

## Essential information in brief

Please also refer to our enclosed Conditions of Participation.



Kind + Jugend  
The Trade Show for  
Kids' First Years  
03.–05. September 2024

## 1 Opening times

### For exhibitors:

Tuesday, 03.09.2024 -  
Thursday, 05.09.2024 from 8:00 a.m. to 7:00 p.m.

### For visitors:

Tuesday, 03.09.2024 -  
Thursday, 05.09.2024 from 9:00 a.m. to 6:00 p.m.

## 2 Registration

Registration for Kind + Jugend 2024 is exclusively web-based. By completely filling in the registration forms on the website and clicking on the button "Submit binding application", you declare your intention to participate in the event. You will receive a copy of your registration at your e-mail address used for the application at the same time.

Co-exhibitors can also be registered (see General conditions of participation, Item V).

Space allocation starts as of: 01.01.2024

## 3 Participation fees and other costs

The minimum stand size is 12 m<sup>2</sup>.

The participation fee is:

	Up to 125 m <sup>2</sup>	Every additional m <sup>2</sup>
<b>Upon registration by 09.10.2023:</b>		
Terrace stand (one side open)	174.00 EUR/m <sup>2</sup>	148.00 EUR/m <sup>2</sup>
Corner stand (two sides open)	183.00 EUR/m <sup>2</sup>	148.00 EUR/m <sup>2</sup>
Two-corner stand (three sides open)	186.00 EUR/m <sup>2</sup>	148.00 EUR/m <sup>2</sup>
Island stand (four sides open)	192.00 EUR/m <sup>2</sup>	148.00 EUR/m <sup>2</sup>
<b>Upon registration after 10.10.2023:</b>		
Terrace stand (one side open)	212.00 EUR/m <sup>2</sup>	186.00 EUR/m <sup>2</sup>
Corner stand (two sides open)	221.00 EUR/m <sup>2</sup>	186.00 EUR/m <sup>2</sup>
Two-corner stand (three sides open)	224.00 EUR/m <sup>2</sup>	186.00 EUR/m <sup>2</sup>
Island stand (four sides open)	230.00 EUR/m <sup>2</sup>	186.00 EUR/m <sup>2</sup>

The space rental fee does not include any construction or flooring/  
carpeting. Furthermore please notice that there are no back and side walls  
between you and your neighbours. In either case, these walls have to be built  
by you.

plus proportional energy costs 20.50 EUR/m<sup>2</sup>  
plus AUMA fee 0.60 EUR/m<sup>2</sup>

plus down payment for services  
(see Special Section of the Conditions of Participation, Item 3.4)  
plus Marketing Package (see Item 15)

Additional participation fees (if booked):

Rental for two storey exhibition space: 50% of the normal space rental

All prices are net prices plus VAT.

The participation costs of the Start up pavilion will be published separately on  
the Kind + Jugend webpage.

## 4 Stand construction service

Koelnmesse offers turnkey stands. Why not take advantage of this service?  
These stands are available in various designs.

Tel. +49 221 821-3998

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

For further information visit <https://stand.koelnmesse.com>

## 5 Construction times / Dismantling times

Start of construction period: Thursday, 29.08.2024, 8:00 a.m.

End of construction period: Monday, 02.09.2024, 6:00 p.m.

Start of dismantling period: Thursday, 05.09.2024, 6:00 p.m.

End of dismantling period: Saturday, 07.09.2024, 10:00 p.m.

Dismantling may not begin earlier than 6:00 p.m. on 05.09.2024 and must  
be completed by 10:00 p.m. on 07.09.2024 due to construction work of the  
following events. The time for stand dismantling may only be extended after  
an application has been submitted to Koelnmesse and the extension is  
approved. Such extensions are subject to a fee of Euro 980.00 per day (6 a.  
m. - 10 p.m.) and Euro 720,00 per night (10 p.m. - 6 a.m.).

**Please note: extended stand assembly is not possible!**

### Early vacating of the trade fair stand prohibited

Early vacating of the trade fair stand represents a serious violation of the  
general conditions of participation. In the event of any infringement,  
Koelnmesse reserves the right to impose a contractual penalty of up to Euro  
5000.00 in keeping with the severity of the case and/or to refuse the exhibitor  
permission to participate in subsequent events.

## 6 eSlot

Entry to the exhibition grounds during set-up and dismantling - valid for  
all vehicles:

Access to the exhibition grounds for set-up and dismantling is only possible  
with a booked time slot (eSlot). Vehicles without a booked eSlot (<https://eslot.koelnmesse.com>) will not be admitted and must register for an on-site  
check-in at the Logistics Centre at P22. With the navigation app NUNAV you  
will be guided directly to your charging point on the exhibition grounds  
without stopping at P22.

Please be sure to follow our instructions on traffic routing as well as the arrival  
and departure times to and from the exhibition grounds, which you can find  
on the event homepage ([www.kindundjugend.com/for-exhibitors/booth-construction-dismantling](http://www.kindundjugend.com/for-exhibitors/booth-construction-dismantling)). Vehicles weighing less than 3.5 t can park free of  
charge and without time restrictions in designated parking areas. Detailed  
information is available in the traffic guideline.

## 7 Stand confirmation

If your company's registration is approved, the confirmation of stands will  
start in February 2024. The contract comes into force with the stand area  
confirmation. Together with the confirmation you will receive scaled sketches  
of the stand space.

## 8 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website. You  
also have the option of requesting the Technical Guidelines in printed form.  
Our entire range of services can also be ordered online.

## 9 Maximum stand height / special constructions

The maximum permissible stand height (including signs, banners and  
other advertising material) is standardised at 4.50 m.

On request, Koelnmesse can approve a higher stand height insofar as  
technical and construction-related requirements are met. If your stand  
deviates from the construction guidelines in any way, or if you are planning to  
have special constructions, the stand construction must be approved by  
Koelnmesse. Stand construction approval will only be granted via our digital

system Delegatis. A corresponding link to a questionnaire will be sent to each exhibitor and should be forwarded to the responsible trade fair construction company. Corresponding plans must be submitted / uploaded via our digital platform Delegatis at least 6 weeks before the start of construction. In addition, lighting equipment may be suspended from the hall ceiling, whereby the maximum permissible distance from the upper edge of the lighting to the hall floor is 5m. Please note that for any objects hung from the hall ceiling, neither the lighting equipment nor its mounts may be connected to the stand construction. In addition to this please note the technical guidelines of Koelnmesse GmbH.

### 10 Scale-drawings of stands

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

### 11 Invoicing

You will receive the invoice for the stand area **from June 2024**. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

Should the exhibitor have any complaints about the invoice, they must be submitted in writing or in the case of electronic invoicing also via e-mail immediately or at the latest within two weeks of receipt. Subsequent objections cannot be considered. A **procession fee of € 100.00** will be charged for every change to an invoice after your receipt of the invoice that is made exclusively at your request and without an error on the part of Koelnmesse GmbH being present.

### 12 VAT refunds

A rule, Koelnmesse provides exhibitors (proprietors) with a uniform service - so-called event service - in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of VAT (UStAE). The place of performance for this service is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging German VAT.

If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, 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).

### 13 Exhibitor passes

Each exhibitor receives codes for exhibitor passes, free of charge and valid for the period from the first day on which build up work begins to the final day of dismantling:

- three passes for a stand of up to 20 m<sup>2</sup>
- one additional pass for each additional 10 m<sup>2</sup> or part thereof up to a stand area of 100 m<sup>2</sup>
- one additional pass for each additional 20 m<sup>2</sup> or part thereof over a stand of 100 m<sup>2</sup>
- the maximum number of passes free of charge is 150 exhibitor passes

The codes will be available at an Online Portal. You will receive your login data in good time prior to the event. Additional, fee-based exhibitor passes will also be available at this Portal.

### 14 Work passes

You will also receive codes for free passes that allow people commissioned by you or who work on your behalf 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. They do not entitle the holders to enter the

grounds during the event.

- four passes for a stand up to 20 m<sup>2</sup>
- one additional pass for each additional 10 m<sup>2</sup> or part thereof up to a stand area of 100 m<sup>2</sup>
- one additional pass for each additional 20 m<sup>2</sup> or part thereof over a stand of 100 m<sup>2</sup>
- The maximum number of passes is 150 work passes

These codes will also be available at the Online Portal. If more codes for work passes are needed, they can be requested 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 1.295.00 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 23/07/2024**

### 16 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.

### 17 Koelnmesse offices abroad

Koelnmesse has representative offices in over 80 countries. They will gladly assist you at any time. You can find the contact details below and at [www.koelnmesse.com](http://www.koelnmesse.com).

## 18 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-	email:
Accounts department	-2378	-3174	c.riegermann@koelnmesse.de
Additional exhibitor passes	-2994	-3437	
Admission ticket vouchers	-2994	-3437	
Arranging personnel – Hostesses / service staff – Construction / dismantling staff	+49 221 28492-05/-06 -2882	+49 221 8800066 +49 221 45559636	
Car parking	-3998	-3999	
Congresses, special events, conference rooms	-2223	-3430	p.steinleger@koelnkongress.de
eSlot	-2097		logistik@koelnmesse.de
Event technology	-2714	-3287	acceptance@koelnmesse.de
Forwarding agents (customs clearance/storage/transport) – Schenker	+49 221 981310	+49 221 318890	fairs.koeln@dbschenker.com
Hotel accommodation	-2479	-3739	hotel-services@koelnmesse.de
Insurance	+49 221 77156359	+49 180 202505059	
Kind + Jugend Project Team	-2510, -2704, -2944	-3283	kindundjugend@koelnmesse.de
Marketing services (advertising space)	-2896	-3501	marketing-services@koelnmesse.de
Marketing package, advertising material	-3998		services@exhibitor.koelnmesse.de
Press	-2627		m.majerus@koelnmesse.de
Protocol	-2142	-2002	b.schoeller@koelnmesse.de
Restaurants/stand catering	+49 221 2848584		aramark@catering-koelnmesse.com
Security	-2818, -2456	-3435	m.popodi@koelnmesse.de
Security office east (Messegewache Ost)	-2550	-3450	o.messegewache@koelnmesse.de
Security office north (Messegewache Nord)	-2551, -2552	-3780	n.messegewache@koelnmesse.de
Stand construction service	-3998	-3993	standbau-services@koelnmesse.de
Technical services	-3998	-3993	
Traffic controlling (truck parking)	-3588, -2838	-991335	r.gersch@koelnmesse.de