration of a stand area, the provisions of the Koelnmesse Group's General Terms and Conditions for Services and the Koelnmesse Group's Special Terms and Conditions for Services – Stand Construction shall apply in the event of a cancellation of this order. You may download these terms and conditions of the Koelnmesse Group from the event website or from the service shop of the event. There exists an entitlement to prove that no damages were incurred or that the costs were significantly less extensive than the fee charge.

8. **The participation fee and other costs are invoiced** to the group organizer. The invoice for services is also sent to the group organizer. 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.

9. **Orders placed for services by individual group participants** (e.g. orders for furniture hire) at the Service-Shop of the event are made in the name and on the account of the group organizer. This requires that the distribution of the individual areas must be received by Koelnmesse on time and that the group organizer provides the corresponding authorization by authorization in the Service-Shop. Orders can only be placed at the Service-Shop up to 3 days before the trade fair begins. Group participants can order services without using the Service-Shop by doing so in their own name and on their own account and only at the Cologne exhibition centre from the first day of the construction period to the last day of the event in question.

Status: January 2026