



Anuga 2023,
7.-11.10.2023

Important information for organisers of group stands

Please also refer to our enclosed Conditions of Participation.

1 Application

Please let us know the space requirement for your joint participation in relation to the **relevant trade fairs**. The space requirement is derived from the total of the individual areas to be assigned to exhibitors, service areas and "internal" aisles. **Registration as a group organiser via the online registration link is also valid and legally binding without a signature.**

THE EARLIER YOU REGISTER, THE LOWER THE PRICE!

Register by 30 September 2022 to secure the lowest price (early bird price). The regular price will take effect starting **1 October 2022** (beginning of hall planning).

for applications until 30 September 2022	EUR 299.00 per m ²
for applications as of 1 October 2022	EUR 309.00 per m ²

Please note, that the date an application is received by Koelnmesse GmbH will be used for purposes of determining the price level.

2 Stand area confirmation

You will receive the **admission/stand confirmation** with the hall layout plans and scaled sketches upon timely presentation of your application from **March 2023**. In accordance with Item II of the General Section of the Conditions of Participation, the contract between you and Koelnmesse GmbH takes effect upon receipt of this admission/stand confirmation. Contractual relationships exist exclusively between Koelnmesse GmbH and you as the group organiser, in accordance with Item V of the General Section of the Conditions of Participation. The same applies to entries in the Marketing Package.

Subsequent reductions of the stand area (including if companies cancel their participation request at the pavilion with you after receipt of the admission/stand confirmation) will be charged to the group organiser. Additional ordered space will be calculated with the date the request is placed by Koelnmesse GmbH.

3 Group participants

The registration of group participants (companies that will participate in the pavilion organised with you at Anuga under their own name and with their own personnel and products) is done by submitting the fully completed group participants registration form during the online registration. This can either be done immediately after submitting the group organiser registration, or later via the "My Stands" menu item in the Service Shop.

Every participant must fulfil the prerequisites for participation at Anuga – see requirements in particular Item 2 in the Conditions of Participation. Koelnmesse GmbH retains the right to reject registrations by companies that do not meet these conditions of participation.

The information provided in the online registration serves as a template for the entry in the trade fair media (the fair catalogue, the app and additional online trade fair media). You as the group organiser bear responsibility for the correct catalogue entry of the group participants. If the exhibitor has not submitted an order with the official contractual partners by the editorial and advertising deadline, they will be included, still subject to the standard fee, in the official trade fair media using the information provided when registering for the event. Registrations and orders received later will only be considered in the official trade fair media to the extent that this is still possible. In cases of orders and registrations received by Koelnmesse after the editorial and advertising deadline, Koelnmesse is unable to guarantee the provision of all the marketing services that are normally available. In such cases, all claims, of whatever type, but in particular claims for a reduction in the fee for inclusion in the official trade fair media, or claims for compensation, are excluded.

4 Distribution of the individual areas

The distribution of individual areas within the relevant trade fairs is incumbent upon you as organiser of the pavilion. Koelnmesse GmbH must be notified as to how the individual areas have been distributed **by 1 May 2023 at the latest**. This information will be used as the basis for the allocation of the individual stand numbers and thus for the entry of the stand numbers in the "Catalogue/Internet" Marketing Package. Koelnmesse GmbH will allocate the stand numbers.

As the group organiser, you are responsible for ensuring that all necessary documents are completed in full and returned on time. Should you fail to provide us with the allocation of the stand areas, Koelnmesse GmbH shall be entitled to invoice you the co-exhibitor fee amounting to EUR 250.00 per participant.

5 Invoice

We expect to be able to send you the stand rental fee for all the areas occupied by you and your group participants in or **after August 2023**. If several of your group participants share a stand, the co-exhibitor fee shall also be listed on the invoice for the participation price of the stand rental.

The invoice will also include all additional costs like lump power costs, which will be issued exclusively to the organiser. The codes for the passes will be provided to the customer digitally and must be redeemed online via the Anuga Ticket-Shop. The passes and tickets can only be used via the Anuga app. In the app, the registration must be made with the same data as in the ticket shop. **The fee for the obligatory Marketing Package will be generated via the down payment for services, which will be issued exclusively to the organiser, as well.**

The amount listed in the invoice must be paid on time in order for the group participants to occupy the stand area.

6 Additional costs

Koelnmesse Service GmbH will invoice you for a down payment for additional costs for the services you use during Anuga. For group organisers who have not participated in the previous event shall **total EUR 30.00 per m²** - plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions.

The amount listed in the invoice must be paid on time in order for the group participants to occupy the stand area.

7 Orders for services by individual group participants

Orders for services to individual group participants (e.g. ordering of rental furniture) via the electronic Service Shop are made in the name and for the account of the group organiser. The prerequisite is the timely notification of the allocation of the individual spaces and the granting of a corresponding authorization by the group organizer through the group organizer by forwarding the customer number and password - authorization. Orders can only be placed in the Service Shop up to **3 days before the beginning of the fair**. Orders for services without the use of the Service Shop in the own name and for the group participant's own account can only be placed on site in the period from the 1st set-up day to the last day of the event.

8 Dismantling

Work on dismantling of the exhibition stand and the goods presentation may not begin **before the end of the event, Wednesday, 11.10.2023 at 6:00 p.m.** The stand must be occupied with exhibits and personnel until this time. Koelnmesse GmbH is entitled to impose a fine of up to EUR 5,000 for each time that an exhibitor violates this regulation. As the group organiser, you are responsible for complying with this regulation and passing the relevant information on to your group participants.

Accordingly, the fine will be charged to the group organiser.