

## Registration for main exhibitor

1.10

Must be returned. List of product group entries (Form 1.30) must be filled in for registration to be valid.

### 1 Main exhibitor

#### 1.1 Address:

Company/name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Town, postcode:

Town, postcode  
(P.O.Box):

\_\_\_\_\_

Country, state:

\_\_\_\_\_

General phone:

\_\_\_\_\_

General fax:

\_\_\_\_\_

General e-mail:

\_\_\_\_\_

Internet:

Proprietor/Managing Director:  
(please give first and last name)

Mr.  Ms.

Language of correspondence:  English  Sort alphabetically under the letter:

\_\_\_\_\_

Contact person for the event is:

Mr  Ms

Phone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

e-mail:

\_\_\_\_\_

#### 1.2 We are a/an:

- Manufacturer  Wholesaler / Distribution company  
 Importer  Commercial Representatives  
 Sales Organisation  Association / Organisation  
 Service Provider  Trade Media  
 Others

#### 1.3 We are registered with the:

Commercial register

At the Magistrate  
Court in:

\_\_\_\_\_

Commercial  
Register no.:

\_\_\_\_\_

#### 1.4 Turnover tax ID number (VAT):

(Required information for companies from EU countries)

\_\_\_\_\_

#### 1.5 We are a subsidiary/branch of the following company/group:

Company/name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Town, postcode:

\_\_\_\_\_

Country, state:

\_\_\_\_\_

#### 1.6 We belong to the following associations:

\_\_\_\_\_

### 2 Desired stand

(allocation as far as possible)

#### 2.1 We hereby order the following stand area in accordance with the Conditions of Participation at a price (including consumption tax in Japan) of:

- Raw Space: JPY53,900/m<sup>2</sup> (Min. stand size: 24m<sup>2</sup>)  
 Standard Package: JPY78,100/m<sup>2</sup> (Min. stand size: 12m<sup>2</sup>)  
 Premium A / B / C: JPY97,900/m<sup>2</sup> (Min. stand size: 12m<sup>2</sup>)  
 Premium D: JPY97,900/m<sup>2</sup> (Min. stand size: 24m<sup>2</sup>)  
 Int. Country Pavilion: JPY97,900/m<sup>2</sup> (Min. stand size: 36m<sup>2</sup>/for group organisers only)

**A 5% Early Bird discount will be applied for all applications completed by 31 July 2023, 17:00 CET.**

Please find booth examples on the following pages.

**Booth requests for location will be taken into account where possible but cannot be guaranteed.**

Desired area in m<sup>2</sup>

\_\_\_\_\_

Frontal width in metres min max

\_\_\_\_\_

Depth in metres min max

\_\_\_\_\_

Type of stand:  Terrace stand  Corner stand  
 Two-corner stand  Island stand

**\*Registration must be received by Koelnmesse, Japan by the cut-off date.**

### 3 Exhibits

**The list of product group entries (form 1.30) must be filled in for your registration to be valid.**

Please check your products/services on the enclosed list of product group entries. Please note that only those products/services registered with the list of product group entries may be exhibited at the fair.

#### Data Protection Notice:

You can read our Data Protection Notice in the complete participation documents and at any time under [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

We would like to stay in touch with you in the future, in order to keep you appropriately informed of events and similar services. That's why we would like to ask for your consent to contact via electronic media.

I hereby permit Koelnmesse GmbH, as well as its responsible subsidiary abroad and its commercial agents, to send me information by e-mail about future similar trade fairs/events/platforms that are organised in Germany and abroad. A list of the subsidiaries and commercial agents of Koelnmesse GmbH, as well as further details about data protection, can be found in the complete document containing the participation documents. It can also be accessed at any time at [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

I can withdraw my consent at any time in the future (by sending an e-mail to [datsenschutz-km@koelnmesse.de](mailto:datsenschutz-km@koelnmesse.de))

**By signing and returning the registration form, we acknowledge that the General and the Special Sections of Koelnmesse GmbH's Conditions of Participation as well as the stipulations of the Koelnmesse Service Shop (in particular the technical regulations and the supplements contained in the order forms) are binding for our company.**



Place, date, legally binding signature and company stamp of the main exhibitor  
Company stamp and above stated company name must correspond

## Application for Co-exhibitors\*

List of Goods (Form 1.30) must be filled in for registration to be valid

1.20

In accordance with Item V of the General Section of the Conditions of Participation, we hereby register the following co-exhibitors at our stand:

If you need to register more than two additional companies, please photocopy the blank form first.

Company/name:

\_\_\_\_\_

\_\_\_\_\_

Contact person:

e-mail  
(Contact person):

\_\_\_\_\_

Street/P.O. Box:

\_\_\_\_\_

Postal Code/City:

Postal Code/  
P.O. Box:

\_\_\_\_\_

Country:

\_\_\_\_\_

General phone:

\_\_\_\_\_

General fax:

\_\_\_\_\_

General e-mail:

\_\_\_\_\_

Internet:

Customer number:

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□ □ □ □ □ □ □ □

Sort alphabetically  
under the letter:

□

The company is:  Manufacturer

Importer

Sales organisation

Service provider

Others

Wholesaler /  
distributor

Commercial  
representative

Association /  
organisation

Trade media

Turnover tax ID number (VAT):

(Required information for companies from EU countries)

The participation fee per co-exhibitor is FREE-OF-CHARGE, including a basic entry in our marketing collaterals, wherever relevant, according to the Special Conditions of Participation. The co-exhibitor is not permitted to re-locate, exchange, share or in any other way make the stand space allocated to him completely or partially accessible to third parties, without the prior consent of the organiser. The acceptance of this application for co-exhibitor is subjected to the sole discretion of the organiser.

Company/name:

\_\_\_\_\_

\_\_\_\_\_

Contact person:

e-mail  
(Contact person):

\_\_\_\_\_

Street/P.O. Box:

\_\_\_\_\_

Postal Code/City:

Postal Code/  
P.O. Box:

\_\_\_\_\_

Country:

\_\_\_\_\_

General phone:

\_\_\_\_\_

General fax:

\_\_\_\_\_

General e-mail:

\_\_\_\_\_

Internet:

Customer number:

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□ □ □ □ □ □ □ □

Sort alphabetically  
under the letter:

□

The company is:  Manufacturer

Importer

Sales organisation

Service provider

Others

Wholesaler /  
distributor

Commercial  
representative

Association /  
organisation

Trade media

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Please provide a separate list of goods (Form 1.30) for each co-exhibitor that you register.

### \* Explanation "Co-exhibitor":

Co-exhibitors are companies with their own products and their own personnel that use the stand area of a main exhibitor. Companies within corporate groups and subsidiaries count as co-exhibitors.

### Please note:

You can read our Data Protection Notice in the complete participation documents and at any time under [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice).

X

Date, place, stamp, legally binding signature of the main exhibitor

**Name of exhibitor/co-exhibitor/additionally represented company:** (Please fill in a separate list of product group entries for each Company)

**Main focus of our product range (two entries maximum):**  
(Please make sure you fill this in!)

1. Number:

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2. Number:

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**For co-exhibitors/additionally represented companies**  
Name of the main exhibitor at whose stand you are represented:

Please see numbers of product list below.

**Our target/sales markets are:**

**Africa**

- South Africa  
 West Africa  
 East Africa  
 North Africa

**The Americas**

- USA  
 Canada  
 Mexico  
 Colombia  
 Brazil  
 Others Central America  
 Others South America

**Asia**

- China  
 Japan  
 South East Asia  
 India  
 Middle East

**Europe**

- Western Europe  
 Northern Europe  
 Southern Europe  
 Russia  
 Turkey  
 Others Eastern Europe

**Oceania**

- Australia  
 New Zealand  
 Others Oceania

**Global Opportunities**

Please indicate your interest to exhibit at any of the following Koelnmesse portfolio events:

**Cologne**

- ORGATEC  
Cologne, Germany  
 imm cologne  
Cologne, Germany

- FSB  
Cologne, Germany  
 interzum  
Cologne, Germany

**Global**

- interzum guangzhou  
Guangzhou, China  
 interzum bogota,  
Bogotá, Colombia

I hereby permit Koelnmesse GmbH, as well as its responsible subsidiary abroad and its commercial agents, to send me information by e-mail about future similar trade fairs/ events/platforms that are organized in Germany and abroad. A list of the subsidiaries and commercial agents of Koelnmesse GmbH, as well as further details about data protection, can be accessed at any time at [www.koelnmesse.com/data-protection-notice](http://www.koelnmesse.com/data-protection-notice). I can withdraw my consent at any time in the future (by sending an e-mail to [dataprivacy@koelnmesse.de](mailto:dataprivacy@koelnmesse.de)).

This consent is voluntary and applies only in the event that I have indicated my interest in one or more trade fairs by placing a check mark.

**List of product group entries X** (Please check the appropriate box)

This directory of products shall not be considered the basis for automatic entry in the directory of products in the official fair media. Our official contractual partners will provide you with all order information and documents for the marketing services offered.

**1 Office Facility Planning, Construction and Management**

**2 Office and Office Facility Equipment / Contract Business Acoustics**

**3 Furnishings for Office and the contract Business**

**4 Organisational / Planning Systems, Office Supplies, Accessories Organisational Systems, Planning and Presentation**

**5 IT, Telecommunications, Software and Services**

**6 interzum showcase**

**Brands**

Here you can enter your brands. For main exhibitors they are a component of the Marketing Services, see Conditions of Participation, Special Section, item 7.

**Office Facility Planning, Construction and Management**

**Individual planning of offices and office facilities**

- |                          |        |   |
|--------------------------|--------|---|
| <input type="checkbox"/> | 101010 | Architecture and interior design for new builds |
| <input type="checkbox"/> | 101020 | Renovation projects                             |
| <input type="checkbox"/> | 101030 | Location analysis                               |
| <input type="checkbox"/> | 101040 | Space design and utilisation                    |
| <input type="checkbox"/> | 101050 | Consulting                                      |
| <input type="checkbox"/> | 101060 | Office organisation                             |
| <input type="checkbox"/> | 101070 | Consulting: workplace ergonomics                |
| <input type="checkbox"/> | 101080 | Consulting: energy efficiency / sustainability  |

**General Planning of Office Facilities – Turnkey Facilities**

- |                          |        |  |
|--------------------------|--------|--|
| <input type="checkbox"/> | 102010 | Banks and financial service providers                                      |
| <input type="checkbox"/> | 102020 | Offices and administration (town halls and other administrative buildings) |
| <input type="checkbox"/> | 102030 | Call centres   |

Name of exhibitor/co-exhibitor/ additionally represented company:

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Customer number:

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- 102040 Hotels and hospitality (lounges, reception areas, guest and leisure facilities)
- 102050 Convention and conference centres
- 102060 Educational institutes (Universities, Schools)
- 102070 Healthcare facilities, hospitals, residential treatment centres, retirement homes
- 102080 Food service (restaurants & catering services, bars)
- 102090 Transport buildings (airports, bus & railway stations)
- 102100 Co-working spaces
- 102110 Business Centers
- 102120 Serviced Apartments Co-Living Apartments
- 102130 Wellness, spa & fitness facilities
- 102140 Community planning / Smart City
- 102150 Other facilities

**Interiors and Technical Building Equipment, Security & access technology**

- 103010 Entrances and exits, door systems
- 103020 Glazing systems
- 103030 Sunshades, blinds
- 103040 Heating, air conditioning and ventilation systems
- 103050 Direction and orientation systems
- 103060 Security management
- 103070 Monitoring and control systems
- 103080 Access control systems (automated temperature scanners, etc.)
- 103090 Hygiene / disinfection in the workplace
- 103100 Sterilisation equipment (UV-C) / air purification

**Facility management**

- 104010 FM consulting for offices
- 104020 Commercial facility management
- 104030 Technical facility management / Smart Commercial Building
- 104040 Buildings infrastructure management
- 104050 CAFM systems
- 104060 Integral property management
- 104070 Removals / relocation services
- 104080 Other systems and services

**Office and Office Facility Equipment / Contract Business**

**Acoustics**

- 201010 Acoustics consultation, planning, management
- 201020 Acoustic ceiling systems
- 201030 Acoustic wall elements
- 201040 Acoustic partition walls/cabinets
- 201050 Acoustic room dividers
- 201060 Acoustic textiles (Flooring/Wall/Ceiling)
- 201070 Acoustic furniture
- 201080 Special acoustic applications
- 201090 Services and miscellaneous

**Flooring**

- 202010 Raised floors
- 202020 Under-floor systems
- 202030 Flooring - textile
- 202040 Flooring - resilient
- 202050 Flooring - parquet and wood
- 202060 Flooring - ceramic tiles
- 202070 Door mats, dirt traps
- 202080 Flooring materials and solutions
- 202090 Special flooring solutions
- 202100 Services and miscellaneous

**Lighting**

- 203010 Light architecture/light planning
- 203020 Lighting management and lighting systems & concepts
- 203030 Lighting installation, lighting technology, lighting control systems
- 203040 Recessed/surface-mounted lamps
- 203050 Ceiling light systems
- 203060 Floor/standard lamps
- 203070 Workplace lamps

- 203080 Indirect lighting
- 203090 Daylight technology
- 203100 Sun-protection technology
- 203110 Combined lighting solutions
- 203120 Technical contract lighting for interiors and exteriors
- 203130 Decorative contract lighting for interiors and exteriors
- 203140 Services and miscellaneous

**Technology & media equipment**

- 204010 Planning and consulting for integrated media technology
- 204020 POI systems / other information systems
- 204030 Desk booking systems, room booking systems
- 204040 Room and media control systems
- 204050 Smart workplace / workplace transformation
- 204060 PA systems / sound systems
- 204070 Imaging technology (projectors, displays, LEDs)
- 204080 Signal technology & streaming
- 204090 Connection panels for technology integration, lift systems, media walls, cable management
- 204100 Touchscreens, touch systems, touch-sensitive solutions
- 204110 Audio and video conferencing systems
- 204120 Other conference room technology
- 204130 Electrified Work Stations
- 204140 Robotics
- 204150 Augmented Reality / Virtual Reality
- 204160 Safe Office Concepts
- 204170 Services and miscellaneous

**Furnishings for Office and the contract business**

**Furnishings for the office**

- 301010 Room-in-room systems
- 301020 Room partition systems / room dividers
- 301030 Wall units and partition walls
- 301040 Office cupboards and shelving systems
- 301050 Fireproof cabinets / safes
- 301060 Filing cabinets
- 301070 Containers and occasional furniture
- 301080 Work tables / desks / computer workstations
- 301090 Flexible work tables / Sit-stand desks
- 301100 Standing desks / lecterns
- 301110 Swivel armchairs, swivel chairs
- 301120 Visitor and conference seating
- 301130 Workplace seating
- 301140 Counter seating
- 301150 Compact kitchens
- 301160 Waiting room seating and benches
- 301170 Wardrobes and cloakroom fittings
- 301180 Other furnishings

**Furnishings/Solutions for Specific Administrative Areas**

- 302010 Management offices
- 302020 Architect offices, offices for planners, technical professions
- 302030 Small office / home office (SoHo)
- 302040 Conference / meeting rooms
- 302050 Lounges and quiet areas
- 302060 Reception and lobby
- 302070 Smoking areas
- 302080 Fitness and wellness rooms
- 302090 Changing and locker rooms
- 302100 Washrooms
- 302110 Cafeterias / canteens
- 302120 Archive rooms
- 302130 First-aid centres / first-aid rooms
- 302140 CAD workstations

**Furnishing for Congress and Seminar Centres**

- 303010 Conference tables / table systems
- 303020 Banqueting tables
- 303030 Folding tables

Name of exhibitor/co-exhibitor/additionally represented company:

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Customer number:

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- 303040 Bistro and bar tables
- 303050 Conference tables and chairs
- 303060 Conference chairs
- 303070 Connecting and stacking chairs
- 303080 Bar stools / standing stools
- 303090 Lecterns / presentation furniture
- 303100 Media furniture
- 303110 Catering units and furniture
- 303120 Other furniture for communication areas

**Special Furnishings and Equipment for the contract business**

- 304010 Banks and financial service providers
- 304020 Public institutions, town halls, administrative buildings
- 304030 Educational institutes (universities, schools, training centres)
- 304040 Sports facilities / arenas
- 304050 Cinemas / theatres / concert halls
- 304060 Call centre
- 304070 Production / laboratory / cleanroom
- 304080 Healthcare facilities, hospitals, residential treatment centres, retirement homes
- 304090 Hotels (lounges, reception areas, guest and leisure facilities)
- 304100 Food service (restaurants & catering services, bars)
- 304110 Transport buildings (airports, bus and railway stations)
- 304120 Co-working spaces
- 304130 Business centres
- 304140 Serviced Apartments, Co-Living Apartments
- 304150 Community planning / Smart City
- 304160 Other facilities

**Other Furnishings for Office Facilities**

- 305010 Garden Offices Solutions
- 305020 Chairs, armchairs
- 305030 Lounges, sofas & chaise lounges
- 305040 Parasols, awnings
- 305050 Decorations and accessories
- 305060 Counters, standing desks, stools
- 305070 Tables
- 305080 Other furnishings

**Organisational / Planning Systems, Office Supplies, Accessories****Organisational Systems, Planning and Presentation,****Office Supplies**

- 401010 Paper, office supplies, stationery
- 401020 Office equipment
- 401030 Organisational aids
- 401040 Writing utensils
- 401050 Storage and filing systems
- 401060 Labelling systems
- 401070 Filing cabinets
- 401080 Waste paper baskets
- 401090 Flip Charts
- 401100 Analogue & digital presentation systems (virtual & augmented reality)
- 401110 Presentation systems
- 401120 Showcases, display cabinets, presentation furniture
- 401130 Brochure stands, information furniture
- 401140 Other accessories, learning aids, office supplies

**Decoration, Lifestyle, Accessories**

- 402010 Contract fabrics - furnishing and upholstery fabrics
- 402020 Greening
- 402030 Office fountains
- 402040 Graphic art and sculpture for the office
- 402050 Decorations
- 402060 Clocks
- 402070 Calendars, organisers, etc.
- 402080 Other accessories and lifestyle products

**IT, Telecommunications, Software and Services****IT/telecommunications (hardware)**

- 501010 Telephony (calling/cloud calling, terminals, systems and services)
- 501020 Collaboration and chat technology, video conferencing and mobile telephony
- 501030 Immersive telepresence
- 501040 Printers and multifunctional devices
- 501050 IOT (Internet of Things) and sensor technology
- 501060 Cloud services
- 501070 Home office connectivity (firewalls, VPN)
- 501080 Call centre technology
- 501090 Notebooks, tablets & other IT/telecommunications equipment
- 501100 Miscellaneous

**IT Solutions (software) for . . .**

- 502010 Call centres
- 502020 Document management
- 502030 Facility management (CAFM)
- 502040 Property management
- 502050 General industry and commerce
- 502060 Online services / providers
- 502070 Room planning and interior design
- 502080 Lawyers / notaries / tax advisers services
- 502090 Forms (DocuSign services, etc.)
- 502100 Internet
- 502110 Network Computing
- 502120 Data Exchange
- 502130 Collaboration
- 502140 Miscellaneous

**Services**

- 503010 Further education, training
- 503020 Health at work
- 503030 Leasing
- 503040 Transport, logistics, shipping
- 503050 Installation services
- 503060 Furniture testing / testing systems
- 503070 Organisational consulting
- 503080 Management consulting
- 503090 Process consulting
- 503100 Co-working spaces
- 503110 Publishing houses
- 503120 Associations, institutes, organisations
- 503130 Miscellaneous

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## interzum showcase

### Materials for furniture production

<input type="checkbox"/>	001 001 Anodized aluminium strips and foils
<input type="checkbox"/>	001 002 Printed hardboards
<input type="checkbox"/>	001 003 Laminated chipboards
<input type="checkbox"/>	001 004 Bituminized boards
<input type="checkbox"/>	001 005 Roofing slabs
<input type="checkbox"/>	001 006 Sound insulation boards
<input type="checkbox"/>	001 007 Decorative panels
<input type="checkbox"/>	001 008 Veneers
<input type="checkbox"/>	001 009 Veneered chipboards
<input type="checkbox"/>	001 010 Plaster boards
<input type="checkbox"/>	001 011 Glass sheets
<input type="checkbox"/>	001 012 Hemp boards
<input type="checkbox"/>	001 013 Resin bonded fibreboards
<input type="checkbox"/>	001 014 Insulated boards
<input type="checkbox"/>	001 015 Edgebanding
<input type="checkbox"/>	001 016 Ceramic panels
<input type="checkbox"/>	001 017 Wicker
<input type="checkbox"/>	001 018 Synthetic glass sheets
<input type="checkbox"/>	001 019 Plastic sections
<input type="checkbox"/>	001 020 Plastic raw materials
<input type="checkbox"/>	001 021 Limed wood
<input type="checkbox"/>	001 022 Battens and rods
<input type="checkbox"/>	001 023 Perforated boards
<input type="checkbox"/>	001 024 Marble slabs
<input type="checkbox"/>	001 025 Solid wood boards
<input type="checkbox"/>	001 026 MDF-Boards
<input type="checkbox"/>	001 027 Mineral material
<input type="checkbox"/>	001 028 Multiplex boards
<input type="checkbox"/>	001 029 OSB-Sheets
<input type="checkbox"/>	001 030 Compressed wood
<input type="checkbox"/>	001 031 Rattan
<input type="checkbox"/>	001 032 Rough groove and tongue boarding
<input type="checkbox"/>	001 033 Laminated panels
<input type="checkbox"/>	001 034 Sawn timber
<input type="checkbox"/>	001 035 Chipboards
<input type="checkbox"/>	001 036 Plywood
<input type="checkbox"/>	001 037 Laminated boards
<input type="checkbox"/>	001 038 Stone slabs
<input type="checkbox"/>	001 039 Canework material for chairs
<input type="checkbox"/>	001 040 Panelling and wainscoting boards
<input type="checkbox"/>	001 041 Thermoplastic fibrous substance
<input type="checkbox"/>	001 042 Wood core boards
<input type="checkbox"/>	001 043 Composite boards
<input type="checkbox"/>	001 044 Wood plastic composites
<input type="checkbox"/>	001 099 Other supplier parts and materials for furniture production

### Semi-finished products for cabinet, office and modular furniture

<input type="checkbox"/>	002 001 Worktop panels
<input type="checkbox"/>	002 002 Leaded glass
<input type="checkbox"/>	002 003 Wooden slats for mattresses
<input type="checkbox"/>	002 004 Moulded parts
<input type="checkbox"/>	002 005 Body elements
<input type="checkbox"/>	002 006 Kitchen worktop panels
<input type="checkbox"/>	002 007 Wooden leaf
<input type="checkbox"/>	002 008 Slatted frames
<input type="checkbox"/>	002 009 Rests
<input type="checkbox"/>	002 010 Frame profiles
<input type="checkbox"/>	002 011 Carcase fronts, furniture doors
<input type="checkbox"/>	002 012 Upholstery frames
<input type="checkbox"/>	002 013 Postforming elements

<input type="checkbox"/>	002 014 Profiles
<input type="checkbox"/>	002 015 Roller blinds for furniture
<input type="checkbox"/>	002 016 Sandwich panelling
<input type="checkbox"/>	002 017 Seats
<input type="checkbox"/>	002 018 Rods
<input type="checkbox"/>	002 019 Tubular steel
<input type="checkbox"/>	002 020 Tubular steel parts
<input type="checkbox"/>	002 021 Chair frames
<input type="checkbox"/>	002 022 Table frames
<input type="checkbox"/>	002 023 Table tops
<input type="checkbox"/>	002 024 Window glass
<input type="checkbox"/>	002 099 Other semi-finished products for the cabinet, office and modular furniture industry

### Surface treatment and finishing products

<input type="checkbox"/>	003 001 Paint removers
<input type="checkbox"/>	003 002 Repair materials
<input type="checkbox"/>	003 003 Stains
<input type="checkbox"/>	003 004 Bleaching agents
<input type="checkbox"/>	003 005 Decor papers solid colours
<input type="checkbox"/>	003 006 Decor papers printed
<input type="checkbox"/>	003 007 Paints
<input type="checkbox"/>	003 008 Films
<input type="checkbox"/>	003 009 Foils
<input type="checkbox"/>	003 010 Engraving materials
<input type="checkbox"/>	003 011 Primers
<input type="checkbox"/>	003 012 Resins
<input type="checkbox"/>	003 013 Adhesive tapes
<input type="checkbox"/>	003 014 Adhesives
<input type="checkbox"/>	003 015 Laquers
<input type="checkbox"/>	003 016 Laminates
<input type="checkbox"/>	003 017 Varnishing materials
<input type="checkbox"/>	003 018 Glues
<input type="checkbox"/>	003 019 Paper
<input type="checkbox"/>	003 020 Care products
<input type="checkbox"/>	003 021 Polishing agents
<input type="checkbox"/>	003 022 Abrasives
<input type="checkbox"/>	003 023 Filling compounds
<input type="checkbox"/>	003 024 Sealing agents
<input type="checkbox"/>	003 025 Waxes
<input type="checkbox"/>	003 099 Other surface treatment and finishing products

### Machines, tools, equipment and aids for surface treatment

<input type="checkbox"/>	004 001 Pressure cylinders
<input type="checkbox"/>	004 002 Paint-spraying booths
<input type="checkbox"/>	004 003 Paint-spraying guns
<input type="checkbox"/>	004 004 Bonding guns
<input type="checkbox"/>	004 005 Varnishing equipment
<input type="checkbox"/>	004 006 Glue-applying equipment
<input type="checkbox"/>	004 007 Surface treating equipment (non-stationary)
<input type="checkbox"/>	004 008 Embossing cylinders
<input type="checkbox"/>	004 009 Press-plates
<input type="checkbox"/>	004 010 Press pads
<input type="checkbox"/>	004 011 Grinding equipment
<input type="checkbox"/>	004 012 Melted bonding application systems
<input type="checkbox"/>	004 013 Special tools for surface treatment
<input type="checkbox"/>	004 014 Surface scanner
<input type="checkbox"/>	004 099 Other machines, tools, equipment and aids for surface treatment

### Fittings and structural parts

<input type="checkbox"/>	005 001 Movement mechanisms
<input type="checkbox"/>	005 002 External and decorative fittings
<input type="checkbox"/>	005 003 Fittings
<input type="checkbox"/>	005 004 Bed fittings
<input type="checkbox"/>	005 005 Floor beams
<input type="checkbox"/>	005 006 Floor rails
<input type="checkbox"/>	005 007 Turn window fittings
<input type="checkbox"/>	005 008 Turn and tilt window fittings

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<input type="checkbox"/>	005 009	Fittings for swivel chairs
<input type="checkbox"/>	005 010	Door handle sets
<input type="checkbox"/>	005 011	Built-in systems
<input type="checkbox"/>	005 012	Burglary protection devices
<input type="checkbox"/>	005 013	Fittings for windows
<input type="checkbox"/>	005 014	Legs
<input type="checkbox"/>	005 015	Ferrules
<input type="checkbox"/>	005 016	Wardrobe pegs
<input type="checkbox"/>	005 017	Pneumatic springs
<input type="checkbox"/>	005 018	Glass sheet holders
<input type="checkbox"/>	005 019	Glass sheet supports
<input type="checkbox"/>	005 020	Sliding fittings
<input type="checkbox"/>	005 021	Glides
<input type="checkbox"/>	005 022	Height adjustment fittings
<input type="checkbox"/>	005 023	Flap brakes
<input type="checkbox"/>	005 024	Shop fittings
<input type="checkbox"/>	005 025	Magnetic catches
<input type="checkbox"/>	005 026	Furniture feet
<input type="checkbox"/>	005 027	Handles for furniture
<input type="checkbox"/>	005 028	Knobs for furniture
<input type="checkbox"/>	005 029	Roller blind fittings
<input type="checkbox"/>	005 030	Castors
<input type="checkbox"/>	005 031	Hinges
<input type="checkbox"/>	005 032	Fittings for sliding doors
<input type="checkbox"/>	005 033	Locking systems
<input type="checkbox"/>	005 034	Locks
<input type="checkbox"/>	005 035	Catches
<input type="checkbox"/>	005 036	Cabinet suspensions
<input type="checkbox"/>	005 037	Cabinet tubes
<input type="checkbox"/>	005 038	Wardrobe rail supports
<input type="checkbox"/>	005 039	Drawers
<input type="checkbox"/>	005 040	Drawer runners
<input type="checkbox"/>	005 041	Plinth fittings
<input type="checkbox"/>	005 042	Table fittings
<input type="checkbox"/>	005 043	Door fittings
<input type="checkbox"/>	005 044	Connection fittings
<input type="checkbox"/>	005 045	Closures
<input type="checkbox"/>	005 046	Adjustment mechanisms
<input type="checkbox"/>	005 047	Tilt facility mechanisms
<input type="checkbox"/>	005 048	Lettering, Logos, Product labeling
<input type="checkbox"/>	005 099	Other fittings and structural parts

**Built-in parts**

<input type="checkbox"/>	006 001	Waste disposal systems
<input type="checkbox"/>	006 002	Sanitary fittings
<input type="checkbox"/>	006 003	Pull-out systems
<input type="checkbox"/>	006 004	Extractor hoods
<input type="checkbox"/>	006 005	Built-in equipment
<input type="checkbox"/>	006 006	Fitted sink units
<input type="checkbox"/>	006 007	Gratings
<input type="checkbox"/>	006 008	Furniture cash boxes
<input type="checkbox"/>	006 009	Niche systems
<input type="checkbox"/>	006 010	Interior fittings for cupboards
<input type="checkbox"/>	006 011	Drawer furnishing
<input type="checkbox"/>	006 012	Mirrors
<input type="checkbox"/>	006 099	Other built-in parts

**Lighting systems, lights Electrical fittings for furniture production and interior works**

<input type="checkbox"/>	006 101	Movement and systems technology
<input type="checkbox"/>	006 102	Lighting systems, lights
<input type="checkbox"/>	006 103	Locking systems, electronic
<input type="checkbox"/>	006 104	Sensors
<input type="checkbox"/>	006 105	Cable Management
<input type="checkbox"/>	006 199	Other lighting systems and lights

**Portable machines, tools, equipment and aids for furniture production and wood interiors**

<input type="checkbox"/>	007 001	Work protection aids and equipment
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<input type="checkbox"/>	007 002	Brushes
<input type="checkbox"/>	007 003	Compressed air tools
<input type="checkbox"/>	007 004	Plugs and dowels
<input type="checkbox"/>	007 005	Dust extraction plant / Air purification facilities
<input type="checkbox"/>	007 006	Paint rollers
<input type="checkbox"/>	007 007	Springs, technical
<input type="checkbox"/>	007 008	Files
<input type="checkbox"/>	007 009	Mitre box saws
<input type="checkbox"/>	007 010	Portable boring machines
<input type="checkbox"/>	007 011	Portable milling machines
<input type="checkbox"/>	007 012	Portable circular saws
<input type="checkbox"/>	007 013	Portable saws
<input type="checkbox"/>	007 014	Cables
<input type="checkbox"/>	007 015	Compressors
<input type="checkbox"/>	007 016	Store equipment
<input type="checkbox"/>	007 017	Machines (non-stationary)
<input type="checkbox"/>	007 018	Machine tools
<input type="checkbox"/>	007 019	Measuring equipment
<input type="checkbox"/>	007 020	Nuts and bolts
<input type="checkbox"/>	007 021	Nails
<input type="checkbox"/>	007 022	Rivets
<input type="checkbox"/>	007 023	Paint brushes
<input type="checkbox"/>	007 024	Frame stapling machines
<input type="checkbox"/>	007 025	Rasps
<input type="checkbox"/>	007 026	Shelves
<input type="checkbox"/>	007 027	Screws
<input type="checkbox"/>	007 028	Screwing machines
<input type="checkbox"/>	007 029	Vises
<input type="checkbox"/>	007 030	Press for mounting of drawers
<input type="checkbox"/>	007 031	Clamping equipment
<input type="checkbox"/>	007 032	Clamping tools
<input type="checkbox"/>	007 033	Stamped and punched parts
<input type="checkbox"/>	007 034	Stamping and punching beds
<input type="checkbox"/>	007 035	Jigsaws
<input type="checkbox"/>	007 036	Pins
<input type="checkbox"/>	007 037	Conveying and handling equipment
<input type="checkbox"/>	007 038	Packaging materials
<input type="checkbox"/>	007 039	Packaging tools
<input type="checkbox"/>	007 040	Workshop equipment
<input type="checkbox"/>	007 041	Tools
<input type="checkbox"/>	007 042	Pliers
<input type="checkbox"/>	007 043	Folding rules

**Machinery for furniture production and wood interiors (stationary)**

<input type="checkbox"/>	008 001	Boring machines
<input type="checkbox"/>	008 002	Drilling and impressing automatic machinery for furniture hinges and structural fittings
<input type="checkbox"/>	008 003	Moulding machines
<input type="checkbox"/>	008 004	Forming machines
<input type="checkbox"/>	008 005	Machinery for joining with fasteners such as nails, staples, wire etc.
<input type="checkbox"/>	008 006	Multi-stage automatic machines for two or more different operations
<input type="checkbox"/>	008 007	Other cutting machines
<input type="checkbox"/>	008 008	Other machines for joining
<input type="checkbox"/>	008 009	Other machines
<input type="checkbox"/>	008 010	Mortising machines
<input type="checkbox"/>	008 011	Gluing machines
<input type="checkbox"/>	008 012	Packaging equipment

**Furniture and furnishing fabrics, leather**

<input type="checkbox"/>	009 001	Covering materials
<input type="checkbox"/>	009 002	Upholstery fabrics
<input type="checkbox"/>	009 003	Printed fabrics
<input type="checkbox"/>	009 004	Felts
<input type="checkbox"/>	009 005	Artificial leather
<input type="checkbox"/>	009 006	Leather
<input type="checkbox"/>	009 007	Ticking, mattress fabrics

Partner:

Customer no.:

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- 009 008 Special webs
- 009 099 Other furniture and furnishing fabrics for upholstery

**Upholstery materials, upholstery articles and accessories**

- 010 001 Steel strip
- 010 002 Piping and braiding
- 010 003 Wire
- 010 004 Cambric material
- 010 005 Fibres
- 010 006 Spring bands
- 010 007 Feathers
- 010 008 Filling fibres
- 010 009 Filling material
- 010 010 Non-wovens for upholstery and bedding
- 010 011 Threads
- 010 012 Rubber hair upholstery material
- 010 013 Webbing
- 010 014 Lifting slings
- 010 015 Cord
- 010 016 Plastic sections
- 010 017 Mattress accessories
- 010 018 Needle felts
- 010 019 Upholstery materials
- 010 020 Upholstery accessories
- 010 021 Trimmings
- 010 022 Horsehair upholstery material
- 010 023 Fabric ties
- 010 024 Twines
- 010 025 Woven braiding material
- 010 026 Tricot piping
- 010 027 Fasteners
- 010 028 Non-woven materials
- 010 029 Woven ties
- 010 099 Other upholstery materials and accessories

**Semi-finished products for upholstery, mattress and bed manufacturing industry**

- 011 001 Spring bases
- 011 002 Spring cores
- 011 003 Spring units
- 011 004 Shaped upholstery
- 011 005 Bonded fabric
- 011 006 Blanks
- 011 007 Foam rubber, Latex
- 011 008 Foam material
- 011 009 Spiral nets
- 011 010 Quilting
- 011 011 Water bed's accessories
- 011 012 Semi-finished products
- 011 013 Lashing straps
- 011 099 Other semi-finished products for the upholstery, mattress and bed manufacturing industry

**Machines, tools, equipment and aids for the upholstery industry processing**

- 012 001 Bale presses
- 012 002 Flocking equipment
- 012 003 Pressing equipment
- 012 004 CAD/CAM
- 012 005 Steam equipment
- 012 006 Wire handling and processing machines
- 012 007 Filling machines
- 012 008 Processing machines for filling materials
- 012 009 Stapling tools
- 012 010 Industrial sewing machines and accessories
- 012 011 Cushion machines
- 012 012 Button machines
- 012 013 Folding and cutting machines
- 012 014 Machines and equipment for production of upholstered furniture, mattresses and quilts

- 012 015 Machines for webbing
- 012 016 Mounting presses
- 012 017 Needles
- 012 018 Cutting equipment and machines (non-stationary)
- 012 019 Automatic upholstery machines
- 012 020 Upholstery frames
- 012 021 Cleaning agents
- 012 022 Tensioning tables
- 012 023 Special upholstery machines for car upholstery
- 012 024 Special sewing machines, automatic equipment and accessories
- 012 025 Special tools
- 012 026 Die-cutting machines and accessories
- 012 027 Upholstery machines for bottoms of chairs
- 012 028 Time-synchronised assembly lines
- 012 029 Test machines
- 012 030 Transport systems
- 012 031 Processing machines for foam systems
- 012 032 Cutting accessories
- 012 033 Packaging machinery
- 012 034 Industrial embroidery machines and accessories

**Ceilings, wall coverings and accessories**

- 013 001 Sound-damping panels
- 013 002 Beams
- 013 003 Covering materials
- 013 004 Boards
- 013 005 Ceiling coverings
- 013 006 Fire-retarding constructional elements
- 013 007 Plaster boards
- 013 008 Wooden ceilings
- 013 009 Battens
- 013 010 Beading
- 013 011 Panels
- 013 012 Profiles
- 013 013 Stucco decor
- 013 014 Wall coverings
- 013 015 Sub-structures

**Windows and accessories**

- 014 001 Sealing materials
- 014 002 Window sills
- 014 003 Window profiles
- 014 004 Window frames
- 014 005 Wooden windows
- 014 099 Other windows and accessories

**Parquet, cork and other wooden floorings**

- 015 001 Parquetry composite
- 015 002 Veneered flooring
- 015 003 Planed flooring planks
- 015 004 Edgewise slats
- 015 005 Inlay
- 015 006 Solid wood planks
- 015 007 Solid wood parquet
- 015 008 Multilayer cork flooring
- 015 009 Multilayer parquet
- 015 010 Mosaic parquet
- 015 011 Parquet slats
- 015 012 Sports flooring
- 015 013 Panel parquet
- 015 014 Full cork flooring
- 015 099 Other parquet, cork and other wooden floors

**Installation tools, installation and insulating underlays, surface protection**

- 016 001 Fixing systems
- 016 002 Adhesives
- 016 003 Oils



Main exhibitor:

Customer no.:

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 016 004 Waxes
**Mobile Spaces**

- 
- 024 001 Flooring
- 
- 
- 024 002 Sealing
- 
- 
- 024 003 Synthetic products
- 
- 
- 024 004 Leather
- 
- 
- 024 005 Lightweight construction
- 
- 
- 024 006 Lighting and electrical solutions
- 
- 
- 024 007 Machinery for the production of interior fittings
- 
- 
- 024 008 Manufacture of surfaces
- 
- 
- 024 009 Upholstery materials
- 
- 
- 024 010 Locking systems
- 
- 
- 024 011 Textiles and fibres
- 
- 
- 024 012 Adjustment mechanism

**Machines / Accessories for installing parquet and laminate floorings**

- 
- 017 001 Parquet floor care
- 
- 
- 017 002 Profiles
- 
- 
- 017 003 Skirtin boards
- 
- 
- 017 004 Stair edge systems

**Floorings and accessories**

- 
- 018 001 Floor coverings
- 
- 
- 018 002 Tiles
- 
- 
- 018 003 Plastic floor coverings
- 
- 
- 018 004 Laminate floorings
- 
- 
- 018 005 Stoneware floorings
- 
- 
- 018 006 Floors
- 
- 
- 018 099 Other floors and accessories

**Doors, gates and accessories**

- 
- 019 001 Sealing materials
- 
- 
- 019 002 Rotating doors
- 
- 
- 019 003 Folding doors
- 
- 
- 019 004 Double doors
- 
- 
- 019 005 Glass doors
- 
- 
- 019 006 Handle and grip systems
- 
- 
- 019 007 House doors
- 
- 
- 019 008 Wood doors
- 
- 
- 019 009 Inside doors
- 
- 
- 019 010 Doors-synthetic material
- 
- 
- 019 011 Country-style doors
- 
- 
- 019 012 In-fill panelling
- 
- 
- 019 013 Swinging doors
- 
- 
- 019 014 Door frames
- 
- 
- 019 015 Sliding doors
- 
- 
- 019 016 Plywood doors
- 
- 
- 019 017 Doors - period design -
- 
- 
- 019 018 Gates
- 
- 
- 019 019 Door elements
- 
- 
- 019 020 Frames
- 
- 
- 019 099 Other doors, gates and accessories

**Finished parts for interior fittings**

- 
- 020 001 Bath tubes
- 
- 
- 020 002 Shower cubicles
- 
- 
- 020 003 Folding wainscots
- 
- 
- 020 004 Railings
- 
- 
- 020 005 Radiator covers
- 
- 
- 020 006 Wooden stairs
- 
- 
- 020 007 Shop equipment
- 
- 
- 020 008 Metal stairs
- 
- 
- 020 009 Folding screens
- 
- 
- 020 010 Room dividers
- 
- 
- 020 011 Shelving systems
- 
- 
- 020 012 Mirrors
- 
- 
- 020 013 Stone stairs

- 
- 020 014 Partitions
- 
- 
- 020 015 Partition systems
- 
- 
- 020 016 Stairs
- 
- 
- 020 017 Staircase units
- 
- 
- 020 018 Stairtreads
- 
- 
- 020 019 Stair handrails
- 
- 
- 020 020 Wash basins

**Materials for interior fittings**

- 
- 021 001 Balcony panels
- 
- 
- 021 002 Structural elements of wood
- 
- 
- 021 003 Fastening materials
- 
- 
- 021 004 Bending wood
- 
- 
- 021 005 Damping materials
- 
- 
- 021 006 Veneers
- 
- 
- 021 007 Planed articles
- 
- 
- 021 008 Wooden turned parts
- 
- 
- 021 009 Wood, brushed
- 
- 
- 021 010 Wood, sandblasted
- 
- 
- 021 011 Wood glue components
- 
- 
- 021 012 Wooden pillars
- 
- 
- 021 013 Wooden tubes
- 
- 
- 021 014 Wood preservative agents
- 
- 
- 021 015 Wooden fencing
- 
- 
- 021 016 Insulating materials
- 
- 
- 021 017 Tiles
- 
- 
- 021 018 Wooden leafs
- 
- 
- 021 019 Lightweight panels
- 
- 
- 021 020 Moulding
- 
- 
- 021 021 Surface protection agents
- 
- 
- 021 022 Panel materials
- 
- 
- 021 023 Wood for profiles
- 
- 
- 021 024 Shelving boards
- 
- 
- 021 025 Laminate panels
- 
- 
- 021 026 Shingles
- 
- 
- 021 027 Sawn timber
- 
- 
- 021 028 Edge strips
- 
- 
- 021 029 Panels for covering
- 
- 
- 021 030 Panels for fitting
- 
- 
- 021 031 Wood plastic composites
- 
- 
- 021 099 Other materials for interiors fittings

**Information, Organisation**

- 
- 022 001 Industrial organisation systems
- 
- 
- 022 002 Industrial organisation aids
- 
- 
- 022 003 Computer
- 
- 
- 022 004 Trade and technical books
- 
- 
- 022 005 Trade and technical periodicals
- 
- 
- 022 006 Trade and technical journals
- 
- 
- 022 007 Cooperative advertising
- 
- 
- 022 008 Institutions
- 
- 
- 022 009 Trade fair companies
- 
- 
- 022 010 Associations

**Services**

- 
- 023 001 Consulting companies
- 
- 
- 023 002 Design
- 
- 
- 023 003 Data processing
- 
- 
- 023 004 Recycling/waste disposal
- 
- 
- 023 005 Logistics
- 
- 
- 023 006 Packaging
- 
- 
- 023 007 Licensing Organization
- 
- 
- 023 099 Other services

Main exhibitor:

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Customer no.:

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**Digital Printing**

<input type="checkbox"/>	025 001 Print Software and Design
<input type="checkbox"/>	025 002 Pre-Press and Design
<input type="checkbox"/>	025 003 Pre-Press Products and Chemicals
<input type="checkbox"/>	025 004 Digital Print Equipment
<input type="checkbox"/>	025 005 Sublimation/ Transfer Machines
<input type="checkbox"/>	025 006 Ink Systems
<input type="checkbox"/>	025 007 Finishing Equipment
<input type="checkbox"/>	025 008 Services and Information
<input type="checkbox"/>	025 099 Other

# SPECIAL CONDITIONS OF PARTICIPATION AT ORGATEC TOKYO 2024



ORGATEC TOKYO 2024  
29.-31.05.2024

## 1 The Fair, The Organisers, The Venue, The Dates

The Trade Fair ORGATEC TOKYO is being organised by

**Koelnmesse Co., Ltd**  
2F 3-5-2 Kojimachi, Chiyoda-ku,  
Tokyo, 102-0083 Japan

– Hereinafter referred to as the organiser.

The exhibition is being held from Wednesday 29th to Friday 31st May, 2024, at Tokyo Big Sight, Tokyo, Japan.

The exhibition is open to exhibitors on 27th to 31st from 08:00am to 06:00pm.

The exhibition is open to visitors on 29th to 30th from 10:00am to 05:00pm and 31st from 10:00am to 04:00pm.

The period for setting up and the period for dismantling shall be determined by the organiser as set out in the Exhibitor Service Manual. The period for dismantling sets the time frame in which the exhibitor has to leave (cf. II. (16) in the General Conditions of Participation).

## 2 Eligibility to Take Part

Exhibitors should be manufacturers of goods that are included in the nomenclature of the exhibition ("List of Goods" as stated in the application forms) and if they are produced by the exhibitor at his own manufacturing plant or are offered as parts or accessories thereof. Admission is also open to exhibitors displaying items or offering services which, in accordance with the List of Goods, are in keeping with the overall theme of the event, and which the exhibitor has had manufactured or offered under his own name.

In addition, importers and dealers may participate, if their application for ORGATEC TOKYO is approved by the manufacturer(s) of the respective products and brands and if they are not to be exhibited by the original manufacturer. The agreement of the manufacturer(s) must be documented upon request. In case of failure of this pre-condition, the organiser has the right to withdraw the acceptance of the importer and/or dealer.

The organiser will decide upon the acceptance of firms or products.

## 3 Participation Costs, Payment Terms and Cancellation Terms

Your participation will entail the following costs:

### Stand Costs – Exhibition, incl. local consumption tax

- In the halls per square meter excluding stand construction, excluding provision of stand partition walls (minimum size 24 m<sup>2</sup>): JPY 53,900
- The construction of the stand shall be obligated to the exhibitor.
- In the halls per square meter with standard shell scheme construction (minimum size 12 m<sup>2</sup>): JPY 78,100
- In the halls per square meter with premium shell scheme construction (A, B, C min. size 12 m<sup>2</sup> / D min. size 24 m<sup>2</sup>): JPY 97,900

The rented space in total must be divisible by 12 m<sup>2</sup> (12, 24, 36, etc.). The stand costs include the rent for the exhibition space for the entire duration of the event including the setting up and dismantling periods, a specific number of exhibitor and work badges, the use of all general technical and service facilities in the fair halls like lighting, ventilation, air conditioning, use of electricity on the stand, general surveillance of the halls and cleaning of the aisles; consulting on organizational matters by Koelnmesse Co., Ltd employees, catalogue entry according to Item 7. The stand costs do not include the installation and use of compressed air, the installation of water connections and the use of water on the stand.

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

If a written request to change (downsize) the assigned exhibit space(s) is received by Koelnmesse Co., Ltd, a downsize and / or re-allocation of the stand space is subject to the absolute discretion of the organiser. The exhibitor is obligated to pay Koelnmesse Co., Ltd liquidated damages of total participation fee of change (downsize) in the event that the original space cannot be rented to another participant before the commencement of the event.

If the Application for Main Exhibitor 1.10 is received by the organiser 100% of total participation fee incurred is due upon date of receipt. An invoice of the said amount will be issued and sent to you. This invoice is to be paid in full before commencement of the event according to the terms of payment as indicated on the invoice.

The afore mentioned payments may be made by wire transfer according to the terms of payment as indicated on the said invoices. All bank and administrative charges as well as foreign exchange differences are to be borne by exhibitors.

If an exhibitor fails to pay according to the above mentioned terms and payment schedule, the organiser reserves the right to release without notice to the exhibitor the stand space reserved for exhibitor.

If an exhibitor cancels its participation ON OR BEFORE 30. November 2023, the exhibitor shall remain liable to the organiser for liquidated damages in the amount of 25% of the total participation fee.

If an exhibitor cancels its participation between 1. December 2023 – 31. January 2024 (both dates inclusive), the exhibitor shall remain liable to the organiser for liquidated damages in the amount of 75% of the total participation fee. If the stand space in question cannot be rented to another participant before the commencement of the event, the exhibitor shall be liable to the organiser for liquidated damages in the remaining amount of 25% of the total participation fee.

If exhibitor cancels its participation AFTER 31. January 2024 or fails for any reason whatsoever to utilize the stand space allotted to him, the exhibitor shall remain liable to the organiser for liquidated damages in the amount of 100% of the total participation fee (including any balance due at the time of cancellation).

If a written request to change (downsize) the assigned exhibit space(s) is received by Koelnmesse Co., Ltd, a downsize and / or re-allocation of the stand space is subject to the absolute discretion of the organiser. The exhibitor is obligated to pay Koelnmesse Co., Ltd liquidated damages of total participation fee of change (downsize) in the event that the original space cannot be rented to another participant before the commencement of the event.

The stand costs for the shell scheme construction include: (cf. also Application for Main Exhibitor 1.10/2 "Shell Scheme Specification") General setting up and dismantling of the stand, incl. all additional costs consisting of:

- General hall cleaning of the aisle
- Laying carpet over the entire booth area
- Booth partition walls (rear and side walls) as per stand space
- Fascia board with Company Name
- Booth furniture per booth: as specified in Form 1.10/2 "Shell Scheme Specification"

The stand costs do not include the installation and use of compressed air and water connections on the stand.

### Co-exhibitors

As far as accommodation of other companies or firms will be permitted on the stand (cf. figure V. (2) in the General Conditions of Participation, whereas co-exhibitors and additionally represented companies will be treated as the

same), their application will be free-of-charge. This includes the basic catalogue-entry according to item 7.

All and any costs caused by the co-exhibitor or services additionally ordered shall be payable separately by the main exhibitor.

#### 4 Fitting and Arrangement of the Stands

(a) Please take into account that where necessary hall pillars and other permanent construction features are contained in the rented stand spaces, the participation fee is calculated on the basis of the exact measurements of the stand space allocated

(b) Stand construction will only then commence if the exhibitor orders standard stand construction.

(c) Any planned structure exceeding 4 metre must be approved in advance by Koelnmesse Co., Ltd and the hall proprietor in writing. The stand must be constructed to comply with the dimension of the space allocated. Plans for non- standard structures or designs for stands with meeting rooms or where technical calculations are required, as well as plans for technical fittings should be submitted to Koelnmesse Co., Ltd and the hall proprietor in duplicate for perusal not later than 6 weeks prior to the beginning of the event.

In the event of these plans having to be scrutinised by the proprietor of the halls, Koelnmesse Co., Ltd shall assume responsibility for forwarding them as commissioned by and for the account of the exhibitor and shall notify the exhibitor of the outcome. Koelnmesse Co., Ltd will not release the exhibitions space in question for construction work until the results of the inspection have been received.

Any other fitting and arrangement of the stand is left to the exhibitor but should be appropriate for the event in question. The exhibitions company's name must be clearly visible on each stand.

Each Shell Scheme exhibitor will receive a stand design with number of the booth according to the stand confirmation. The stand design has to be clearly visible during all the exhibition time.

#### 5 Exhibitor Badges and Badges for Stand Construction Personnel

As an exhibitor you will receive:

Size of booth	Quantity of badges
Up to 17 sqm	3 nos.
18 – 26 sqm	6 nos.
27 – 35 sqm	9 nos.
36 – 72 sqm	10 nos.
More than 72 sqm	15 nos.

The badges will be valid from the first day of the setting up period until the last day of the dismantling period.

#### 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 Catalogue

Koelnmesse Co., Ltd issues for its fairs and exhibitions a catalogue which includes an alphabetical list of firms, a list of goods and advertisements. This makes the catalogue an important and up-to-date source of reference for all interested persons and also provides it added value after the fair. The corresponding catalogue entry form is provided within the Exhibitor Service Manual.

All entries in the catalogue must be submitted to Koelnmesse Co., Ltd or to the company commissioned by Koelnmesse Co., Ltd by the deadline of the entries. The organiser of the fair reserves the right to commission a third company with the production of the catalogue.

Koelnmesse Co., Ltd does not accept any liability for printing errors, incorrect placing, mistakes and other gaps or faults in printing. The advertiser shall be responsible for the subject matter of advertisements and entries and for any omission or mistake resulting from them.

#### 8 Verbal Agreements

Any verbal agreements, individual permissions and exceptions outside the framework of this contract are not valid until confirmed in writing by the organiser.

#### 9 Exhibitor Service Manual

After signing the application form and the formal admission of the exhibitor by the organiser, the exhibitor will receive the Exhibitor Service Manual. In this manual the exhibitor can order the different free-of-charge and charge-able services (such as e.g. additional furniture, additional stand cleaning, extra stand security, etc.) that the organiser offers.

#### 10 Intellectual Property Rights

Koelnmesse Co., Ltd, as a professional organiser for international exhibition, respects and expects our Exhibitors to respect the lawful rights of the owners of intellectual property rights. For the purpose of protecting the lawful rights of the owners of intellectual property rights and facilitating the handling of intellectual property infringement complaints at the exhibition held by Koelnmesse Co., Ltd, Koelnmesse has set out the intellectual property protection rules to be complied with at the exhibition in the Exhibitor Service Manual according to the relevant Japanese laws and regulations. Please refer to the Exhibitor Service Manual for details.

#### 11 General Conditions of Participation

We would like to draw your attention to the provisions contained in the General Conditions of Participation for Trade Fairs outside Germany. All legal relationships between you and the organiser are subject exclusively to the laws of Japan. The house rules and the regulations set down in the Special Section of the Conditions of Participation form part of the contract.

#### 12 Personal Data Privacy Policy

Your personal data privacy is important to us and the organiser is highly committed in respecting and managing personal data collected through this application form. Please refer to the organizer's website at <http://www.koelnmesse.com.sg/koelnmesse-personal-data-privacy-policy> for the policy details. By signing this application form, the exhibitor acknowledges and agrees to be bound by this policy in respect of how your personal data will be collected, used and (where required) disclosed by the organiser.

# GENERAL CONDITIONS OF PARTICIPATION FOR TRADE FAIRS OUTSIDE GERMANY

## General Conditions of Participation

### I. Application

1. By signing and returning the registration form, these General Conditions of Participation shall – together with the Special Conditions of Participation – be acknowledged as legally binding. The information and data being provided by the exhibitor will be electronically saved by the organiser but always observing the regulations stipulated under the applicable Data Protection Laws and such information will be transmitted or disclosed to third parties only to fulfil contractual duties.

2. The regulations stipulated in the Special Conditions of Participation shall prevail over the regulations stipulated in these General Conditions of Participation should there be a conflict between the regulations stipulated in the Special Conditions of Participation and the regulations stipulated in these General Conditions of Participation. The house rules, the technical specifications and the regulations stipulated in the Special Conditions of Participation constitute also a part of the contract.

3. The application shall constitute a legally binding offer of the exhibitor to conclude a contract from the date the organiser receives the application, irrespective of acceptance; the application cannot be appended with conditions or reservations.

### II. Acceptance / Transfer of Stand Space / Contractual Obligation

1. The organiser shall accept the application in accordance with the Conditions of Participation, which apply to all participants (acceptance).

2. The acceptance is subject to the organiser's discretion. If the number of application forms complying with the requirement profile and received by the organiser prior to the expiration of the registration period exceeds the number of available exhibition space, the organiser shall have the right to make a discretionary decision regarding the admission of applicants to the exhibition.

3. The exhibitor may be disqualified from admission to the exhibition, if the exhibitor failed in the past to fulfil his financial obligations vis-à-vis the organiser at any time, or if he failed to fulfil such financial obligations within the prescribed period of time.

4. The legally binding contract shall be concluded upon written notification of acceptance. Should the content of the acceptance differ from that of the application (registration), the contract shall be concluded under the terms of the acceptance – even if the acceptance differs from the application – unless the applicant objects in writing within 2 weeks after receipt of the acceptance. At the beginning of the period, the organiser has to particularly point the exhibitor to the right to object and the consequences of the non-objection in writing. The same shall apply, if it is necessary to postpone the event or to transfer the venue of the event, provided that the change can be regarded to be reasonable; in this case, the corresponding notification of change from the organiser shall supersede the admission.

5. The acceptance only applies to the respective event, the company or corporation applying, its products and services. Products, which do not conform to the list of permitted goods, must not be exhibited at the trade fair.

6. The organiser allocates stand space in accordance with the exhibits being registered to belong to a certain topic or theme within the exhibition.

7. There is no legal entitlement for the allocation of stand space in a certain hall or in a certain hall area. If deemed necessary by the organiser, the organiser is entitled to subsequently allocate the stand space other than stated in the acceptance, to change the size and dimensions of the stand space, to relocate or close entrances or exits from and to the stand and to undertake structural changes in the exhibition halls without legal claims against the organiser, provided there is substantial cause for doing so. In the event of a reduction in stand space size, the exhibitor will be credited with the prorated difference arising from the correspondingly lower space cost. The exhibitor will be notified without undue delay, if the stand space becomes unavailable due to reasons, which are beyond the organiser's control. In this

case, the exhibitor will be entitled to a reimbursement of the participation fee. Any further claims for damages, exceeding the aforementioned reimbursement, shall be expressly excluded.

8. Any complaints by the exhibitor must be submitted in writing without undue delay but at the latest while the event is in progress; the organiser cannot consider complaints at a later date.

9. Furthermore, the organiser shall have the right to rescind the contract for a substantial cause. Such a substantial cause shall be constituted, in particular, if an admissible application for opening insolvency proceedings against the exhibitor's assets has been made or such an application has been dismissed due to lack of funds. The exhibitor must inform the organiser of such circumstances without undue delay.

10. The organiser is entitled to rescind the contract, if the event utilization falls below 50 % of the rental stand space. In this case the organizer is not liable for any damages or losses but has to refund already paid fees or down payments.

11. After the binding registration and the consequent acceptance, release from the contractual relationship is not possible without the organiser's consent.

12. The organiser may agree to the request for release from the contract only in exceptional cases, e.g. if the stand space in question can be rented to another exhibitor. In this case, the organiser is entitled to demand liquidated damages in the amount of 25% of the participation fee without providing any proof. The exhibitor shall have the right to prove that a damage or loss has not been incurred or that the quantum of damage or loss incurred is considerably less. In addition to the liquidated damages, the exhibitor is liable for catalogue fees and other costs and expenses, which in particular, have been incurred as a result of a claim by a third party. The occupancy of stand space by an already accepted and allotted participant by means of a stand exchange does not constitute a mitigating form of stand area rental.

13. Should the exhibitor fail to assume the stand space allotted to him at the beginning of the construction period, the organiser will demand the exhibitor to assume the stand space by setting a reasonable timeframe.

14. Should the timeframe set in accordance with II 13 fruitless expire, the organiser shall have the right to rescind the contract and to assert a claim for damages due to non-performance.

15. The following cases will fall solely within the exhibitor's scope of risk:

- the products, which have been stipulated for the presentation, cannot be introduced at the venue of the event due to legal requirements prevailing there or due to other reasons, or
- such products do not arrive in time, do not arrive undamaged or do not arrive at the venue of the event at all – e.g. as a result of any loss, delay in transport or customs, etc. – or
- The journey, the journey of the exhibitor's employees or the exhibitor's stand or installation personnel is delayed or becomes impossible. The exhibitor will in all these cases remain under the obligation to pay all the contractual charges and fees agreed upon.

16. After the exhibition has ended the exhibitor is obliged to leave and return the allotted stand space in a condition that equals the condition when the exhibitor took over the stand space. The timeframe in which the exhibitor has to leave shall be determined by the organiser in the Special Terms of Participation. Should the exhibitor fail to comply with this obligation to vacate in time, the organiser is entitled to remove the exhibitor's belongings from the exhibition place on the exhibitor's expense. Furthermore the organiser shall have the right to sell the exhibitor's belongings and to set off claims against him.

### III. Construction and Arrangement of Stands

1. All stand constructions and stand designs must comply with statutory safety regulations, and comply with the specified requirements stipulated in the Special Conditions of Participation.
2. All stand construction service providers must have a special permit from the organiser in order to construct the trade fair stands in the exhibition halls. Any additional technical services that may be required, particularly the installation of electricity, water and safety devices, the recruitment of local auxiliary personnel, etc., may be ordered exclusively through the organiser by means of special order forms and against a separate charge, whereas the charges shall be in accordance with the usual charges being market price at the place of venue.
3. For the duration of the event the stands must display the exhibits and be staffed by personnel as stated in the acceptance.
4. The organiser is entitled to demand the removal of exhibits from the stand, which could constitute a considerable disruption to the operation of the event or put the safety of exhibitors and visitors at risk due to their door, noise, other emissions or appearance. Furthermore, the exhibitor will be responsible for ensuring compliance with all statutory provisions of the host country. In case of non-compliance, the organiser shall also have the right to demand the removal of exhibited articles or the forbearance of a certain activity. Should the exhibitor fail to comply with this demand without undue delay, the organiser is entitled to have the exhibits in question removed at the exhibitor's expense and risk and to close the exhibitor's stand, without any claims for loss or damages against the organiser.
5. The exhibitor is obliged to co-ordinate the construction and design measures for his stand with the organiser in advance. The organiser has to notify the exhibitor about any requested amendments or alterations as early as possible. Furthermore, the exhibitor is obliged to inquire about the relevant statutory regulations, laws etc. or building regulations on his own initiative. Should the exhibitor violate those regulations, the organiser is entitled to vacate or alter the stand on the exhibitor's expense. The organiser does not assume liability for any information provided by him.

### IV. Participation Fee and Other Costs / Terms of Payment

1. The amount of the participation fee, the down payment as well as the flat-rate cost of energy will be calculated according to the rates specified in the Special Conditions for Participation. The Invoicing amount will be calculated on the basis of the total stand floor space as allocated and will not exclude any projecting or overhanging parts, pillars, installation connections and other permanent internal fittings.
2. After the exhibitor's admission, the exhibitor will receive an invoice for the participation fee and other costs and possibly a registration fee invoice. The invoice less the down payment must be paid not later than 10 weeks before the commencement date of the event. The aforesaid invoice amount is to be paid in full without any deductions. Invoices being issued less than 10 weeks prior to the commencement date are due immediately.
3. The organiser is entitled to request a down payment whereas the due day of such down payment is stipulated in the Special Conditions of Participation or the down payment invoice. The rates contractually agreed upon (in the acceptance) are net fixed rates plus legally applicable taxes.
4. The organiser shall have the right to increase the rates by the amount of the corresponding cost increment in the event of any increase in its own prime cost, particularly as a result of higher production, purchasing and labour costs as well as higher fees, taxes and other fiscal charges imposed at the venue of the event. Should the increment exceed 10 % of the rates being published by the Organiser in the application forms the Organiser grants the exhibitor the right to terminate the contract within 10 working days from the date of the receipt of such an increment notice.

5. The payment of all invoices on or before the due date shall be a prerequisite for the occupation of the stand space.
6. Failure to conduct payment in time will result in interest charges amounting to 6% per annum. Should the damages incurred by the organiser exceed this interest amount, he shall be entitled to these additional damages. The claim for compensation will cease or be reduced, if the exhibitor may prove that the organiser has incurred substantially less or no damage as a result of the payment default.
7. Should settlement of the invoice not be effected within the deadline (due date), the organiser is entitled to terminate the contract.
8. As a security for all claims the organiser might have against the exhibitor, the organiser has a pledge on all movable objects belonging to the exhibitor on the stand area.
9. Any services that the organizer has provided will be invoiced either in EUR, in USD or in another currency to be determined by the organiser at the organiser's discretion. The exhibitor is obliged to pay the amount and currency stipulated on the invoice ("billing currency"). Should the organiser, as a courtesy, accept settlement of the invoice in a currency other than the billing currency, such payment must be calculated based on the conversion on the official buying rate of the billing currency on the date of payment. Any exchange rate losses in relation to the billing currency after the invoice becomes due for payment are at the exhibitor's expense.
10. Any complaints relating to the invoice must be made in writing, without undue delay, at the latest 2 weeks after receipt; complaints submitted at a later date cannot be considered.
11. Any projecting or overhanging parts, pillars, installation connections and other permanent internal fittings in the stand space do not entitle the respective exhibitor to any reduction in the participation or other costs.
12. The organiser shall also be entitled to the payment of the full amount, should the exhibitor fail to fulfil any of his contractual obligations. This does not affect further claims for damages. Should the organiser fail to fully or partially fulfil his contractual obligation, the exhibitor is entitled to a proportional reimbursement of any payments already made by the exhibitor. Exceeding claims are excluded in accordance with section VII.
13. In the event of counter claims being made against those claims arising from the contract, the exhibitor may only set off or assert his right of retention in as far as these claims are undisputed or have been awarded by an enforceable judgement.
14. Should an invoice upon request of the exhibitor be sent to a third party, this does not constitute any waiver of claims or obligations of the exhibitor. The latter remains obliged to pay until such time as the account receivable has been settled in full.
15. All payments being due to the organiser must be made in full without deductions, whereas bank charges, currency exchange fees etc. have to be borne by the exhibitor or debtor.

### V. Co-exhibitors, Additional, Group and Joint Stands

1. Stand spaces shall be rented out only as a whole unit and only to one contracting party. The exhibitor is not permitted to relocate, exchange, share, or in any other way make the stand space allocated to him completely or partially accessible to third parties, without the prior consent of the organiser.
2. Use of the stand area by another company with its own products and own staff (co-exhibitor) requires a special application for admission and the consequent approval by the organiser. This also applies to companies for which one of the requirements mentioned (own products or own staff) is not fulfilled (additionally represented company). Companies, which are members of a corporate group as well as subsidiaries, are considered to be co-exhibitors. The organiser reserves the right to demand an additional participation charge and other costs for the admission of co-exhibitors/ additionally represented

companies. Such charges and costs will be invoiced to the exhibitor.

3. Co-exhibitors and additionally represented companies are accepted only under the conditions stipulated in section II of these General Conditions of Participation; these Co-exhibitors and additionally represented companies are equally subject to the Conditions of Participation as they apply to exhibitors.

4. Should an exhibitor accommodate a co-exhibitor or an additionally represented company without the express permission of the organiser, this shall entitle the organiser to immediate termination of the entire contract and to have the stand space vacated at the exhibitor's risk and expense.

5. After the acceptance has been received, the contractual relationship remains exclusively between the organiser and the exhibitor, who is liable for his and the co-exhibitor's and the additionally represented company's non-performance, breach of contract etc.

6. Should several exhibitors wish to participate at the event together on one stand, the General and Special Conditions of Participation are binding for each exhibitor. In addition, they are obliged to name a contact person in their application, jointly appointed as an authorized representative. Moreover the conditions stated in section IV apply analogously. In the event of permitted joint use of the stand space, all exhibitors are liable to the organisers for payment of the participation and other costs and the fulfilment of other obligations – regardless on which legal grounds – as co-debtors.

## VI. Domestic Authority

1. The organiser has the right to establish rules of the house for every event. These rules come into force after their publication at the place of the event. The rules of the house become part of the contract. There is no obligation to hand out these rules of the house to each exhibitor and the exhibitors have to inform themselves about the content of the rules of the house.

2. The organiser shall exercise domestic authority throughout the exhibition area. The organiser is entitled to have exhibits removed from stands if their display contravenes statutory laws, is offensive or do not comply with the list of permitted goods.

3. The promotion of political and ideological contents is prohibited. In the event of serious offences against these Conditions of Participation, the organiser is entitled to close the stand or have it vacated.

## VII. Warranty / Liability / Insurance

1. The organiser does not assume any obligation to exercise proper care of exhibits, stand fittings and objects, which are the property of the stand personnel. Any liability for damages and losses is expressly excluded, if it is possible to underwrite the risks. This does not affect the liability incurred by wilful acts or grossly negligent misconduct. This exclusion of liability is not affected by security measures of the organiser.

2. Within the scope of liability, the statutory regulations concerning the burden of proof shall continue to apply; they will not be affected by this clause except in cases concerning liquidated damages.

3. It is recommended to conclude an exhibition insurance policy, which can be obtained via the Exhibitor Service Manual. In addition the exhibitor may order special security measures by applying so with the corresponding form in the Exhibitor Service Manual.

4. The exhibitor is liable to the organiser for any damage inflicted on the organiser, provided that such damage is attributable to the exhibitor's culpable (wilful action or negligence) action or the culpable action of the exhibitor's personnel, the exhibitor's employees or any third party which the exhibitor has appointed or any other third parties, whose services the exhibitor is using for the purpose of fulfilling his obligations.

5. Instead of proving the quantum of an incurred damage, the organiser shall be entitled to demand liquidated damages in the amount of 25 % of the participation fee (including rent and additional services) without providing any

proof. However, in this case the exhibitor shall have the right to prove that a damage or loss has not been incurred or that the quantum of the damage or loss incurred is less than the liquidated damage. The organiser may choose to claim damages exceeding the amount of 25 % of the participation fee if the organiser can prove such higher damage.

6. The exhibitor is obliged to strictly comply with the Technical Guidelines, which will be handed over to the exhibitor by the organiser, as well as with the information from the organiser's circular letters with regard to questions on the preparation and implementation of the event. The exhibitor is furthermore obliged to inform himself about legal requirements and necessary permits and to obtain the same.

7. The organiser may request from the exhibitor to obtain an insurance to cover certain risks, which have been specifically addressed to the exhibitor.

8. In the event of any claims regarding fatal injuries, bodily or health injuries, the organiser shall be liable for damages caused intentionally or by gross negligence in accordance with statutory obligations. Other contractual and/or legal damage claims of any type, including damage claims for consequential damages, shall be excluded, unless the damage was caused by the intentional or grossly negligent action of the organiser.

9. The foregoing limitations of liability shall apply, to the full extent, to the executive organs, employees, legal representatives, persons employed in performing an obligation and vicarious agents, whose services are used by the organiser for the performance of the contract. However, all claims shall be restricted to the payment of typical, foreseeable damages. Furthermore, the organiser shall be liable for every culpable infringement of an essential contractual obligation. Essential contractual obligations shall include only those contractual obligations, which are indispensable to the execution of the contract. This applies to all claims, which could arise as a result of, and in connection with, this contract. If the organiser is compelled to temporarily vacate or permanently close the exhibition area or parts thereof, to postpone, shorten or extend the event as the result of a force majeure, or for other reasons beyond his control, the exhibitor is not entitled to any claims, in particular, not to claims for damages or losses against the organiser.

10. The responsibility of the event organiser is limited to fault in all cases without prejudice to any limitations of liability under these Conditions of Participation. If a contract provides for the procurement of certain items, the organiser does not assume the risk of procurement, unless expressly agreed otherwise in individual cases.

11. The warranty period for deliveries of new items is 1 year if there is no shorter statutory warranty period applicable. For second hand articles, any liability based on warranty is excluded. There is no warranty or liability for normal wear and tear, force majeure, faulty or negligent handling, excessive demands or failure to comply with statutory provisions or operating instructions.

12. The exhibitor shall be liable and bear the risk for all damages incurred during transportation to and from the exhibition venue including all damages incurred during transportation within the exhibition building.

## VIII. Period of Limitation

Any claims of the exhibitor, which may be asserted against the organiser and which may arise from the contractual relationship, as well as all other claims relating thereto, shall become time-barred after one year, unless a shorter statutory limitation period applies or the liability of the organiser results from an intentional action. The longer statutory limitation period for tortious claims, fraudulent intent and culpable impossibility of performance shall remain unaffected. The limitation period shall commence at the close of the month, in which the closing date of the event falls.

## IX. Reservations / Final Provisions

1. The exhibitor is solely responsible for compliance with all the laws, guidelines, and other regulations being applicable at the place of venue of the event, even if the contents of the organiser's conditions for participation deviate from such regulations. The exhibitor must inquire about the relevant regulations prevailing at the venue of the event promptly and comprehensively, and thereby obtain the required information. The organiser will not assume any liability for damages and other losses, which might result from any non-compliance with this obligation.

2. The organiser shall have the right to postpone, shorten, extend or cancel the event, as well as to terminate the event temporarily or definitely, as well as individually or collectively, if such an action is required due to unforeseen events such as force majeure, natural disasters, wars, disturbances, strikes, breakdown or obstruction of traffic and communication. In the event of any postponement, shortening, extension or termination, the exhibitor shall not be entitled to the payment of any resulting damages, which the exhibitor may suffer. The exhibitor shall have the right to rescind the contract, if he loses interest in participating because of such an action and if the exhibitor consequently waives the reservation for the stand space allotted to him. Upon full knowledge of the change, the rescission of the contract must be declared in writing and without undue delay.

3. In case of the cancellation of an event, the organiser shall not be liable for damages and/or other losses, which might be incurred for the exhibitor. Upon request of the organiser, the exhibitor will be obligated to defray a reasonable share of the expenses resulting from the preparation of the event. The amount of the share to be paid by each exhibitor shall be stipulated by the organiser after consultation with the business organizations concerned, whereas the maximum shall be 5% of the total costs. By signing the application form the exhibitor acknowledges the organiser's Conditions of Participation (the General and Special Sections) together with all other regulations relating to the contractual relationship, as legally binding.

4. Should these provisions be or become partially legally invalid or void, this shall not affect the validity of the remaining provisions or the contract. In this event, the parties bind each other to replace the invalid provision with a valid provision that comes to the commercial purpose of the invalid provision as close as possible. The same applies to loopholes.

5. All agreements, approvals and alterations to the contract must be made in writing. The same shall also apply to any amendment or waiver of this written-form clause itself.

## X. Place of Fulfilment / Place of Jurisdiction

1. Place of fulfilment for monetary obligations of the exhibitor – no matter on which legal basis – shall be the principal place of business of the organiser as far as there is no other place of fulfilment stipulated in the Special Terms of Participation.

2. The place of jurisdiction, also in cases involving documents, bills of exchange and cheques shall be the principal place of business of the organiser. At its option, the organiser shall also be entitled, to lodge claims at the court of the place where the exhibitor has his place of business or his branch.

3. The entire legal contractual relationship between the exhibitor and the organiser, including any annexes and schedules shall be governed and interpreted in accordance with the substantive laws (but without reference to the conflict of law rules) of **Japan**.

## XI. Data Protection Notice:

1. Koelnmesse would like to stay in touch with you in the future, in order to keep you appropriately informed of events and similar services. We need to collect your name and email address for the aforesaid purpose. We will only process your personal data when sending you information by e-mail about future similar trade fairs/events/platforms that are organized all over the world.

2. You understand that the email will be sent by Koelnmesse as well as its responsible subsidiaries abroad and its commercial agents.

3. You can withdraw your consent at any time by sending an email to [dataprivacy@koelnmesse.de](mailto:dataprivacy@koelnmesse.de).

*Status: 06 / 2020*



## 1 Controller/Contact

The Controller as defined under the data protection laws is

Koelnmesse GmbH  
Messeplatz 1  
50679 Cologne, Germany

Our Data Protection Officer can be contacted as follows:  
[datenschutz-km@koelnmesse.de](mailto:datenschutz-km@koelnmesse.de)

For trade fairs outside Germany, our Data Protection Officer can be contacted as follows:  
[dataprivacy@koelnmesse.de](mailto:dataprivacy@koelnmesse.de)

## 2 Your rights as data subject

If your personal data are processed, you are a data subject as defined in the GDPR and you have the following rights with respect to the Controller:

### Right of objection

**You have the right to file an objection at any time against processing of your personal data, carried out on the basis of Art. 6 (1) sentence 1 lit. e) or f) GDPR, for reasons resulting from your particular situation. This also applies to any Profiling based on these provisions.**

**The Controller will then no longer process your personal data, unless he/she can demonstrate compelling reasons for the processing warranting protection, and these prevail over your interests, rights and liberties, or if the processing is for the purpose of asserting, exercising or defence of legal entitlements.**

**If your personal data are processed in order to carry out direct advertising, you have a right to file an objection at any time against the processing of your personal data for the purpose of such advertising. This also applies to Profiling insofar as it is connected with such direct advertising.**

**If you object to processing for the purpose of direct advertising, your personal data will no longer be processed for these purposes.**

**In connection with the use of services of the information society and notwithstanding Directive 2002/58/EC, you have the possibility of exercising your right of objection via automated procedures that use technical specifications.**

You can demand **information** on whether we process personal data concerning you. If such processing is carried out, you can demand further information on this processing, in particular the purposes, categories of personal data, recipients or the categories of recipients, planned storage duration etc.

You have a right to **correction** and/or completion of your data

You can demand the **restriction of the processing** of your personal data under certain circumstances: If the processing of your personal data has been restricted, these data — with the exception of their storage — can only be processed with your consent, or for the assertion, exercise or defence of legal entitlements, or to protect the rights of another natural or legal person, or for reasons of an important public interest on the part of the EU or a member state.

Under certain circumstances, you can demand the **erasure** of the personal data concerning you. If the Controller has made your personal data public and is obliged to erase them, he/she shall, with consideration for the available technology and implementation costs, take appropriate measures, including of a technical nature, to inform Controllers, responsible for the data processing and processing the personal data, that you, as data subject, have demanded that they delete all links to these personal data, or have demanded the deletion of copies or replications of these personal data.

If you have asserted the right of rectification, erasure or restriction of processing with respect to the Controller, the latter is obliged to inform all recipients, to whom your personal data have been disclosed, of this rectification or erasure of the data or of the restriction of processing, unless this proves to be impossible or involves disproportionate expense. You have a right with respect to the Controller to be **informed** of these recipients.

You have a right to **receive** your personal **data**, provided by you, in a structured, commonly-used and machine-readable format. You also have a right to insist that these data be transferred directly to another controller, insofar as this is technically possible. Liberties and rights of other persons must not be impaired as a result.

You have the right to **revoke** your data protection **declaration of consent** at any time. Revocation of the consent shall not affect the legality of the processing, carried out on the basis of the consent, up until the revocation. Within certain limits, you have the right not to be subjected to a decision, based exclusively on automated processing — including Profiling — that is legally effective against you or that significantly impairs you in a similar manner.

## 3 Right to complain to a supervisory body

Notwithstanding any other administrative-law or judicial remedy, you have a right to complain to a supervisory authority, in particular in the member state of your residence, your place of work or the place of the suspected violation, if you are of the opinion that the processing of your personal data violates the GDPR.

The supervisory body with which the complaint has been filed, will inform the complainant of the status and the results of the complaint, including the possibility of a judicial remedy pursuant to Art. 78 GDPR.

## 4 Information in the event of data collection via third parties

If we collect your personal data via third parties, this can involve the following categories of personal data: name, contact data as well as further information, for example concerning your responsibilities. If we do not receive these contact data directly from you, we receive them from the company for which you work and/or with which we are in contact. This can involve in particular an exhibitor or another cooperation partner with which we exchange services.

The possibility also exists of us receiving your contact data from commercial agents working for us.

## 5 Purposes and legal basis of the processing

a) If you conclude a contract with us, we process your data for contract initiation, execution and settlement. This concerns the purchase of tickets as well as the contractual relationship as exhibitor, if you are acting as a natural person, for example businessman, in this respect. This also includes the creation of user accounts on the platforms offered by us, unless a separate data protection notice on the handling of your data is provided there. The data processing can also be for the purpose of administering your participation in an event or competition.

The legal basis for the handling of your data is Art. 6 (1) sentence 1 lit. b) GDPR, if this handling concerns the contractual exchange of services with you.

b) We may possibly also process data on you even if you yourself are not a customer, but rather a contact person of a business or cooperation partner.

In this respect, the legal basis for the handling of your data is Art. 6 (1) sentence 1 lit. f) GDPR.

c) We process your data in order to provide you with the accreditation for this event. If you have given your consent during accreditation, your data will be

used to send you press information. To do so, your data will be stored in our database even after the event is over.

The legal basis for the handling of your data is Art. 6 (1) sentence 1 lit. b) GDPR, if this handling concerns the contractual exchange of services with you. Insofar as you have given your consent to the sending of press information, Art. 6 (1) sentence 1 lit. a) GDPR is the legal basis for the handling of your data. You can revoke such consent at any time with effect for the future.

d) We also process data for other purposes that are in our interests, specifically in order to:

- provide you with product information concerning relevant products and services.
- carry out measures aimed at improving and developing services and products, so as to be able to approach you individually with customised offers and products.
- carry out market and opinion research, or have this carried out by market and opinion research institutes. This enables us to obtain an overview of the transparency and quality of our products, services and communication, and to align or design these in the interests of our customers.

The legal basis for this handling of your data is Art. 6 (1) sentence 1 lit. f) GDPR, § 7 (3) UWG as well as Art. 6 (1) sentence 1 lit. a) GDPR, provided you have issued consent. You can revoke any such consent at any time with effect for the future.

e) As far as your data are collected exclusively for the purpose of traceability of new infections with the Coronavirus SARS-CoV-2, the legal basis for the handling of your data is § 2a CoronaSchVO NRW.

## 6 Justified interest

If we use data within the framework of the above weighing-up of interests, our justified interest lies in enabling direct advertising (see Recital 47 GDPR), provided your privacy-law interests do not outweigh our advertising interests in each individual case.

If we use data in the context of contract initiation or fulfilment with a business or cooperation partner, our interest when handling your data lies in enabling and maintaining a dialogue with the respective business or cooperation partner, typically within the framework of a contractual or other relationship. If you act as contact person in this respect — typically in your function as employee of these companies — you typically have no opposing interest if this interaction with us is part of your work duties.

## 7 Recipients of your data

If and insofar as you have issued us with corresponding consent, we shall forward your data within the limits of this consent.

We shall also forward your data to service providers who are bound by instructions and whose work supports the provision of our services for you, on our behalf and in accordance with our instructions. These can be IT service providers, print service providers, call centres if you call in, and similar service providers. In addition, we pass on your data to third parties if and insofar as this is necessary to fulfil the contract concluded with you and order processing is out of the question.

In individual cases we also forward your data to third parties who use the data on their own responsibility: finance and tax authorities, police and investigation authorities (given the existence of a legal basis), official registration bodies (if forwarding is prescribed by law), insurance companies, banks and lending institutions (payment processing), market partners, commercial agents, auditors, lawyers, accountants or similar third parties.

## 8 Transfer of data to a third country

The transfer of data to third countries is planned if this is necessary for fulfilment of a contract, or if you issue us with express consent to forward the data to third parties.

If we transfer your data to service providers or group companies outside the European Economic Area (EEA), the transfer will only be made if the third country has been certified by the EU Commission as having an adequate level of data protection (Art. 45 (1) GDPR), or given the existence of other adequate data protection guarantees as defined in Art. 47 GDPR.

## 9 Duration of the storage of your data

If we have received your data for the processing of the contractual relationship with you as ticket purchaser or as natural person, as exhibitor, or for the purpose of an advertising approach or for the processing of your participation in an event or competition, we shall store your data and shall erase these after the event or when the contractual relationship with you has ended, when all reciprocal claims have been fulfilled and if no other statutory retention obligations or statutory justifying reasons for the storage exist. If you have a user account, your user data will be stored until this user account is deleted.

If we have collected your data solely on the basis of the CoronaSchVO NRW, these data will be stored or deleted in accordance with the periods resulting from this regulation.

If you have given us your consent (e. g. to receive information on products and services or press releases), we will store your data until you revoke your consent.

Retention obligations exist in particular under the German Commercial Code (HGB) and the German Tax Code (AO). If such obligations apply and concern documents with your data, we shall erase your data upon expiry of the statutory retention obligations. As a rule therefore ten years from the end of the year in which the contractual relationship with you has ended.

If we use your data in the context of the contract initiation or fulfilment with a business or cooperation partner, we shall store your data and shall erase them as soon as these are no longer required, for example if our relationship with the business or cooperation partner ends, if you yourself no longer act as contact person or similar.

## 10 Necessity of providing your data

The provision of the data by you and the collection of the data by us for the processing of the contractual relationship with you as ticket purchaser or as natural person or as exhibitor, is necessary for conclusion of the contract. Without the data we cannot conclude a contract with you or provide invocable services. This also applies if you wish to create and use a user account or to be accredited as a media representative.

The same applies in cases in which you wish to be approached by us for advertising purposes, or wish to participate in events or competitions.

If we collect your data in the context of contract initiation or fulfilment with a business or cooperation partner, the provision of the data is typically necessary for the contractual relationship with the company for which you work; we would be typically unable to provide services without the data.

## 11 Automated decisions in individual cases or Profiling measures

No automated decision making or profiling takes place, neither for the creation and execution of the contractual relationship with you, nor for advertising approaches, nor for the processing of your participation in events or competitions.

If you have a user account on one of our platforms and are logged in there, we evaluate your interests on the basis of the actions you have taken in order to send you information on products and services tailored to your interests. An automated decision making process does not take place.

(last amended 15 September 2020)



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