

## Essential information

Please also refer to our enclosed Conditions of Participation.



h+h cologne  
The international trade fair for  
creative handicraft and hobby  
Cologne, 18 March - 20 March 2022

### 1 Opening times

	Exhibitors	Visitors
Friday, 18th March 2022	8:00 a.m. – 7:00 p.m.	9:00 a.m. – 6:00 p.m.
Saturday, 19th March 2022	8:00 a.m. – 7:00 p.m.	9:00 a.m. – 6:00 p.m.
Sunday, 20th March 2022	8:00 a.m. – 6:00 p.m.	9:00 a.m. – 5:00 p.m.

### 2 Registration

To register the **Online-Application** on 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 30.06.2021)	Stand rate (from 01.07.2021)
Stand rental per m <sup>2</sup> (up to 100 m <sup>2</sup> )	165.00 EUR	173.00 EUR
Stand rental per m <sup>2</sup> (from 100 m <sup>2</sup> *)	160.00 EUR	168.00 EUR

(\*applicable to the entire area)

The energy costs\* are 14.00 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 15.00 per sqm - plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Conditions of Participation - Special Section.

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 can provide a turnkey stand. The stands are available in varying styles and fittings.

#### Your contact:

Tel. +49 221 821-3998

Fax +49 221 821-3999

E-Mail: [services@exhibitor.koelnmesse.de](mailto:services@exhibitor.koelnmesse.de)

### 5 Construction times

#### Start of construction time:

Monday, 14th March 2022, 7:00 a.m. - 12:00 a.m.  
Tuesday, 15th March 2022, open 24 hours  
Wednesday, 16th March 2022, open 24 hours  
Thursday, 17th March 2022, 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 20th March 2022!**

Sunday, 20th March 2022, 5:00 p.m. - 12:00 a.m.  
Monday, 21st March 2022, open 24 hours  
Tuesday, 22nd March 2022, 12:00 a.m. - 6:00 p.m.

**End of dismantling: Tuesday, 22nd March 2022 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 2021**.

### 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 **October 2021**.

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

### 9 Maximum stand height/special constructions

The permissible stand height is 3.50 meters.

This is also the maximum allowable height for all company and product signs and all types of advertising.

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: [acceptance@koelnmesse.de](mailto:acceptance@koelnmesse.de)) 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. Please note that for any objects hanging from the hall ceiling, neither the lighting equipment nor its mounts may be connected to the stand 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 for the stand area along with your free exhibitor and work passes starting in **December 2021**. 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 afterwards online on the website [www.hh-cologne.com](http://www.hh-cologne.com) free of charge.

## 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 and co-exhibitors and costs:

Euro 1,045.00 per main exhibitor, group organiser and group participant  
Euro 350.00 per co-exhibitor

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 advertising and editorial deadline is 04.01.2022.**

### 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

Project Team h+h cologne	-2719, -3206 -3837	-3003
Press	-3094	-3446
Protocol	-3014	-3402
Advertising spaces	-3224	-3501
Marketing Package, advertising material	-2824	marketingpaket@koelnmesse.de
Visitor services	+49 1806 858 371	+49 221 821 99
Accounts department	-2378	-2506
Additional exhibitor passes, catalogues, vouchers	-2996	-3437
Congresses, special events, conference rooms	-2201	-3430
Security office north	-2551, -2552	-3780
Security office east	-2550, -2549	-3450
Turnkey stands service	-2924	-2188
Technical services	-3998	-3922
Exhibition facilities	-2184, -2714, -3879	-3287, -3970
Car parking	-3998	-3999
Traffic controlling (truck parking)	-2670	-3432
Forwarding agents (customs clearance/storage/transport) Schenker	+49 221 981310	+49 221 98131-8890
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
Restaurants/stand catering	+49 221 2849444	+49 221 2849445
Hotel accommodation	-2479	-3739
GEMA	+49 231 57701 200	+49 231 57701 230