

## Essential information

Please also refer to our enclosed Conditions of Participation.



h+h cologne  
The international trade fair for  
creative handicraft and hobby  
Cologne, 07 - 09 March 2025

### 1 Opening times

	Exhibitors	Visitors
Friday, 07th March 2025	8:00 a.m. – 7:00 p.m.	9:00 a.m. – 6:00 p.m.
Saturday, 08th March 2025	8:00 a.m. – 7:00 p.m.	9:00 a.m. – 6:00 p.m.
Sunday, 09th March 2025	8:00 a.m. – 6:00 p.m.	9:00 a.m. – 5:00 p.m.

### 2 Registration

To register the **Online-Application** at the h+h cologne website 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".

### 3 Participation fees

#### Participation fees (per sqm floor area):

The space rental amounts:

	Early bird (until 31.05.2024)	Stand rate (from 01.06.2024)
Stand rental per m <sup>2</sup> (up to 100 m <sup>2</sup> )	180.00 EUR	188.00 EUR
Stand rental per m <sup>2</sup> (from 100 m <sup>2</sup> *)	175.00 EUR	183.00 EUR

(\*applicable to the entire area)

The energy costs\* are 21.00 Euro per sqm of occupied stand area as a proportional flat-rate energy fee and an AUMA fee\* of 0.60 Euro per sqm will be charged.

These are net prices (the VAT is not included).

The participation fee does not include the provision of stand partition walls. The minimum stand size is 12 sqm.

\*see the Conditions of Participation - Special Section

#### Down payment for services

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 30.00 per sqm - plus the costs for the obligatory media 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.

### 4 Turnkey stands/Koelnmesse Service stands

Koelnmesse GmbH offers turnkey stands. These stands are available in various designs. For any questions regarding the stand construction, please contact: **services@koelnmesse.de, Tel. +49 221 821-3998, Fax +49 221 821-3999** You will find more detailed information under [www.hh-cologne.com](http://www.hh-cologne.com)

### 5 Construction times

#### Start of construction time:

Monday, 03rd March 2025, 6:00 a.m. - 10:00 p.m.  
Tuesday, 04th March 2025, 6:00 a.m. - 10:00 p.m.  
Wednesday, 05th March 2025, open 24 hours  
Thursday, 06th March 2025, 12:00 a.m. - 6:00 p.m. (last day of construction)

**On the last day of construction, the aisles must be completely cleared by 06:00 p.m.**

### 6 Dismantling times

#### Start of dismantling period:

**Dismantling may begin no earlier than 5:00 p.m. on 09th March 2025!**

Sunday, 09th March 2025, 5:00 p.m. - 12:00 a.m.  
Monday, 10th March 2025, open 24 hours  
Tuesday, 11th March 2025, 12:00 a.m. - 6:00 p.m.

**End of dismantling: Tuesday, 11th March 2025 until 6:00 p.m.**

### 7 Stand confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand in or after **September 2024**.

### 8 Technical Guidelines/services

You may download the Technical Guidelines from the trade fair website or from <https://service.hh-cologne.de>. You also have the option of requesting the Technical Guidelines. Our entire range of services can be ordered online at the service shop. You will receive your log-in data in a separate letter with your stand confirmation in **September 2024**.

**Please take note of the submission deadlines for the order forms!**

### 9 Maximum stand height/special constructions

The general stand height is 4.00 m, insofar as the height of the hall ceiling and any fixed hall ceiling and any fixed installations that may be present permit this. A higher construction up to 0.50 m below the hall ceiling is permitted, if the design of the stand has been approved by Koelnmesse. Stand construction approval is only granted via our digital system Delegatis. A corresponding link to a questionnaire will be sent to each exhibitor. Corresponding plans must be submitted / uploaded via our digital platform Delegatis at least 6 weeks before the start of construction.

### 10 Scale drawing of stands

Sketches of stands can be provided on a scale of 1:200 upon request by the exhibiting companies.

### 11 Withdrawal/non-participation

#### After receipt of acceptance / stand area confirmation

The contractual relationship can no longer be terminated once the stand has been bindingly registered and confirmed. The event's organizer can assent to a request for release from the contract by way of exception if the stand area thus made available can be rented to someone else. In this case, the organizer is authorised to charge a flat-rate of 25 % of the participation fee for the costs incurred, at least 500.00 Euro. If the space cannot be re-rented, the full participation fee must be paid. See Item II of the General Section of the Conditions of Participation.

## 12 Invoicing

You will receive the invoice starting in **January 2025**. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

## 13 Exhibitor passes

As an exhibitor you will receive codes for free exhibitor passes digitally, valid from the first day of assembly to the last day of dismantling:

- 3 passes for a stand of up to 20 sqm
- each additional 10 sqm up to 100 sqm 1 further pass
- each additional 20 sqm over 100 sqm 1 further pass
- Upper limit : max. 150 exhibitor passes

Additional exhibitor passes for stand personnel can be ordered afterwards online on the website [www.hh-cologne.com](http://www.hh-cologne.com) against payment.

## 14 Work passes

Together with the exhibitor passes you will also receive free passes to enter the exhibition grounds for persons who work on your behalf or on your account in connection with the construction and dismantling of the stand:

- 2 passes for a stand up to 10 sqm
- 4 passes for a stand of up to 20 sqm
- each additional 10 sqm up to 100 sqm 1 further pass
- each additional 20 sqm over 100 sqm 1 further pass
- Upper limit : max. 150 working passes

Working passes are only valid until the start of the event or after it has ended, but do not entitle you to enter the grounds during the event. These passes will also be provided in digital form. Additional work passes can be ordered online on the website [www.hh-cologne.com](http://www.hh-cologne.com) free of charge.

## 15 Media services (Marketing Package)

The media services offered by Koelnmesse are the comprehensive and attention-grabbing solution for all stages of your trade fair communication.

The provision of the media services mentioned under item 7.1 a) Special Participation Conditions is obligatory for all main exhibitors, group organisers and group participants and costs 1,325.00 Euro.

The provision of the media services mentioned under item 7.1 b) Special Participation Conditions is obligatory for all co-exhibitors and costs 350.00 Euro.

Our official contractual partners will provide you with all order information and documents for the media 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 **January 16th , 2025**.

### 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.

## 16 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-
Project Team h+h cologne	-2927, -3206 -3837	hh-cologne@ koelnmesse.com
Public and Media Relations	-2265	
Protocol / VIP-Services	-3014	
Advertising spaces (Outdoor advertising)	-3224	-3501
Marketing Package	+49 221 821 -3998	services@exhibitor. koelnmesse.de
Online and Print media (Media Shop)	+49 201 36547-270	hh-cologne@ neureuter.de
Visitor services	+49 1806 858 371	+49 221 821 99
Accounts department	-2378	-2506
Exhibitor passes / construction and dismantling passes / free visitor tickets	-3550	service-shop@ exhibitor. koelnmesse.de
Congresses / special events / conference rooms	-2201	-3430
Security office north	-2551, -2552	-3780
Security office east	-2550, -2549	-3450
Stand construction (System stands)	-3998	services@exhibitor. koelnmesse.de
Technical services	-3998	-3922
Exhibition facilities	-2184	-3287
Car parking	-3998	-3999
Traffic controlling (truck parking)	-3209	
Forwarding agent (DB SCHENKERfairs - Köln Messeplatz)	+49 221 98131-0	fairs.koeln@ dbschenker.com
Insurance	+49 221 77155824	0180 202505059
Security	-2456, -2818	-3435
Arranging personnel – Hostesses/service staff – Construction/dismantling stuff	+49 221 28492-05/-06 -2882	+49 221 8800066 +49 221 45559636
Stand catering (by Aramark Restaurants GmbH)	+49 221 2848584	+49 221 2848599
Hotel accommodation	-2370	-3739
GEMA	+49 231 57701 200	+49 231 57701 230