

Essential information

Please also refer to our enclosed Conditions of Participation.



ORGATEC 2024
22.-25.10.2024

1 Opening times

Tuesday, 22 October to Friday, 25 October 2024

For exhibitors: Daily from 8:00 a.m. to 7:00 p.m.
For visitors: Daily from 9:00 a.m. to 6:00 p.m.

2 Registration

To register the **Online Registration** on the ORGATEC website needs to be used. The application forms must be completely filled in and be sent to Koelnmesse by clicking on the button "submit binding application". At the same time you will receive a copy of your registration to the email address you provided during registration.

3 Participation fees

The participation fee (plus VAT) is
Euro 219.00 per square meter for registration until 15 September 2023,
Euro 247.00 per square meter for registration from 16 September 2023.
In addition, a flat rate electricity fee of Euro 22.50 per sqm and an AUMA fee of Euro 0.60 per sqm will be charged. Furthermore, additional costs are incurred from obligatory marketing services (see point 15). Further details can be found in point 3.6 of the Special Section of the Conditions of Participation. Koelnmesse GmbH is entitled to collect an adequate down payment for the services provided at the event (electricity and water supplies, etc.; see 3.4 Special Section of the Conditions of Participation). After the event is over, a separate final invoice is drawn up for the services provided; the down payment is credited to this amount.
All prices are net prices and do not include any legally applicable VAT.

The participation fee does not include the cost for any constructions.

4 Turnkey stands/Koelnmesse stands

Tel.: +49 221 821-3998

Koelnmesse offers turnkey stands. Why not take advantage of this service? These stands are available in various designs. You can order the stands online at <http://stand.koelnmesse.com>.

5 Construction times

Start of construction period: Saturday, 12 October 2024

Sat. 12.10.2024 to Wed. 16.10.2024: 06:00 a.m. to 10:00 p.m.
Thu. 17.10.2024 to Sun. 20.10.2024: 06:00 a.m. to 12:00 midnight
Mon. 21.10.2024: 00:00 a.m. to 06:00 p.m.

6 Dismantling times

Start of dismantling period: Friday, 25 October 2024

Sat. 26.10.2024: 6:00 p.m. to midnight
Sun. 27.10.2024 to Mon. 28.10.2024: 00:00 a.m. to midnight
Tue. 29.10.2024: 00:00 a.m. to 6:00 p.m.
End of dismantling period: 6:00 p.m. on Tuesday, 29 October 2024
Dismantling may begin **no earlier than 6:00 p.m. on 25 October 2024.**

Please note that during the night of **26.10.2024** on the **27.10.2024**, the clock will turn backward one hour because of winter time.

7 Stand space confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand space **as of** February 2024.

8 Technical guidelines/services

You may download the Technical Guidelines from the trade fair website or from www.service.orgatec.de.
Our entire range of services can be ordered online at the ORGATEC Service Shop.

9 Maximum stand height/special constructions

The maximum height for structures or advertising material of all stand constructions (incl. Signs, banners and other advertising and construction elements) is determined separately for each hall, to the extent that existing structures within the hall can individually accommodate any. Exceeding the limits of the maximum structure and advertising heights of any kind (lighting, screens and any stand construction) must be expressly approved by application to 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. Corresponding plans must be submitted / uploaded via our digital platform Delegatis at least 6 weeks before the start of construction.

- Hall 4.2: 5.00 m
- Hall 5.1: 5.00 m
- Hall 5.2: 5.00 m
- Hall 6: 8.00 m
- Hall 7: 8.00 m
- Hall 8: 8.00 m
- Hall 9: 8.00 m
- Hall 10.2: 5.00 m

The maximum height for structures or advertising material of all stand constructions in passages and boulevards is 3.00 m.

10 Withdrawal/non-participation

Cancelling registration is possible up to the point that an admission or stand space confirmation has been received. This incurs a cancellation fee in the amount of Euro 1,000.00. Release from the contractual agreement is no longer possible after an admission or stand confirmation has been issued. The organizer can agree to the request for release from the contract only in exceptional cases if the stand space not required can be rented to another exhibitor. In this instance the organizer is entitled to demand a general reimbursement of the costs incurred corresponding to 25 % of the participation fee. If the space cannot be re-rented, the full participation fee must be paid.

This is pursuant in particular to the Conditions of Participation, General Section, section II.

11 Invoicing

You will receive the invoice for the participation fee **starting in** June 2024. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

12 Reimbursement of VAT

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. 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 details are available on the Internet at: www.bzst.bund.de.

13 Exhibitor passes

Each exhibitor receives free of charge and valid for the period from the first day on which construction work begins to the final day of dismantling:

- three passes for a stand of up to 20 m²
- one additional pass for each additional 10 m² or part thereof up to a stand area of 100 m²
- one additional pass for each additional 20 m² or part thereof over a stand of 100 m²

• the maximum number of passes free of charge is 150 exhibitor passes
The codes for the passes are provided to the customer in digital form and must be redeemed online via the ORGATEC ticket shop. After the event, we will only invoice you for the passes that are actually used and that go beyond the free quota (see Item 5.1 of the Special Section of the Conditions of Participation).

14 Work passes

You will also receive free passes that allow people commissioned by you or who work on 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.

- 2 passes for a stand up to 10 m²
- 4 passes for a stand up to 20 m²
- one additional pass for each additional 10 m² or part thereof up to a stand area of 100 m²
- one additional pass for each additional 20 m² or part thereof over a stand of 100 m²
- The maximum number of passes free of charge is 150 work passes

You will receive free passes that allow people commissioned by you or who work on your behalf to access the exhibition centre in order to construct or dismantle your stand. You will receive the passes digitally with the exhibitor passes (see Item 5.2 of the Special Section of the Conditions of Participation).

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. Use of the media services listed under Item 7.1 (Special Participation Conditions) is mandatory for all represented companies and co-exhibitors and costs:

Euro 1,850.00 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 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 **August, 30th 2024**.

16 Koelnmesse representatives abroad

Koelnmesse has representative offices in more than 80 countries. They will gladly assist you at any time. A list of these offices is available on the Internet at www.koelnmesse.com as well as enclosed.

17 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.

18 Ban on direct sales

Exhibits may not carry a price tag, and sales to end-consumers are not permitted. Violations will result in stand closures and fines.

19 Clearing the stand before the specified time is forbidden

Clearing the trade fair stand before the official end of the event (Friday, 25 October 2024, 6:00 p.m.) represents a serious breach of the Conditions of Participation and will result in a fine.

20 No components!

The exhibited products at ORGATEC 2024 have to be fully manufactured and assembled office / facility furniture.