



Cologne, 15.–21.01.2018

Important information for exhibitors

Stand construction and dismantling

Stand construction

Start: Tue. 2 January 2018 to Wed. 10 January 2018 6:00 a.m. to midnight
Thu. 11 January 2018 to Sat. 13 January 2018, midnight to midnight
End: Sun. 14 January 2018, midnight to 6:00 p.m.

Please note that Monday, 15 January 2018, is the first official exhibition day. Stand construction must therefore be **completed by 6:00 p.m. on Sunday, 14 January 2018**, because after that the hall floors will be cleaned and polished – please make sure the aisles are kept clear! Minor design changes can be carried out within your stand up until midnight.

Koelnmesse can authorize an earlier start of construction; a fee of 800.00 Euro per day is charged for the extension of the construction period. For further information please contact Ms. Heike Weber: h.weber@koelnmesse.de, Tel. +49 221 821-2089.

Be sure to remember transport means to make your work easier, such as trolleys or hand trucks. These cannot be hired at the exhibition centre.

During the construction period, only people with **valid work or exhibitor passes** can enter the exhibition grounds. We would like to point out that Koelnmesse does not assume liability for the safety of unauthorised people.

Stand dismantling

Start: Sun. 21 January 2018, 5:00 p.m.
access for trucks approx. 7:00 p.m. in the halls
End: Mon. 22 January 2018 to Tue. 23 January 2018, midnight to midnight
Wed. 24 January 2018, midnight to 6:00 p.m.
No extended dismantling period possible!

Due to following events the dismantling period ends the very 24 January 2018 at 6:00 p.m.. Please inform your stand constructors about this compelling dead line.

For organizational reasons, you are not permitted to begin dismantling your stand before 5:00 p.m. on the last day of the trade fair. Furthermore, exhibits may not be removed from the trade fair halls before 5:00 p.m. Please understand that we cannot allow any exceptions to this rule. This is in your best interests and those of our visitors.

For reasons of security, you should keep a particularly close eye on your products and materials etc. during this time. We recommend that you order a corresponding insurance policy and security services.

Driving on to the exhibition ground

Please note our [information](#) concerning the traffic. Due to building measures and closures, traffic restrictions will likely be in place near the trade fair grounds.

Please also give this information as well as the [traffic guidelines](#) and [vehicle admission plan](#) to your drivers and stand construction teams.

Technical guidelines

The staff of the Event Engineers Department will be happy to help you with approval of your stand construction. Koelnmesse has drawn up **technical guidelines** for all of the trade fairs. These guidelines are binding on all exhibitors and organizers. For further information please contact:

Halls 2.1 / 4.1 / 4.2 / 5.1 / 5.2 / Passages: 2–4 / 4–5 und Boulevard Middle:
Bruno Wermann, Tel. +49 221 821-2773
Halls 2.2 / 3 / 11 / Passages: 3–4 / 3-11 / 2-3:
Peter Abels, Tel. +49 221 821-2714
Halls 6.1 / 7.1 / 8.1 / Boulevard North / Passages: 5-6 / 6-7 / 7 -8:
Michael Hildenhagen, Tel. +49 221 821-2777
Halls 10.1 / 10.2 / 9.1 / Passages: 4-10 / 9-10 / 5-10 / 10-11:
Michael Engelke, Tel. +49 221 821 2184

Catering during the construction period

Our trade fair caterer will open the following inside and outside snack points and locations for your construction team:

Date	Hall	Opening times
from 08.01.2018	Outside area hall 5.1 north	8:00 a.m. until 5:00 p.m.
from 11.01.2018	Outside area entrance south	8:00 a.m. until 5:00 p.m.
from 12.01.2018	between hall 7 and 8	8:00 a.m. until 5:00 p.m.
from 13.01.2018	Snackpoint passage 10/11 west Pizzabar passage 10/11 west	9:00 a.m. until 6:00 p.m. 11:00 a.m. until 6:00p.m.
from 14.01.2018	Pastabar passage 10/11 west	11:00 a.m. until 6:00 p.m.

Delivery of your exhibition goods

Please sent your delivery to the following address:
Koelnmesse GmbH
imm cologne
Exhibitor name xxx
Hall xx
Aisle x
Stand xxx
50679 Köln, Germany

Please note that our trade fair personnel are not authorised to receive or store your exhibition goods for you. However, if necessary, you can store the material until the beginning of the stand construction period with one of our contracted forwarding agents:

Schenker Deutschland AG

Tel. +49 221 98131-8821
+49 221 98131-8823
Fax +49 221 98131-8890
E-mail: fairs.koeln@dbschenker.com

Services to be ordered at the Koelnmesse-Service-Portal

Please be sure to submit all required information and orders at the [Koelnmesse-Service-Portal](#) on time. Please also note our [checklist for deadlines](#).

If you reserve a parking space for trucks/containers/trailers with form **T.24** and you are planning a **waste container** (5-36 m³), please note the following points:

- The **rental fee for parking place waste container costs € 1,000.00 plus 19% VAT**.
- The waste containers must be covered (if it is open above) throughout the whole rental time.
- The waste container has to be removed until 8:00 p.m. on the last day of construction (in case of failure to comply Koelnmesse will operate at your expenses).
- The waste container will be placed one hour before dismantling starts on the last day of the trade fair.

Opening times

For exhibitors:

Monday, 15 January 2018 to Saturday, 20 January 2018, daily from 8:00 a.m. to 7:00 p.m.

Sunday, 21 January 2018, from 8:00 a.m. to 6:00 p.m.

For visitors:

Monday, 15 January 2018 to Saturday, 20 January 2018, daily from 9:00 a.m. to 6:00 p.m.

Sunday, 21 January 2018, from 9:00 a.m. to 5:00 p.m.

From Monday, 15 January 2018 to Thursday, 18 January 2018, imm cologne is open for trade visitors only.

From Friday, 19 January 2018 to Sunday, 21 January 2018, imm cologne is also open to the general public.

Please note that only exhibitors have access to the exhibition halls from 8:00 a.m. onwards.

Important safety information:

Tighter controls will be carried out during the imm cologne 2018 and construction and dismantling phase in the halls and on the entire site. Please instruct your employees and all persons who are employed in connection with the construction and dismantling of your stand explicitly to wear a valid exhibitor or work pass at any time with them.

Exhibitor passes

Please don't forget to bring your exhibitor passes! The passes, which you have received together with your invoice of the participation fee, entitle you to admission to imm cologne 2018 on every day of the fair and to use the public transportation with Rhein-Sieg Transport Authority VRS for free from 15. - 21.01.2018. We cannot replace lost exhibitor passes without charging a fee. Additional exhibitor passes can be ordered by using [form Z.01](#), subject to a fee.

Work passes

You received also free work passes together with your invoice for the participation fee. Work passes allow people 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 and do not entitle holders to enter the grounds during the event. Additional work passes can be ordered for a fee also with [form Z.01](#).

Please note that during stand construction and dismantling period, only people with a valid exhibitor or working pass are permitted to enter the fair grounds.

Personnel who are encountered during the construction phase without a valid pass is requested to purchase a work permit at the relevant security office for the price of Euro 30.00.

Catalogue

The trade fair catalogues will be available for collection at the Exhibitors Service Centre East, passage 10/11 and North, in front of hall 7.

Ticket vouchers

Have you thought of inviting your best customers and business partners to the fair with our admission ticket vouchers? These vouchers entitle the holder to enter imm cologne 2018 free of charge.

Using the voucher, he or she can register for the fair at the online shop of imm cologne 2018 and then receive the admission ticket via e-mail. After the fair, you will only be invoiced for the number of vouchers that have actually been redeemed, at a discounted price of 6.00 Euro. The order form is available [here](#).

Co-exhibitors/additionally represented companies

Please check whether you have informed us about all represented co-exhibitors, brands or companies at your booth. This is the only way to ensure that trade visitors can find all represented brands, be it at the information terminals or with the help of the online visit planning system. Take advantage of the opportunity to enter all companies whose products you will be presenting at your stand. For registration please use form 1.20 for applying co-exhibitors or form 1.21 for additionally represented companies. The forms are available here: h.weber@koelnmesse.de.

Stand party

Please note that any parties at the stands must be approved by Koelnmesse beforehand. If you are planning a party, please inform us in writing, by e-mail: h.weber@koelnmesse.de or by fax to +49 221 821-2565.

Direct sales

We would like to point out to our exhibitors that **direct sales are not permitted** at the trade fair venue at any time. Exhibitors violating this stipulation will have their stands closed immediately and be fined Euro 2,500,00. Please note in this regard that Item 6 of the Conditions of Participation (Special Section) is an essential part of your contract.

NoCopy!

We want your participation at the trade fair to be successful. It is important to ensure that everything goes smoothly, not only from the point of view of organization but also from a legal point of view. We are particularly concerned about protecting your rights and want to assist you as much as we can in any action you might take against product piracy. You'll find corresponding information and help here or at counter 16/17 at the passage 10 -11 during the fair.

We would like to request that any exhibitor with concrete grounds to suspect violations of intellectual property rights at imm cologne 2018 should contact us already during the run-up to the trade fair: b.claussen-finks@koelnmesse.de, Tel. +49 221 821-2237. If your company's products are protected, please be sure to bring all corresponding documents to the trade fair.

Hotel services

If you have not yet booked hotel accommodation, why not take advantage of our favourable deals with our partner hotels? For more information please contact Ms. Baumhögger from Koelnmesse GmbH on Tel. +49 221 821-2370 or online at www.imm-cologne.com/overnight-stay.

Payment on time

We kindly request that you check whether your invoices have already been settled, as punctual payment of the participation fee is a prerequisite for accessing your stand.

Down payment for additional costs

After the invoice of the participation fee, you will receive a separate invoice for the down payment for additional costs. If you have any questions, please call +49 221 821-3990. The invoices for the down payment for additional costs were sent in September 2017 and are due immediately upon receipt. To ensure that your stand construction runs smoothly, we ask you to check whether you have paid the invoice before the trade fair begins.

Events & Supporting programme

As in previous years, we have prepared an extensive supporting programme of special shows and events for imm cologne 2018. For more information, visit our [website](#).

Adapted security measures at imm cologne

Stricter security measures are being planned for our events, including imm cologne. Because these measures include visual inspections and spot checks of baggage, waiting times can get longer in the entrance areas. The control measures are adjustable and can be adapted at short notice after consultations with the security forces.

To prevent unnecessary waiting times, we ask you to leave any baggage that isn't required for your trade visit at home.

To ensure the work of the security forces isn't impaired, we ask that you please understand that we cannot provide any detailed information about the specific security measures.

Exhibitor Services on-site

From 8 January 2018 the imm cologne team will be at hand in the Service Centre North, Boulevard and Service Centre East, Passage 10–11. You can also contact us on the usual telephone numbers. If you have any questions, please do not hesitate to contact us by e-mail imm@koelnmesse.de or under the known telephone numbers.

At this stage we wish you and your family a merry Christmas and a happy new Year.

Yours sincerely

imm cologne Team Koelnmesse GmbH