

## Important Information for Organizers of Group Stands



ProSweets Cologne 2024  
The international supplier fair for the  
sweets and snacks industry  
28.01–31.01.2024

1. Please let us know definitively the amount of space you will need for your group stand. The area you need is the sum of the individual spaces occupied by exhibitors, service areas and "internal" aisles.

**Registration as a group organiser via the online registration link is also valid and legally binding without a signature.**

Register by 30th June 2023 to secure the lowest price (early bird price). The regular price will take effect starting 1st July 2023.

2. If you return the application forms bearing your signature by the deadline, we expect to be able to send you the **admission/stand confirmation** with the hall layout plans **at or after August 2023**. In accordance with Item II of the General Participation Conditions the contract between you and Koelnmesse GmbH takes effect **upon receipt of this admission/stand confirmation**. Contractual relationships exist exclusively between Koelnmesse and you as the group organiser, in accordance with Item V of the General Participation Conditions. The same applies to entries in the official fair media (Marketing Package). Subsequent reductions of the stand area (such as when companies cancel their participation at a group stand after the group organiser receives the admission/ stand confirmation) will be at the expense of the group organizer.

3. **Group participants** (companies that will participate in ProSweets Cologne 2024 at the group stand that you have organised, under their own name and with their own personnel and products) **can register** 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.

**Please note that the minimum stand size for group participants is 12 m<sup>2</sup>. Co-exhibitors and/or additionally represented companies are not permitted within the scope of the participation of a group.**

Every participant must meet ProSweets Cologne's participation requirements –see in particular Item 2 in 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 serves as a template for the entry in the marketing package/catalogue (in visitor guide format). You as the group organizer 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 after the editorial and advertising deadline, Koelnmesse 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.

### 4. Distribution of the individual areas

The distribution of individual areas at the trade fairs is your responsibility as the organizer of the joint stand. Koelnmesse must be notified as to how the individual areas have been distributed **by 31st October 2023**. 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 official fair media (Marketing Package). Koelnmesse will allocate the stand numbers.

**As the group organizer, you are responsible for ensuring that all of the necessary documents are completed in full and returned on time.**

### 5. Invoice

We expect to be able to send you the **invoice for the participation costs** for all of the areas occupied by you and your group participants in or after **November 2023**. Invoices for the participation costs and all additional costs, in particular the costs for the Marketing Package per group participant and other services, will be issued to you as the group organizer. This does not apply if a group participant has ordered additional services from Koelnmesse GmbH.

Voucher codes for exhibitor and work passes for the companies exhibiting at your group stands will be sent to you by e-mail. **The fee for the obligatory Marketing Package will be generated via the down payment for services, which will be issued exclusively to the organiser, as well.**

### 6. Additional costs

Koelnmesse shall be entitled to charge a reasonable **down payment for additional costs** 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 28.50 per m<sup>2</sup>** – plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions. **The amount listed in the invoice must be paid on time in order for the group participants to occupy the stand area.**

### 7. Orders for services by individual group participants

Orders for services to individual group participants (e.g. ordering of rental furniture) via the electronic Service Shop are made in the name and for the account of the group organizer. The prerequisite is the timely notification of the allocation of the individual spaces and the granting of a corresponding authorization by the group organizer through the group organizer by forwarding the customer number and password - authorization. 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 from the 1st set-up day to the last day of the event.

### 8. Dismantling

Dismantling of the exhibition stand **may not begin before** the end of the event, **Wednesday, 31st January 2024, 4:00 p.m.** The stand must be occupied with exhibits and personnel by this deadline. Koelnmesse GmbH is entitled to impose a penalty of up to 5,000 euros on exhibitors for each case of non-compliance. As the organizer, you are responsible for complying with this regulation and for passing on this information to your group participants.

**The penalty will therefore be charged to the group organizer in the event of non-compliance.**