

# Conditions of Participation

## Special Section



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

### 1 Organiser, event, venue and dates, visitor admission

#### 1.1 Title

The h+h cologne is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

The event will be held at the Cologne Exhibition Centre from Friday, 18th March to Sunday, 20th March 2022.

1.2 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.

#### 1.3 Stand construction and dismantling

Stand construction may begin:

Monday, 14th March 2022, 6:00 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. - 4:00 p.m. (last day of construction)

**Construction must be completed by no later than 6:00 p.m. on Thursday, 17.03.2022.** The aisles must be completely cleared by this time.

Dismantling of the exhibition stand and the goods presentation may not begin before the end of the event at 5:00 p.m. on 20.03.2022. Admission for dismantling personnel from: 5:00 p.m. Trucks will be permitted to enter from 6:00 p.m.

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.

**Dismantling of all stands and exhibits must be finished by 4:00 p.m. on Tuesday, 22.03.2022.**

#### 1.4 Visitor admission

h+h cologne is a trade fair. Only trade visitors are admitted.

### 2 Eligibility to participate

#### 2.1 Exhibitor

Only producers that are entered in the Commercial Register or in the Handicrafts Register are permitted to participate at h+h cologne. Such producers must exhibit products that correspond to the focus of the event (see the list of products). You may only participate as an exhibitor if the exhibited products are manufactured or developed by your company itself or developed or produced on its behalf and exclusively marketed or, in the case of services, exclusively provided by your company.

You can exhibit for the companies you represent as a trade representative, sales company, association and importer insofar as the goods exhibited are not offered by any other company at the trade fair and you possess the necessary rights to present the exhibits.

Koelnmesse may also require that proof of the nature of the manufacturer's business or of the activities as the manufacturer's sales company or importer be submitted in appropriate form on demand.

Decisions on company acceptance, eligible products and the location of exhibitor stands will be made by Koelnmesse. In the event of a rejection, you will receive a separate letter.

All exhibited products and services must correspond to the focus of the event. See the accompanying list of products, form 1.30. The products must be new ex-works. Products and services that do not correspond to the list of products and used products may not be exhibited or offered.

#### 2.2 Co-exhibitors

The participation of co-exhibitors at h+h cologne is possible. A special application (form 1.20) and an acceptance by the organizer are required for

the use of the stand area by a co-exhibitor (see Item V of the General Section of the Conditions of Participation).

A co-exhibitor must meet the following conditions to use a stand area: No more than 2 co-exhibitors can be applied for. The form has to be completely filled in and the main exhibitor has to sign it with a legally binding signature and submit it to Koelnmesse by 04.01.2022 at the latest. Applications that are received by Koelnmesse after this date cannot be taken into account.

Enabling a co-exhibitor to participate on the stand area without first obtaining the approval of Koelnmesse is a serious violation of the Conditions of Participation. In the event of any violation of this condition, Koelnmesse is entitled to impose a fine of up to 5,000.00 EUR (depending on the severity of the violation) for each such violation and / or to exclude the exhibitor from subsequent events. The stipulations of Item V of the General Section of the Conditions of Participation are not affected.

### 3 Participation fee and other costs

#### 3.1 Participation fee (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 participation fee does not include the provision of stand partition walls or other special construction elements.

The participation fee will be calculated according to the exact dimensions of the stand area allocated. Hall pillars and other fixed construction elements present in the rented stand area do not constitute grounds for a reduction of the participation fee.

For two-storey trade fair stands, the actual area allotted in the second storey after the technical inspection has been carried out is invoiced at 50 per cent of the participation price per sqm of floor area.

#### 3.2 AUMA fee

The Association of the German Trade Fair Industry (Ausstellungs- und Messeausschuss der Deutschen Wirtschaft e. V. – AUMA) charges you a fee of 0.60 EUR per sqm of exhibition space for representing your interests. Koelnmesse will calculate and collect the fees in the name of, and on the account of, AUMA.

More detailed information is available at [www.auma-messen.de](http://www.auma-messen.de).

#### 3.3 Energy costs

Exhibitors will be charged a proportional flat-rate energy fee of 14.00 EUR per sqm of occupied stand area.

#### 3.4 Down payment for services

Koelnmesse is entitled to collect an adequate down payment for the services used by an exhibitor at an event (e.g. electricity and water supplies, stand cleaning etc.). The amount of the down payment for additional costs for services is based on the services invoiced at the previous event. For exhibitors that did not take part in the previous event, the down payment amounts to 15.00 EUR per sqm — plus the obligatory marketing services (marketing package); see Item 7.2, Special Conditions of Participation.

A separate invoice for the services provided will be drawn up after the trade fair is over; the down payment will be credited towards this amount. Invoice amounts are payable immediately upon receipt. If the down payment exceeds the amount actually charged for services provided, the excess amount will be paid back to the exhibitor. Exhibitors are not entitled to have interest paid on their down payment.

#### 3.5 Co-exhibitor fee

Insofar as the inclusion of other companies is permitted at your stand (see Item V of the General Section of the Conditions of Participation/Item 2.2 of

these conditions), a co-exhibitor fee of 170.00 EUR per company will be charged. The price of an entry in the Marketing Package is not included in this fee (see Item 7). The co-exhibitor fee remains payable should the co-exhibitor not participate in the event.

### 3.6 Marketing services

The exhibitor undertakes to pay for the marketing services specified under Item 7 (see Item 7.2, Special Conditions of Participation).

### 3.7 Value-added tax

All prices given are net prices. The statutory VAT will be charged additionally where applicable

#### 3.7.1 Value-added tax identification number

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service – a so-called event service – in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of the VAT (UStAE). The place of performance for such services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging any German VAT. Exhibitors from the European Union need to enter their valid VAT identification number in the registration form in order to be considered entrepreneurs. Exhibitors must immediately notify Koelnmesse of any changes to their VAT identification numbers.

#### 3.7.2 Value-added tax refund

If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, foreign exhibitors (proprietors) may receive a refund of the invoiced VAT provided they fulfil the legal requirements.

Further information is available at: [www.bzst.bund.de](http://www.bzst.bund.de).

### 3.8 Costs in the event of non-participation

#### 3.8.1 Prior to receipt of acceptance / stand area confirmation

Insofar as the supplier revokes its registration before receipt of the acceptance/stand area confirmation, it undertakes to pay a fee in the amount of 500,00 EUR.

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

Normally, such a withdrawal from the contract after receipt of the acceptance/stand area confirmation is not permitted. The regulation contained in Item II of the General Section of the Conditions of Participation applies.

In the event of your non-participation, you must pay compensation. Provided the reserved stand area can be rented to a third party, this compensation amounts to 25% of the participation fee subject, however, to the minimum fee specified in Item 3.8.1.

##### 3.8.2.1 Stand construction carried out by Koelnmesse — complete stands

If you have ordered the provision of a complete stand — stand area and stand construction — from Koelnmesse, you may cancel the stand construction order only if you do so no later than six weeks before the stand construction period officially begins. The date on which Koelnmesse receives the exhibitor's declaration is the criterion for determining if the deadline has been met. For cancellations received after the deadline, Koelnmesse is entitled to charge a flat-rate fee for the costs incurred, without providing evidence. These costs amount to 30% of the agreed fee in the event of a cancellation within 4–6 weeks prior to the start of construction, 50% of the agreed fee in the event of a cancellation within 2–4 weeks prior to the start of construction, and 100% of the agreed fee in the event of a cancellation at a later time or during the construction of the stand. The agreed fee has to be paid in full for individually crafted or purchased components and graphics.

##### 3.8.2.2 Stand construction carried out by Koelnmesse — individual stands and turnkey system stands

In a case where the stand construction has been ordered independently of the registration of a stand area, the provisions of Koelnmesse's General Terms and Conditions for services apply. You can download Koelnmesse's General Terms and Conditions for services from the event's website or from

[www.koelnmesse-service-portal.de](http://www.koelnmesse-service-portal.de).

**3.8.3** You shall be entitled to prove that no damages were incurred or that the costs were significantly less extensive than the fee charged.

## 4 Stand sizes and construction

### 4.1 Stand size

The minimum stand size is 12 sqm.

Please note that hall pillars and other fixed construction elements may be present in the rented stand area. Minor deviations from the requested stand size do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

Trade fair partition walls for separating the stand area are not automatically provided. If they are needed as stand construction elements, however, they can be ordered for a fee. This fee does not include stand construction.

Koelnmesse will erect partition walls only if this is necessary for safety reasons due to the installation of water pipes or electrical systems.

### 4.2 Responsibility

Stand construction, design and operation must comply with all the regulations that are valid in Germany (including the special construction regulation, the industrial safety law and regulations, the DIN and EN standards, the VDE regulations, and the accident prevention regulations of the employers' liability insurance associations in their currently valid versions). All of these provisions apply to the company's own as well as to independent stand designers, decorators, and signwriters and to all persons insofar as they perform activities commissioned by the exhibitor or on the exhibitor's behalf in connection with the construction, design, operation and dismantling of the stand.

The exhibitor is responsible for ensuring that all regulations are complied with. The exhibitor must supervise construction and dismantling personnel and other persons working on its behalf, in order to ensure that they adhere to the regulations.

The stipulations of the General Section of the Conditions of Participation and the Technical Guidelines are not affected.

### 4.3 Overall height

The maximum permissible stand height is set at 3,50 m, insofar as this is permitted by the hall ceiling and any fixed structures that may be present.

As long as the technical guidelines are observed when designing and erecting stands, there is no need to submit for approval drawings for one-storey stands that do not exceed the permitted height. All other stands and designs must be approved, particularly if the stand features special structures or meeting areas, or static calculations are required. The plans of the trade fair stand must be submitted in duplicate for approval by Koelnmesse in good time before the work is carried out, and at least 6 weeks before the event commences.

These auditable documents consist of ground plans, elevations and design cross sections with all measurements.

### 4.4 Notice of approval

Stand construction may not commence until the exhibitor has received a copy bearing Koelnmesse's notice of approval. This notice of approval does not release the exhibitor from the observance of the relevant provisions.

It only states that Koelnmesse has no objections in the context of stand design/arrangement. If requested to do so by Koelnmesse, the exhibitor is obliged to submit any additionally required information relating to the stand immediately.

There is no obligation on the part of Koelnmesse to ensure the observance of other provisions.

Nevertheless, if an infringement of the relevant provisions is found to have been committed, Koelnmesse can, for this reason, also refuse to issue the notice of approval. You have been informed of the fact that in exceptional cases – at your request and on your account – the stand construction documents must be submitted to the responsible authorities for scrutiny. Irrespective of official approvals of the stand, any objections made by Koelnmesse concerning the stand must be responded to immediately. In case

of imminent danger, Koelnmesse is entitled to determine at its absolute discretion the measures necessary and have them implemented at the exhibitor's expense.

#### 4.5 Form of stand

The following terms are used for the stand forms:

Terrace stand:	one side open
Corner stand:	two sides open
Two-corner stand:	three sides open
Island stand:	four sides open.

Deviations from the requested stand shape do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

#### 4.6 Construction and design of the stands

The stands must be constructed in compliance with the stand form that has been approved. The arrangement of the stands is left to the exhibitor but must be appropriate for the event in question. The exhibitor has to obtain information about the load capacity of the hall floor and the hall headroom. Only the on-site measurements apply to the stand area. Banners and company signs are not permitted to extend into the aisles. In special cases, approval may be granted to place an advertisement above the stand.

You can receive further information on possibilities for advertising from Koelnmesse GmbH, Marketing Services, Tel. +49 221 821-2925 or visit our website at: [www.koelnmesse.de](http://www.koelnmesse.de). Koelnmesse also offers a completely outfitted turnkey stand system. Orders can be placed using the stand construction configurator: <https://koelnmesse.mystand-configurator.de/>.

## 5 Exhibitor passes and work passes

### 5.1 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 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

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. 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.

### 5.2 Work 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. These 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:

- 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

You will receive the passes digitally with the exhibitor passes. Please pass on these codes for working passes to your employees who will be working at the exhibition grounds. The voucher codes have to be exchanged personally for a valid ticket in the ticket shop after registration. Additional work passes can be ordered online on the website [www.hh-cologne.com](http://www.hh-cologne.com) free of charge.

**5.3 Transfer of passes forbidden** All passes are for specific individuals and are non-transferable. Transferring a pass to a third party –whether sold or given – is not permitted and represents a severe violation of the Conditions of Participation, in accordance with Item V, General Participation Conditions.

## 6 Rules on selling

In view of the trade nature of the event, direct sales of exhibits or samples from the trade fair stands are not permitted. Furthermore, exhibits may not carry a price tag. This regulation does not apply to printed matter such as trade publications and specialist journals. Koelnmesse has the right to carry out checks and, in the event of violations of these conditions, to take suitable measures. Koelnmesse also has the right to immediately close the stands of any exhibitors who commit such violations. Claims on the part of the exhibitor for damages or refunds are excluded in the event of such measures.

## 7 Marketing Services (Marketing Package)

### 7.1 Scope of obligatory marketing services

Koelnmesse issues official trade fair media to accompany the events it hosts

#### The components of these media for main exhibitor, group organiser and group participant are as follows:

- Entry in the alphabetical list of exhibitors in all available fair media
- Unlimited number of product groups in the catalogue, app, the online exhibitor search and @home
- Unlimited number of trademark entries in the app, online exhibitor search and @home
- Set-up and provision of an online press compartment incl. a company profile, a company logo, six press releases, ten pictures and five documents
- Presentation of one product highlight in the app, the online exhibitor search and @home incl. product photo and product description
- Networking participation in the app and @home incl. scheduling tool
- Provision of unlimited number of admission ticket vouchers requiring registration

#### The components of these media for co-exhibitor are as follows:

- Entry in the alphabetical list of exhibitors in all available fair media
- Unlimited number of product groups in the catalogue, app, the online exhibitor search and @home
- Networking participation in the app and @home incl. scheduling tool

### 7.2 Costs for the obligatory marketing services (Marketing Package)

Use of the marketing services listed under Item 7.1 is mandatory for all represented companies, co-exhibitors and costs:

1,045.00 EUR per main exhibitor, group organiser and group participant  
350.00 EUR 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.

If an exhibitor still has not submitted an order to the official contractual partners by the editorial and advertising deadline, the exhibitor's particulars shall be added to the official fair media, subject to charge, on the basis of the information provided on the respective registration form 1.10, 1.20 or 1.12, 1.13. Where possible, registrations and orders received later will also be included in the official fair media. If Koelnmesse receives orders and registrations later than the editorial and advertising deadline, Koelnmesse shall accept no guarantee for provision of any marketing services. In such cases, there shall be no claims recognised, regardless of their nature, but particularly claims for reductions in cost for inclusion in the official media, or claims for damages.

### 7.3 Special data protection provisions for lead tracking

Trade fair visitors can voluntarily register. Other terms may apply, particularly when visitors can only purchase certain types of tickets by registering. Koelnmesse GmbH forwards the personal data from registered visitors to third parties only if the visitors first agree to have their data used in this way.

Neither the exhibitor, nor Koelnmesse GmbH nor any other third party can require visitors to take part in lead tracking by scanning their admission tickets and so to pass on their personal data. In addition, the exhibitor is obliged in individual cases to delete the personal data that it has received as a result of lead tracking if it is requested to do so by Koelnmesse GmbH or the visitor in question. Koelnmesse GmbH is not liable for the accuracy and completeness of the visitor registration data.

The exhibitor may only forward the personal data received as a result of lead tracking to third parties if and to the extent that the exhibitor has received express consent from the respective visitor. The exhibitor also undertakes to use the personal data received as a result of lead tracking only in accordance with the legal regulations, especially those relating to data protection, and only for the exhibitor's own purposes. In this respect, the exhibitor shall exempt Koelnmesse GmbH from all claims by third parties.

### 7.4 Responsibility/release of Koelnmesse from liability

Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany, is the publisher of the official trade fair media. Koelnmesse may assign the practical implementation of the advertising to a third party company.

Advertisers are responsible for the content of their advertisements and entries and are liable for any damages related thereto. Koelnmesse is not liable for printing errors, incorrect placement, mistakes and other gaps or faults in the printing.

Koelnmesse GmbH is not liable for damage to property and personal injury caused by the use of the FairMate Leadtracking app for the lead tracking service unless it can be proved that Koelnmesse GmbH acted deliberately or with gross negligence. Liability is limited to foreseeable damages. Participants use the FairMate Leadtracking app for the lead tracking service at their own risk. Although Koelnmesse strives to provide correct information, it does not guarantee the currency, accuracy and completeness of the supplied information nor is it liable for such. Koelnmesse assumes no responsibility for the technical availability of the services offered. Warranty or damage claims of all kinds are excluded if the technology breaks down or malfunctions in some other way. In particular, maintenance, security and capacity-related issues as well as events over which Koelnmesse has no control (e.g. disturbances of the public communication networks, power outages etc.) can lead to brief disruptions or a temporary suspension of the services. Koelnmesse does not guarantee that the web pages will be accessible at all times and that participants can call them up flawlessly and without encountering incorrect content or technical difficulties. Koelnmesse is not liable for incorrect information that is produced or disseminated by participants and/or third parties (including cooperation partners) and that is related to the ordering of admission tickets and catalogues for trade fairs and exhibitions of the Koelnmesse Group on the Internet. Koelnmesse is especially not liable for e-mails or data entries that the system fails to accept and/or receive because they do not conform to the stipulations of these Conditions of Participation or to the website's technical requirements.

Koelnmesse is not liable for the offers made by third parties, especially not if they are related to the use of the lead tracking service.

Koelnmesse does not guarantee that all links and references to external content that are found during the use of the lead tracking service are correct or complete.

## 8 Commercial property rights

**8.1** Koelnmesse does not want any exhibitors who in the process of producing, disseminating, selling, owning or advertising their products violate laws regarding the protection of intellectual property or commercial property rights in the broadest sense.

If a final court decision has determined *res judicata* that an exhibitor in connection with one of Koelnmesse's events has violated laws of the kind mentioned in paragraph 1, Koelnmesse is entitled to bar that exhibitor from the next event of this kind after the *res judicata* court decision if there is sufficient suspicion that the exhibitor will again and repeatedly violate laws for the protection of intellectual property or commercial property rights.

**8.2** You will find more detailed information in the No Copy! brochure.

## 9 Non-permissible advertising/violations of the Conditions of Participation

**9.1** In order to ensure that the overall character of the event is safeguarded

and the exhibitors and visitors are protected from irritating or illegal activities, in particular the following advertising measures are forbidden:

- Exceeding the binding specified booth height
- Advertising activities outside the rented stand area without the prior written permission of Koelnmesse
- Advertising of an ideological or political nature

The exhibitor bears responsibility for the legality of competitions, raffles etc.

**9.2** In the event of severe violations of the Conditions of Participation, Koelnmesse may immediately close your stand and clear it without resorting to legal assistance. Claims of all kinds — especially claims for damages — are excluded in these cases.

**9.3** Dismantling the trade fair stand and / or the exhibits before the official end of the event represents a serious breach of the Conditions of Participation. In the event of any violation of this condition, Koelnmesse is entitled to impose a fine of up to 5,000.00 EUR (depending on the severity of the violation) for each such violation and / or to exclude the exhibitor from subsequent events.

## 10 Requirement regarding a written document

All declarations must be specified in writing.

## 11 Severability clause

Should individual or several provisions of these conditions be or become invalid in whole or in part, the validity of the remaining provisions and of the contract as a whole shall not be affected. The parties will conduct negotiations in good faith to replace the invalid provisions with valid provisions that come as close as possible to fulfilling the business purpose of the invalid provisions.

Should the invalidity of a provision have arisen from a specific figure given therein with regard to performance or time (deadline or date), the nearest legally permissible figure shall replace the invalid one in the provision.

## 12 General Section of the Conditions of Participation, Technical Guidelines

The stipulations of the General Section of the Conditions of Participation and the Technical Guidelines are not affected.