Essential information

Please also refer to our enclosed Conditions of Participation.

ORGATEC 2028
10.-13.10.2028

1 Opening times

Tuesday, 10 October to Friday, 13 October 2026
For exhibitors: Daily from 8:00 a.m. to 7:00 p.m.
For visitors: Tue - Thu from 9:00 a.m. to 6:00 p.m.
Fri from 9:00 a.m. to 5:00 p.m.

2 Registration

To register, please use the online exhibitor form, which you can find on the ORGATEC website. This must be completed in full and sent to Koelnmesse by clicking on the "Submit binding application" button.
Co-exhibitors can also be registered (see "General Section of the Conditions of Participation", Item V).
If you wish to register as a group organiser, please use the corresponding online registration link.
The minimum stand size is 16 m². This does not apply to co-exhibitors and group participants.
Hall layout planning starts in October 2027.

3 Participation fees

Early Bird fee: € 255 per m² of floor space.
Regular fee: € 329 per m² of floor space.
Last Call fee: € 359 per m² of floor space.

The Early Bird fee applies during the period from 05.10.2026 to 30.09.2027 inclusive,
the Regular fee applies during the period from 01.10.2027 to 31.08.2028 inclusive and
the Last Call fee applies from 01.09.2028.

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

Please also note that there are no boundaries (rear and side walls) to any neighbouring stands and that you must erect them yourself.

Plus proportional energy costs of € 20.50/m²
Plus AUMA fee of € 0.80/m²
Plus media services (Marketing Package, cf. below item 15)

After the end of the event, a separate final invoice will be issued for the services used for the event (e.g. electrical and water connections, stand cleaning, etc.). Invoice amounts are payable immediately upon receipt.

All prices given are net prices to which VAT must be added.

4 Turnkey stands/Koelnmesse stands

Koelnmesse offers turnkey stands. 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, 30 September 2028
Sat. 30.09.2028 to Thr. 05.10.2028: 06:00 a.m. to 10:00 p.m.
Fri. 06.10.2028 to Sun. 08.10.2028: 06:00 a.m. to 12:00 midnight
Mon. 09.10.2028: 00:00 a.m. to 06:00 p.m.

Please note that 3 October 2028, is a holiday in Germany.

6 Dismantling times

Start of dismantling period: Friday, 13 October 2028
Fri. 13.10.2028: 05:00 p.m to midnight
Sat. 14.10.2028 to Mon. 16.10.2028: 00:00 a.m to midnight
Tue. 17.10.2028 00:00 a.m to 6:00 p.m.

Dismantling may not begin before **friday, 13 October 2028 05:00 p.m.!**

Dismantling the trade fair stand and/or the product presentation before the official end of the event represents a serious infringement 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** (depending on the severity of the violation) for each such violation and/or to exclude the exhibitor from subsequent events.

7 Stand space confirmation

Once your company has been accepted for participation, you will receive the corresponding confirmation beginning in October 2027. The contract for participation in the trade fair event is concluded upon receipt of the confirmation. Contractual relationships exist exclusively between Koelnmesse GmbH and you as the main exhibitor or group organiser, in accordance with Item V of the General Section of the Conditions of Participation. The same applies to entries in the Marketing Package.

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 contructions (incl. Signs, banners and other advertising and construction elements) is determined seperately for each hall, to the extend that existing structures within the hall can individually accomodate 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 5.2: 5.00 m
- Hall 6: 8.00 m
- Hall 7: 8.00 m
- Hall 8: 8.00 m
- Hall 9: 8.00 m
- Hall 10.1: 5.00 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

A registration that has taken place during the Early Bird period can be cancelled free of charge within this period at any time. The Early Bird period begins on 05.10.2026 and ends on 30.09.2027.

Provided that it does not concern an Early Bird registration within the Early Bird period the following shall apply: Should the supplier revoke its registration before receipt of the acceptance / confirmation, it undertakes to pay a fee in the amount of € 1,000.

After the exhibitor has received the acceptance/confirmation, it is no longer possible to release the company in question from the contractual relationship free of charge. Koelnmesse may, in exceptional cases, consent to a request for release from the contract if the stand area made available can be rented to someone else. In this case, a flat-rate fee amounting to 25% of the participation fee is charged for the costs incurred. If the space cannot be re-rented, the full participation fee must be paid.

11 Invoicing

You will receive the invoice for the participation fee **starting in** June 2028. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

12 Value added tax registration number

All prices given are net prices. The statutory VAT will be charged additionally where applicable.
As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service — a so-called event service — pursuant to Section 3a.4. Par. (2) of the German ordinance on the application of 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 proprietors. Exhibitors must immediately notify Koelnmesse in writing of any changes to their VAT identification numbers.

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 must be ordered by the exhibitor from the Service-Shop and must be redeemed online via the event's ticket shop. Any additional exhibitor passes required can be ordered from the Service Shop for a fee.

14 Passes for construction and dismantling periods

In the Service Shop, you can order the necessary construction passes for the personnel employed during construction and dismantling. These passes only entitle the holder to enter the exhibition grounds before and after the event, but not during the event.

15 Media services (Marketing Package)

The media services offered by Koelnmesse are a comprehensive and attention-getting solution for all phases of your trade fair communication.

The provision of the media services specified under Item 7.1 a) Special Conditions of Participation for all represented main exhibitors, group organisers and group participants is obligatory and costs € 2,099.00 Euro.

The provision of the media services specified under Item 7.1 b) Special Conditions of Participation for all represented co exhibitors is obligatory and costs € 350.00 Euro.

You will receive all of the ordering information and documentation relating to the media services offered from our official contract partners. Please note that participation by your company is only fixed on acceptance by Koelnmesse. The offers and order confirmations are therefore subject to the condition subsequent that the acceptance has been issued.

Please note: **The editorial and advertising deadline is 31.08.2028.**

Information about unofficial lists of exhibitors:
There have been misunderstandings and questions among many exhibitors concerning offers to be entered in what appear to be official lists of exhibitors. The suppliers of these lists of exhibitors mail unsolicited forms that are designed to give the impression that they are proof copies or invoices from the media publisher that has been commissioned to publish the official trade fair media. These entry offers are actually forms for ordering entries in lists of companies or exhibitors that are entirely unrelated to the official trade fair media of Koelnmesse GmbH. These are published exclusively by Koelnmesse GmbH in cooperation with the media publisher commissioned by Koelnmesse GmbH. Entries in the official trade fair media can only be ordered from Koelnmesse GmbH or the media publisher commissioned by Koelnmesse GmbH.

16 Professional conceptual sponsor

The Industrieverband Büro- und Arbeitswelt e.V. (IBA) (German Interior Business Association) is the professional conceptual sponsor of the ORGATEC.

17 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.

18 Group participation

Registration of group participants (companies that will participate at the group stand that you have organised, under their own name and with their own personnel and products) is done by submitting the fully completed group participants registration form during the online registration. This can either be done immediately after submitting the group organiser registration, or later via the "My Stands" menu item in the service shop.

Every participant must meet participation requirements – see in particular Item 2 of the Conditions of Participation. Koelnmesse GmbH retains the right to reject registrations by companies that do not meet these conditions of participation.

The information provided in the online registration must contain the correct details of the registered group participant. The company details are mandatory and will be published in the trade fair media. Additional details for entry in the trade fair catalogue, the trade fair app and the online exhibitor search can be entered in the media shop. You as the group organiser bear responsibility for the correct catalogue entry of the group participants. If the exhibitor has not submitted an order with the official contractual partners by the editorial and advertising deadline, they will be included, still subject to the standard fee, in the official trade fair media using the information provided when registering for the event. Registrations and orders received later will only be taken into account in the official trade fair media to the extent that this is still possible. In cases of orders and registrations received by Koelnmesse GmbH after the editorial and advertising deadline, Koelnmesse GmbH is unable to guarantee the provision of all the marketing services that are normally available. In such cases, all claims, of whatever type, but in particular claims for a reduction in the fee for inclusion in the official trade fair media, or claims for compensation, are excluded.

The distribution of individual areas at the trade fair is your responsibility as the organiser of the joint stand. Koelnmesse GmbH must be notified as to how the individual areas have been distributed by at the latest. This information will be used as the basis for the allocation of the individual stand numbers and thus for the entry of the stand numbers in the trade fair catalogue, the trade fair app and the online exhibitor search. Koelnmesse GmbH will allocate the stand numbers.

As the group organiser, you are responsible for ensuring that all necessary documents are completed in full and returned on time. Should you fail to

provide us with the allocation of the stand areas, participants will be entered into the catalogue with a group stand number.

Orders for services by individual group participants (e.g. ordering of rental furniture) via the Service Shop are made in the name and for the account of the group organiser. The prerequisite is the timely notification of the allocation of the individual spaces and the granting of a corresponding authorisation by the group organiser through the group organiser by forwarding the customer number and password (authorisation). Orders can only be placed in the Service Shop up to 3 days before the beginning of the take place. Orders for services without the use of the Service Shop in the own name and for the group participant's own account can only be placed on site in the period the period from the 1st set-up day to the last day of the event.

19 Ban of 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.

20 No components!

The exhibited products at ORGATEC 2026 have to be fully manufactured and assembled office / facility furniture.