

Essential information in brief

Please also refer to our enclosed Conditions of Participation.

PMRExp
2024
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PMRExp 2024, 26.-28.11.2024

1 Opening hours

For exhibitors:

Tuesday, 26.11.2024 from 8.00 a.m. to 7:00 p.m.

Wednesday, 27.11.2024 8:00 a.m. to 7:00 p.m.

Thursday, 28.11.2024 8:00 a.m. to 4:30 p.m.

For visitors:

Tuesday, 26.11.2024 from 9:00 a.m. to 6:00 p.m.

Wednesday, 27.11.2024 from 9:00 a.m. to 6:00 p.m.

Thursday, 28.11.2024 from 9:00 a.m. to 3:30 p.m.

2 Application

The application form 1.10 must be filled out by each main exhibitor. Please complete this registration form in full and provide it with a company stamp and a legally binding signature. Please register co-exhibitors* on form 1.20.

3 Participation fees

Renting a stand area costs per sqm :

	Early Bird (until 31.12.2023)	regular price (from 01.01.2024)
terrace stand	290.50 EUR	309.00 EUR
corner stand	319.50 EUR	339.50 EUR
two-corner stand	348.50 EUR	370.50 EUR
island stand	377.50 EUR	401.50 EUR

In addition a power cost flat rate of 17.00 Euro per sqm and also an AUMA fee* of 0.60 Euro per sqm are charged. **The participation fee for stand area does not include the cost for any constructions.**

Special areas

special area "small vehicle" up to 15sqm	3.100.00 EUR
special area "medium vehicle" 16sqm - 30sqm	4.100.00 EUR
special area "large vehicle" 31sqm - 60sqm	5.500.00 EUR

Down payment 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 30.00 per m² – plus the costs for the obligatory media services (Marketing Package); see Item 7.2, Special Participation Conditions.

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 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 785.00 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 September 22nd, 2024.

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.

5 Turn key-stands / Koelnmesse stands

Tel: +49 221 821-2091

Koelnmesse GmbH offers turnkey stands. Why not take advantage of this service? These stands are available in various designs. You can order the stands at Koelnmesse Serviceshop.

6 Construction times

Start of stand build-up:

Saturday, 23 november 2024, 7:00 a.m. - 10:00 p.m.

Sunday, 24 november 2024, 7:00 a.m. - 10:00 p.m.

Monday, 25 november 2024, 7:00 a.m. - 8:00 p.m. (last stand build-up day)

On the last day of stand build-up the aisles must be completely cleared by 8:00 p.m.

7 Deadline for dismantling

Start of dismantling:

Thursday, 28 november 2024, 03:30 p.m. - 12:00 a.m./midnight

(Dismantling may not begin earlier than 03:30 p.m.!)

Friday, 29 november 2024, 07:00 a.m. - 4:00 p.m.

8 Stand confirmation

Once your company has been accepted for participation, you will receive a confirmation of your stand starting in march 2024.

9 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website. Our entire range of services can be ordered online at the Koelnmesse Service Shop.

10 Stand height / special constructions

As long as the technical guidelines are observed when designing and erecting stands, there is no need to submit for approval any drawings for one-storey

stands that do not exceed 3.50 m in height. All other stands and designs must be approved, particularly if the stand features special structures or meeting areas, or static calculations are required. Rear walls must be neutral in design. Plans for the trade fair stand must be submitted in duplicate for approval by Koelnmesse in good time before the work is carried out, but at least **six weeks before the event commences**. These documents, which must be suitable for inspection, consist of a ground plan, views and design cross sections with all measurements.

*see Item 4 of the Special Section of the Conditions of Participation

11 Withdrawal / non-participation

Cancelling registration is possible up to the point that an admission or stand confirmation has been received. This incurs a cancellation fee in the amount of 500.00 Euro. 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.

12 Invoicing

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

13 VAT refunds

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

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.

14 Exhibitor passes

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

- 3 exhibitor passes for a stand up to 20 sqm
- For each additional 10 sqm up to 100 sqm 1 additional pass
- For each additional 20 sqm over 100 sqm 1 additional pass

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. Additionally required exhibitor passes can be ordered online via our service shop for a fee.

15 Stand construction passes

Together with the exhibitor passes, you will receive free work passes that allow personnel to access the fairgrounds during the construction and dismantling periods.

16 Conceptual sponsor

The conceptual sponsor is the "Bundesverband Professioneller Mobilfunk e.V." (PMeV).

17 Koelnmesse offices abroad

Koelnmesse has representative offices in over 80 countries, as well as in Berlin. They will gladly assist you at any time. The contact details are enclosed with your registration documents or on our website www.koelnmesse.com

18 Other

The Koelnmesse Service Portal (www.koelnmesse-service-portal.com) contains further information on advertising and media services and the "Infoscout" visitor-information system.