

Essential information

Please also refer to our enclosed Conditions of Participation.



ProSweets Cologne
The international supplier fair for the
sweets and snacks industry
28. - 31.01.2024

1 Opening hours

For exhibitors: sunday- tuesday from 8:00 a.m. to 7:00 p.m.
wednesday from 8:00 to 4:00 p.m.

For visitors: sunday- tuesday from 9:00 a.m. to 6:00 p.m.
wednesday from 9:00 to 4:00 p.m.

2 Application

To register please use the Online-Application on the ProSweets Cologne website. The application must be completely filled in and to be sent to Koelnmesse by clicking on the button "Submit binding application".

*see Item V of the General Participation Conditions

The minimum stand size is 12 m².

Hall planning begins: 01. August 2023

3 Participation costs

	early bird price until 30.06.2023*	regular price from 01.07.2023*
Terrace stand	237.00 EUR/m ²	260.00 EUR/m ²
Corner stand	253.00 EUR/m ²	274.00 EUR/m ²
Two corner stand	265.00 EUR/m ²	287.00 EUR/m ²
Island stand	267.00 EUR/m ²	292.00 EUR/m ²

*Date of receipt by Koelnmesse GmbH

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

In addition, a **flate-rate energy*** of Euro 20,50 per m² and an **AUMA fee*** of Euro 0.60 per m² are charged. Koelnmesse GmbH 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 28.50 per m²** – plus the costs for the obligatory marketing 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.

*see Item 3 of the Special Section of the Conditions of Participation

4 Turn key-stands/Koelnmesse Service stands

Take advantage of Koelnmesse GmbH's offer and get a turn key-stand for ProSweets Cologne. Turn key-stands are available in various executions. Information on the complete stand package and further turn key-stands is available by phone on:

Tel.: +49 221 821-3998 or via e-mail: standbau-services@koelnmesse.de
<http://stand.koelnmesse.com>

5 Build up period

Start of build up period: Thursday, 25.01.2024, 8:00 a.m. uninterrupted until
End of build up period: Saturday, 27.01.2024, 8:00 p.m.

6 Dismantling period

Dismantling may not begin earlier than 4:00 p.m. on 31.01.2024.

Start of dismantling:

Wednesday, 31.01.2024, as of 4:00 p.m. consistently until

Thursday, 01.02.2024, midnight

Friday, 02.02.2024 07:00 a.m. - 6:00 p.m.

Saturday, 03.02.2024, 07:00 a.m. - 6:00 p.m.

From 01.02.2024 midnight until 02.02.2024 07:00 a.m. dismantling is not possible!

End of dismantling period: Saturday 03.02.2024, 6:00 p.m.

7 Confirmation

Once your company has been accepted for participation, you will receive confirmation as of **September 2023**.

8 Technical guidelines/services

You may download the Technical Guidelines from the trade fair website www.prosweets.com. Our entire range of services can be ordered online at the Service Shop. New exhibitors will receive log-in details in a separate letter after receiving of the confirmation. Returning exhibitors can use the log-in details from the last show. **Please take note of the submission deadlines for the order forms!**

9 eSlot Portal

Access to the logistics zones of the halls for set-up and dismantling time is only possible with a booked time slot (eSlot). Vehicles without a booked eSlot (<https://eSlot.Koelnmesse.com>) will not receive a permit to the logistic zones of the halls and must register for an on-site check-in at the logistics centre in car park P22. By using the NUNAV navigation app on arrival, you will be guided directly to your charging point on the exhibition grounds without stopping at P22 if you have booked online in advance.

Please be sure to follow our instructions on traffic routing as well as the arrival and departure times to and from the exhibition halls, which you can find on the event homepage ([Booth construction & dismantling | ProSweets Cologne](#)). 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 guide.

10 Special stand construction

If you are planning special structures such as meeting cubicles with, for instance, statistical calculations, the plans (layout, perspectives and crosssections with all dimensions) must be forwarded in duplicate to Koelnmesse GmbH **at least six weeks before the show opens**.

11 Height regulation **NEW**

The **general stand height is 4.50 m** (incl. signage, transparencies and any other advertising/promotional structures) insofar as the height of the hall ceiling and any fixed hall ceiling and any fixed installations that may be present permit this. A higher construction height is permitted if the design of the stand has been approved by Koelnmesse.

Stand construction approval is only granted via our **digital system Delegatis**. A corresponding link to a questionnaire will be sent to each exhibitor. An individual access link to the questionnaire will be sent to each exhibitor by Koelnmesse. If you are acting on behalf of an exhibitor, please contact your client to obtain the access link. Corresponding plans must be submitted/uploaded via our digital platform Delegatis at least 6 weeks before the start of construction.

12 Scaled sketches of stands

You will receive scaled sketches together with the confirmation of your stand area as of **September 2023**.

13 Costs in case of cancellation/Non-participation

Cancellation is possible PRIOR to receipt of the confirmation and allocation of stand area. In this case the sum of **Euro 1,000.00** will be payable.

In case of non-participation AFTER receipt of the confirmation and allocation of stand areas, and when the allocated stand area can be rented to another exhibitor, then payment will be required equivalent to **25 % of the cost of participation**, that cost being not less than the amount stated above. If the stand area cannot be re-rented the full participation fee must be paid. The provisions stated in item II of the General Conditions of Participation apply.

14 Invoice

You will receive the invoice for the stand area as of **November 2023**. Please observe the terms and conditions of payment listed under item IV of the General Conditions of Participation.

15 Reimbursement of VAT

As a rule, Koelnmesse GmbH 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 GmbH 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.de/EN/Home/home_node.html

16 Exhibitor passes

Each exhibitor receives codes for free exhibitor digital passes, valid for the period from the first day on which build up begins to the last day of dismantling:

- 3 exhibitor passes for a stand up to 20 m²
- 1 exhibitor pass for each further unit or part unit of 10 m² up to 100m²
- more than 100m² : 1 exhibitor pass for each further unit or part unit of 20 m²
- maximum upper limit: 150 exhibitor passes

The free of charge exhibitor passes will be at your disposal after the invoice for your participation costs have been sent.

Additional exhibitor passes for stand personnel can be ordered online on the ProSweets Cologne website - **as of November 2023** - against payment.

17 Construction passes

You will also receive free construction 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. These construction passes are only valid during the build up and dismantling periods - they do not entitle the holders to enter the grounds during the event.

You will receive the codes for the free construction passes together with the codes for the exhibitor passes.

18 Media services (Marketing Package)

The media services offered by Koelnmesse GmbH are the comprehensive and attention-grabbing solution for all stages of your trade fair communication. Use of the marketing services listed under Item 7.1 (Special Participation Conditions) is mandatory for all represented companies, co-exhibitors and other represented companies and costs:

Euro 1,165.00 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 marketing services offered. Please note that your company's participation requires Koelnmesse's approval. Therefore, this approval is also a prerequisite for any offer or order confirmation.

Editorial and advertising deadline of Marketing Package: 28.11.2023

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.

19 Koelnmesse GmbH foreign representations

Koelnmesse GmbH has representative offices in over 80 countries. They will gladly assist you at any time. The contact details are enclosed at the end of your application forms or please refer to www.koelnmesse.com.

20 Advertising

The distribution of advertising material outside the stand area is not permitted.

21 Important contacts

	Tel.: +49 221 821-		e-mail:
Project-Team ProSweets Cologne			
Director: Mr. Guido Hentschke	-3097		
Sales Operations Manager: Mrs Michaela Weiden	-3270		
Project assistance: Mrs Sabine Müller-Brinkmann	-2550		prosweets-cologne@koelnmesse.de
Technical services (electricity, water, cleaning)	-3998		services@exhibitor.koelnmesse.de
Additional exhibitor passes, vouchers	-2994		tickets@koelnmesse.de
Service-Shop (Online orders, services, access data, parking, support)	-3500		service-shop@ exhibitor.koelnmesse.de
Congresses, special events, conference rooms	-2223		p.steinleger@koelnkongress.de
Exhibition facilities - technical issues	-3666		approval@koelnmesse.de
Financial accounting - payments, cost items, accounts	-2378		c.riegermann@koelnmesse.de
Forwarding agents (customs clearance/storage/transport) - Schenker	+49 221 98 13 10		fairs.koeln@dbschenker.com
Marketing services (advertising space)	-3998		marketing-services@koelnmesse.de
Marketing Package, advertising material	-3998		services@exhibitor.koelnmesse.de
Press	-2076		p.krause@koelnmesse.de
Protocol	-2502		a.pittgens@koelnmesse.de
Security office east	-2550, 2549		mewaost@koelnmesse.de
Stand construction services	-3998		standbau-services@koelnmesse.de
Marketing services (advertising space)	-3998		marketing-services@koelnmesse.de
Security	-2818		m.popodi@koelnmesse.de
Arranging personnel staff.direct GmbH professional temporary services	+49 211 26 00 9010		info@staff.direct
Food Service/stand catering Aramark Restaurations GmbH	+49 221 284-8584		aramark@catering-koelnmesse.com
Hotel accommodation	-2479		hotel-services@koelnmesse.de

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