

# Conditions of Participation Special Section



interzum  
Cologne, 20.-23.05.2025

## 1 Organiser, event, venue and dates, visitor admission

### 1.1 Title

interzum 2025 is being organised by Koelnmesse GmbH, Messeplatz 1, 50679 Köln, Germany.

**The event will be held at the Cologne Exhibition Centre from Tuesday 20th May to Friday 23rd May 2025.**

### 1.2 Opening times

For exhibitors, Tuesday to Thursday from 8:00 a.m. to 7:00 p.m.  
Friday from 8:00 a.m. to 6:00 p.m.

For visitors, Tuesday to Thursday from 9:00 a.m. to 6:00 p.m.  
Friday from 9:00 a.m. to 5:00 p.m.

### 1.3 Stand construction and dismantling

#### 1.3.1 Stand construction

Please note the construction times as follows:

Hall 1, 4-11	10.-12.05.2025	06:00-22:00 h
	13.05.2025	06:00-24:00 h
	14.-18.05.2025	00:00-24:00 h (halls won't be closed)
	19.05.2025	00:00-18:00 h (last day of construction)

Information subject to change.

End of construction period: Monday, 19th May 2025, by 6:00 p.m. at the latest.

#### 1.3.2 Stand dismantling

Dismantling of the trade fair stand and the goods presentation may not begin before the end of the event at 5:00 p.m. on Friday, 23rd May 2025. Admission for dismantling personnel: from 5:00 p.m. Trucks will be permitted to enter from 7:00 p.m. Dismantling of all stands and exhibits must be finished by 6:00 p.m. on Tuesday, 27th May 2025.

#### 1.4 Visitor admission

interzum is a trade fair. Only trade visitors are admitted.

## 2 Eligibility to participate

### 2.1 Exhibitors

Only manufacturers that are entered in the commercial register or in the Handicrafts Register are permitted to participate at interzum. Such producers must exhibit products that correspond to the focus of the event (see the List of product group entries). You may only participate as an exhibitor when the exhibited products are manufactured or developed by your company itself or developed or produced on its behalf and exclusively marketed or, in the case of services, exclusively provided by your company. As a trade representative, sales company, association and importer you can exhibit for the companies you represent insofar as the goods exhibited are not offered by any other company at the trade fair and you possess the necessary rights to present the exhibits. Koelnmesse also requires that proof of the nature of the manufacturer's business or of the activities as the manufacturer's sales company or importer be submitted in appropriate form on demand. Decisions on company admissions, eligible products and the location of exhibitor stands will be made by Koelnmesse. In the event of a rejection, you will receive a separate letter. All exhibited products and services must correspond to the focus of the event. See the List of product group entries. The products must be new ex-works. Products and services that do not correspond to the List of Products and used products may not be exhibited or offered.

### 2.2 Co-exhibitors

The participation of co-exhibitors and / or additionally represented companies at interzum is possible. A special application and an acceptance by the organiser are required for the use of the stand area by a co-exhibitor (see Point V of the General Conditions of Participation).

## 3 Participation fees and other costs

### 3.1 Participation fee

**EUR 213,00 per m<sup>2</sup> early-bird discount\*\***

**(Registration until 29.02.2024)**

**EUR 269,00 per m<sup>2</sup> standard rate\*\***

**(Registration from 01.03.2024 onwards)**

plus EUR 19.00 per m<sup>2</sup> proportionate energy fee  
plus EUR 0.60 per m<sup>2</sup> AUMA fee  
plus marketing package (see Item 7.2, Conditions of Participation, Special Section)  
plus down payment for services (see Item 3.4, Conditions of Participation, Special Section)

**\*\*for registration, the date of receipt by Koelnmesse applies.**

**The prices are valid for terrace, corner, two-corner and island stands.**

**The participation fee does not include the provision of stand partition walls or other special construction elements.**

For two-storey exhibition stands, the actual allotted area in the upper storey following the technical inspection is calculated at 50% of the price per m<sup>2</sup> of floor area.

The participation fee will be calculated according to the dimensions of the stand area allocated. Hall pillars and other fixed construction elements present in the rented stand area do not provide grounds for a reduction in the participation fee.

### 3.2 AUMA fee

The Association of the German Trade Fair Industry (AUMA) charges you a fee of 0.60 euro per m<sup>2</sup> of exhibition space for representing your interests. Koelnmesse will calculate and collect the fees in the name of, and on the account of, AUMA. More detailed information is available at [www.auma-messen.de](http://www.auma-messen.de).

### 3.3 Energy costs

A proportional flat-rate energy fee of 19.00 euro per m<sup>2</sup> of occupied stand area will be charged.

### 3.4 Down payment for 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 m<sup>2</sup> – 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.

### 3.5 Co-exhibitor fee

Insofar as the inclusion of other companies is permitted at your stand (see Item V of the General Conditions of Participation / Item 2 of the Special Section), a co-exhibitor fee of 430.00 euro per company will be charged. The price of inclusion in the Marketing Package is not included in this fee (see Item 7.2, Special Participation Conditions). The co-exhibitor fee remains payable should the co-exhibitor not participate in the event.

### 3.6 Media services

Use of the media services described in Item 7.1 shall be obligatory and is subject to a charge (see Item 7.2, Special Participation Conditions).

### 3.7 VAT

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

where applicable.

### 3.7.1 VAT identification number

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. Exhibitors from the European Union need to enter their valid VAT identification number in the registration form in order to be considered entrepreneurs. Exhibitors must immediately notify Koelnmesse of any changes to their VAT identification numbers.

### 3.7.2 Reimbursement of 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](http://www.bzst.bund.de).

### 3.8 Cost in the event of non-participation

#### 3.8.1 Prior to receipt of acceptance / stand area

You can revoke your registration by means of a written declaration until you receive the admission / confirmation.

#### 3.8.2 After receipt of acceptance / stand area

As a rule, the contractual relationship can no longer be terminated once the admission / confirmation has been received. The regulations contained in Item II of the General Section of the Conditions of Participation apply. In the event of non-participation, companies that have registered for a trade fair must pay compensation amounting to 25% of the participation fee (at least € 750.00), provided the reserved stand area can be rented to a third party. If the stand area cannot be transferred to a third party for a fee, the contract remains in force and the participation fee must be paid in full.

##### 3.8.2.1 Stand construction by Koelnmesse – Complete stands

If you have ordered a complete stand — comprising the stand area and the stand construction — from Koelnmesse, you may cancel the stand construction order only if you do so no later than six weeks before the stand construction period officially begins. The date on which Koelnmesse receives the exhibitor's declaration is the criterion for determining if the deadline has been met. For cancellations received after the deadline, Koelnmesse is entitled to charge a flat-rate fee for the costs incurred. These costs amount to 30% of the agreed fee in the event of a cancellation within 4–6 weeks prior to the start of construction, 50% of the agreed fee in the event of a cancellation within 2–4 weeks prior to the start of construction, and 100% of the agreed fee in the event of a cancellation at a later time or during the construction of the stand. The agreed fee has to be paid in full for individually crafted or purchased components and graphics.

##### 3.8.2.2 Stand construction by Koelnmesse – Individual stands and turnkey system stands

In a case where the stand construction has been ordered independently of the registration of a stand area, the provisions of Koelnmesse Group's General Terms and Conditions for services and Koelnmesse Group's Special Terms and Conditions for stand construction services apply. You can download Koelnmesse Group's General Terms and Conditions for services from the event's website or from the service-shop.

**3.8.3** You shall be entitled to prove that no damages were incurred or that the costs were significantly less extensive than the amount charged.

## 4 Stand sizes and construction

### 4.1 Stand size

The minimum stand size is 12 m<sup>2</sup>.

Please note that hall pillars and other fixed construction elements may be present in the rented stand area. Minor deviations from the requested stand size do not entitle an objection to be made under Item II of the General

Section of the Conditions of Participation.

Trade fair partition walls for dividing the stand area are not automatically provided. If needed as stand construction elements, however, they can be ordered for a fee at the service-shop.

This fee does not include stand construction.

Koelnmesse will erect partition walls only if this is necessary for safety reasons due to the installation of water pipes or electrical systems.

### 4.2 Responsibility

Stand construction and design must adhere to all regulations that are valid in Germany (including the regulations of the Sonderbauverordnung, the DIN and EN standards, the VDE regulations, and the accident prevention regulations of the professional associations in the currently valid versions). The stipulations of the General Section of the Conditions of Participation and the Technical Guidelines must also be complied with. All these provisions apply to your own as well as to independent stand designers, decorators, and signwriters and to all persons, in as far as they perform activities as commissioned by you or on your behalf in connection with the construction and design of the stand. You are responsible for ensuring that all persons working on behalf of your trade fair participation know and comply with the aforementioned provisions and regulations. You must supervise the persons working on your behalf to ensure that they adhere to the regulations.

### 4.3 Maximum stand height

The maximum height for structures or advertising material of all stand constructions (incl. signs, banners and other advertising and construction elements) is set at 4.50m, insofar as this is permitted by the hall ceiling and any fixed structures that may be present. Higher stand heights of up to 6.50m are permissible in halls 1 and 6-9 without special acceptance. In halls 4, 5, 10 and 11 a transgression of the maximum stand height is possible, depending on the height of the hall and after special acceptance by Koelnmesse. As long as the technical guidelines are observed when designing and erecting stands, there is no need to submit for acceptance drawings for one-storey stands that do not exceed the permitted height. All other stands and designs (e.g. two-storey stands) must be accepted, particularly if the stand features special structures or meeting areas, or static calculations are required. The questionnaire of Koelnmesse must be submitted for acceptance by Koelnmesse in good time before the work is carried out, at least 6 weeks before construction commences via the digital platform of Koelnmesse. These documents, which can be scrutinized, consist of ground plans, views and design cross sections with all measurements.

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

### 4.4 Notice of acceptance

Stand construction may not commence until the exhibitor has received a copy bearing Koelnmesse's notice of acceptance. This notice of acceptance does not release the exhibitor from the observance of the relevant provisions. It only states that Koelnmesse has no objections in the context of stand design/arrangement. If requested to do so by Koelnmesse, the exhibitor is obliged to submit any additionally required information relating to the stand immediately.

There is no obligation on the part of Koelnmesse to ensure the observance of other provisions.

Nevertheless, if an infringement of the relevant provisions is found to have been committed, Koelnmesse can, for this reason, also refuse to issue the notice of acceptance. You have been informed of the fact that in exceptional cases – at your request and on your account – the stand construction documents must be submitted to the responsible authorities for scrutiny. Irrespective of official approvals of the stand, any objections made by Koelnmesse concerning the stand must be immediately responded to. In case of imminent danger, Koelnmesse is entitled to determine at its absolute discretion the measures necessary and have them implemented at the exhibitor's expense.

### 4.5 Form of stand

The following terms are used for the stand forms:

Terrace stand: one side open

Corner stand:	two sides open
Two-corner stand:	three sides open
Island stand:	four sides open.

Deviations from the requested stand shape do not entitle an objection to be made under Item II of the General Section of the Conditions of Participation.

#### 4.6 Construction and design of the stands

The stand must be constructed to comply with the form of the stand confirmed. The construction of a back wall is mandatory for every exhibitor. The arrangement of the stand is left to the exhibitor but should be appropriate for the event in question. The exhibitor has to obtain information on the load capacity of the hall floor and the hall headroom. Only the on-site measurements apply to stand space. Stand back walls shall be designed neutrally. Banners and company signs are not permitted to encroach into the aisles. Koelnmesse also offers a completely outfitted turnkey stand system. Orders can be placed at Koelnmesse booth configurator.

## 5 Exhibitor and construction passes

### 5.1 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:

- 3 passes for a stand of up to 20 m<sup>2</sup>
- 1 additional pass for each additional 10 m<sup>2</sup> or part thereof up to a stand size of 100 m<sup>2</sup>
- 1 additional pass for each additional 20 m<sup>2</sup> or part thereof above 100m<sup>2</sup>

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 at [www.interzum.com](http://www.interzum.com) in the service-shop for a fee. After the fair, only the redeemed and entered passes will be charged.

### 5.2 Construction passes

You will also 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. 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. You will receive the codes for construction passes digitally with the exhibitor passes.

### 5.3 Transfer of passes forbidden

Transferring a pass to a third party - whether sold or given free of charge - is not permitted and represents a severe violation of the Conditions of Participation, as stipulated by Item VI of the General Section of the Conditions of Participation.

## 6 Rules on selling

In view of the specialist nature of the event, direct sales of exhibits or samples from the booths are not permitted. Furthermore, exhibits may not carry a price tag. This regulation does not apply to printed matter such as trade publications and specialist journals. Koelnmesse has the right to carry out checks and, in the event of violations of these conditions, to take suitable measures. Koelnmesse also has the right to immediately close the stands of any exhibitors who commit such violations. Claims on the part of the exhibitor for damages or refunds are excluded in the event of such measures.

## 7 Media services (Marketing Package)

### 7.1 Scope of obligatory media services

Koelnmesse issues official trade fair media to accompany this event.

#### a) The components of these media for main exhibitor, group organiser and group participant are as follows:

- Entry in the alphabetical list of exhibitors in the fair catalogue, the fair app and additional online trade fair media

- Ten product group entries in the fair catalogue
- Unlimited number of product groups in the fair app and additional online trade fair media
- Unlimited number of trademark entries basic in the fair app and additional online trade fair media
- Set-up and provision of an online press compartment incl. a company profile, a company logo, three press releases (English, German) with five images each and two PDF documents each
- One product entry premium in the fair app and additional online trade fair media incl. product photo and product description
- Presentation of the company in the global B2B community for the industry with events, product and company information, networking opportunities and relevant industry news
- Networking participation incl. scheduling tool
- Integrated Leadtracking
- Provision of unlimited number of ticket codes requiring registration
- b) The components of these media for co-exhibitor are as follows:**
- Entry in the alphabetical list of exhibitors in the fair catalogue, the fair app and additional online trade fair media
- Ten product group entries in the fair catalogue
- Unlimited number of product groups in the fair app and additional online trade fair media
- Networking participation incl. scheduling tool

### 7.2 Costs for the obligatory media services (Marketing Package)

The provision of the media services mentioned under item 7.1 a) is obligatory for all main exhibitors, group organisers and group participants and costs 1,830.00 Euro.

The provision of the media services mentioned under item 7.1 b) is obligatory for all co-exhibitors and additionally represented companies 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.

If an exhibitor still has not submitted an order to the official contractual partners by the editorial and advertising deadline, the exhibitor's particulars shall be added to the official fair media, subject to charge, on the basis of the information provided on the respective registration.

Where possible, registrations and orders received later will also be included in the official fair media. If Koelnmesse receives orders and registrations later than the editorial and advertising deadline, Koelnmesse shall accept no guarantee for provision of any media services. In such cases, there shall be no claims recognised, regardless of their nature, but particularly claims for reductions in cost for inclusion in the official media or claims for damages.

### 7.3 Special data protection provisions for lead tracking

Trade fair visitors can voluntarily register. Koelnmesse GmbH forwards the personal data from registered visitors to third parties only if the visitors first agree to have their data used in this way. Consent to data transmission is given when a visitor actively consents to a networking request of an exhibitor through the trade fair app or via scanning of the QR-code on the badge (e. g. at the stand of the exhibitor).

The exhibitor is obliged to delete the personal data that it has received as a result of lead tracking in individual cases if it is requested to do so by Koelnmesse GmbH or the visitor in question. Koelnmesse GmbH is not liable for the accuracy and completeness of the visitor registration data.

The exhibitor may only forward the personal data received as a result of lead tracking to third parties if and to the extent that the exhibitor has received explicit consent from the respective visitor. The exhibitor undertakes to use the personal data received as a result of lead tracking only in accordance with the legal regulations, especially those relating to data protection, and only for the exhibitor's own purposes. In this respect, the exhibitor shall exempt Koelnmesse GmbH from all claims by third parties.

#### **7.4 Responsibility/release of Koelnmesse from liability**

Official fair media are published by Koelnmesse GmbH, Messeplatz 1, 50679 Cologne, Germany, which in turn shall be entitled to commission another company with concrete execution and with advertisements.

Advertisers are responsible for the content of their advertisements and entries and are liable for any damages related thereto. With regard to Koelnmesse's liability, the regulations on liability contained in the general section of the Conditions of Participation apply.

Koelnmesse GmbH is not liable for damage to property and persons caused by the use of the trade fair app for the lead tracking service unless it can be proved that Koelnmesse GmbH acted deliberately or with gross negligence. Liability is limited to foreseeable damages. Participants use the trade fair app for the lead tracking service at their own risk.

Although Koelnmesse strives to provide correct information, it does not guarantee the currentness, accuracy and completeness of the supplied information nor is it liable for such. Koelnmesse does not bear any responsibility for the service's technological availability. Warranty or damage claims of all kinds are excluded if the technology breaks down or malfunctions in some other way. Maintenance, security and capacity-related issues as well as events over which Koelnmesse has no control (e.g. disturbances of the public communication networks, power outages, etc.) can lead to brief disruptions or a temporary suspension of the services. Koelnmesse does not guarantee that the web pages will be accessible at all times and that participants can call them up flawlessly and without encountering incorrect content or technical difficulties. Koelnmesse is not liable for incorrect information that is produced or disseminated by participants and/or third parties (including cooperation partners) and that is related to the ordering of admission tickets and catalogues for trade fairs and exhibitions of the Koelnmesse Group on the Internet.

Koelnmesse is especially not liable for e-mails or data entries that the system fails to accept and/or receive because they do not conform to the stipulations of these Conditions of Participation or to the website's technical requirements.

Koelnmesse is not liable for the offers made by third parties, especially not if they related to the use of the lead tracking service.

Koelnmesse does not guarantee that all links and references to external content that are found during the use of the lead tracking service are correct or complete.

## **8 Commercial property rights**

**8.1** Koelnmesse does not want any exhibitors who in the process of producing, disseminating, selling, owning or advertising their products violate laws regarding the protection of intellectual property or commercial property rights in the broadest sense. If a final court decision has determined res judicata that an exhibitor in connection with one of Koelnmesse events has violated laws of the kind mentioned in paragraph 1, Koelnmesse is entitled to bar that exhibitor from the next event of this kind after the res judicata court decision if there is sufficient suspicion that the exhibitor will again and repeatedly violate laws for the protection of intellectual property or commercial property rights.

**8.2** You will find more detailed information in the No Copy! brochure on our homepage: [www.interzum.com](http://www.interzum.com).

## **9 Non-permissible advertising/ violations of the Conditions of Participation**

In order to ensure that the overall character of the event is safeguarded and the exhibitors and visitors are protected from irritating or illegal activities, in particular the following advertising measures are forbidden:

- Exceeding the binding specified booth height
- Advertising activities outside the rented stand area without the prior written permission of Koelnmesse
- Advertising of an ideological or political nature

The exhibitor bears responsibility for the legality of competitions, raffles etc. In the event of severe violations of the Conditions of Participation, Koelnmesse may immediately close your stand and clear it without resorting to legal assistance. Claims of all kinds – especially claims for damages – are excluded in this case.

## **10 Information service for visitors**

The information about your company that you submitted via the exhibitor-application will be made available at the information stands in the halls for interested visitors during the event.

## **11 Requirement for a written document**

All explanations must be specified in writing.

## **12 Severability clause**

Should individual or several provisions of these conditions be or become invalid in whole or in part, the validity of the remaining provisions and of the contract shall not be affected. The parties will conduct negotiations in good faith to replace the invalid provisions with valid provisions that come as close as possible to fulfilling the business purpose of the invalid provisions. Should the invalidity of a provision have arisen from a specific figure given therein with regard to performance or time (deadline or date), the nearest legally permissible figure shall replace the invalid one in the provision.

## **13 General part of the Conditions of Participation, Technical Guidelines**

The stipulations of the General Part of the Conditions of Participation and the Technical Guidelines are not affected.