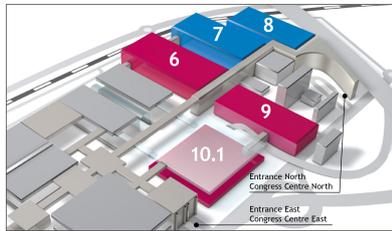


Essential information

Please also refer to our enclosed Conditions of Participation.



HALL LAYOUT 2021



- Hall 6: Public spaces/Playground equipment/Outdoor fitness/Sports equipment/Gymnasium/Sports halls
- Hall 9: Sports facilities/Sports halls/Sports equipment/Ice sports
- Hall 10.1: Sports surfaces of all kinds/Sports facilities construction/Stadiums/Sports facilities/Cleaning & maintenance/Recycling
- Halls 7 and 8: aquanale



The registration documents include

Essential information

- 1.10 Registration for main exhibitor*
 - 1.11 Enclosure to the registration for main exhibitor
 - 1.20 Registration for co-exhibitors
 - 1.21 Registration for additionally represented companies
 - 1.30 List of Goods*
 - S.12 Complete stand FSB
- *Must be returned**

Conditions of Participation Special Section
Conditions of Participation General Section

1 Opening times

- For exhibitors: Tuesday to Thursday from 9 a.m. to 7 p.m.,
Friday from 9 a.m. to 5 p.m.
- For visitors: Tuesday to Thursday from 10 a.m. to 6 p.m.,
Friday from 10 a.m. to 4 p.m.

2 Registration

To register the **Online Registration** on the FSB website needs to be used. The application forms must be completely filled in and be sent to Koelnmesse by clicking on the button "submit binding application".

Alternatively **Form 1.10**, filled out completely with stamp of your company seal and have a responsible person sign it, can be submitted. The registration is only valid when accompanied by the list of goods on **Form 1.30**.

Co-exhibitors* or additionally represented companies* are required to be registered using **Form 1.20/1.21**. A separate list of goods – **Form 1.30** – must be filled in for each of these companies.

*see Item V of the General Section of the Conditions of Participation

3 Participation fees

Renting a stand area costs:
188.00 Euro/m² early-bird discount (Registration until January 31st, 2021)
205.00 Euro/m² standard rate (Registration from February 1st, 2021)

In addition, a flat rate electricity fee of 10.50 Euro per m² and AUMA fee of 0.60 Euro per m² are charged. Furthermore entry in the Marketing Package costs 1,200.00 Euro (details please see Item 3 of the Special Section of the Conditions of Participation).

Koelnmesse shall be entitled to charge a reasonable down payment for the services used for the event in question – e.g. electrical and water connections,



FSB 2021

International Trade Fair for

Public Space, Sports and Leisure Facilities,
26.–29.10.2021

stand cleaning, etc. The down payment for services shall be assessed on the basis of the services charged for the previous event. The down payment for exhibitors who have not participated in the previous event shall total 19.00 Euro per m² – plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions.

Once the event has ended, a separate final invoice for services will be issued; the down payment will be applied towards this amount. The invoice shall fall due for payment immediately following receipt. If the amount of the down payment should exceed the fees actually incurred for services, the amount by which the down payment exceeds actual charges shall be refunded to the exhibitor. The exhibitor shall have no claim to payment of interest on the down payment.

All prices are net prices and do not include the obligatory VAT.

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

4 Marketing services (Marketing Package)

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

1,200.00 Euro per main exhibitor, group organiser and group participant
250.00 Euro per co-exhibitor and additionally represented company

Our official contractual partners will provide you with all order information and documents for the marketing services offered. Please note that your company's participation requires Koelnmesse's approval. Therefore, this approval is also a prerequisite for any offers or order confirmations.

Please note: The editorial and advertising deadline is 03/09/2021.

A note on unofficial exhibitors' directories

So-called registration offers for seemingly official exhibitors' directories lead to confusion and enquiries from numerous exhibitors. Without having been asked, the providers of these exhibitors' directories are sending forms that give the impression that these are galley proofs or invoices from the publisher commissioned with publication of the official fair media. In fact, however, these so-called registration offers are order forms for an entry in directories of companies or exhibitors and do not involve the official fair media of Koelnmesse GmbH. The official media are exclusively issued by Koelnmesse GmbH, in cooperation with the media publisher commissioned by Koelnmesse GmbH. Entries in the official fair media can only be ordered through Koelnmesse GmbH or through the media publisher commissioned by Koelnmesse GmbH for the media in question.

5 Turnkey stands / Koelnmesse stands

Tel.: +49 221 821-3998, Fax +49 221 821-3999

E-mail: services@exhibitor.koelnmesse.de

Koelnmesse offers turnkey stands. Why not take advantage of this service? These stands are available in various designs. You will find the corresponding order forms on the website of FSB: www.fsb-cologne.com.

6 Construction times

Start of construction period: Wednesday, October 20th, 2021, 6 a.m.
End of construction period: Monday, October 25th, 2021, 6 p.m.
(Detailed hall opening times see Special Participation Conditions, Item 1.3.)

7 Dismantling times

Dismantling may begin not earlier than 4 p.m. on Friday, October 29th, 2021.
End of dismantling period: 2 p.m. on Monday, November 1st, 2021.
(Detailed hall opening times see Special Participation Conditions, Item 1.3)

Please consider that November 1st is a public holiday in North Rhine-Westphalia.

8 Stand space confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand space as of March 2021.

9 Technical guidelines / services

You can find our Technical Guidelines on our website www.fsb-cologne.com or at the online ordering system www.service.fsb-cologne.com. Here you will also find all our services. Please note the deadlines by which individual services must be ordered. You will receive the login data for the Koelnmesse Service-Shop in a separate letter in connection with your stand space confirmation in spring 2021.

10 Stand height / special constructions

Maximum heights:
Hall 6: 8.00 m
Hall 7: 8.00 m
Hall 8: 8.00 m
Hall 9: 8.00 m
Hall 10.1: 5.00 m

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

As long as the technical guidelines are observed when designing and erecting stands, there is no need to submit for approval drawings for onestorey stands that do not exceed the permitted height. All other stands and designs must be approved, particularly if the stand features special structures or meeting areas, or static calculations are required. Plans must be submitted in duplicate for approval by Koelnmesse in good time before the work is carried out, and at least 6 weeks before the event commences. These documents, which can be scrutinized, consist of ground plans, views and design cross sections with all measurements.

See Item 4 of the Special Section of the Conditions of Participation

11 Scale-drawings of stands

A sketch of the stand on a scale of 1 : 200 will be supplied with the stand space confirmation in order to clearly identify any built-in units on your stand space.

12 Invoicing

You will receive the invoice for the stand area starting in August 2021. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

The information on the invoice address given on the form 1.10 and 1.11 is binding. Issuing a new invoice for reasons for which Koelnmesse GmbH is not responsible is subject to a fee. A flat-rate fee of 100.00 Euro will be charged for each new invoice.

13 Withdrawal / non-participation

You can revoke your registration at any time until you receive the admission / stand space confirmation. A withdrawal / non-participation fee of 500.00 Euro will be invoiced in such cases. As a rule, the exhibitor can no longer be released from the contractual relationship once the admission / stand space confirmation has been received. Exceptions to this rule can be made if the space that becomes available as a result of withdrawal or non-participation can be rented to another party. In such instances 25% of the participation fee (but a minimum of 500.00 Euro) will be charged to defray the costs incurred. If the stand cannot be re-rented, the full participation fee must be paid. See Item 3.8 of the Special Section of the Conditions of Participation and Item II of General Conditions of Participation.

14 Reimbursement of VAT

As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service – a so-called event service – in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of the VAT (UStAE). The place of performance for such services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging any German VAT. If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, foreign exhibitors (proprietors) may receive a refund of the invoiced VAT provided they fulfil the legal requirements.

Further details are available on the Internet at: www.bzst.bund.de.

15 Exhibitor passes

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

- three passes for a stand of up to 20 m²
- one pass for each further unit or part unit of 10 m² up to a stand area of 100 m²
- one pass for each further unit or part unit of 20 m² above this area

The codes for the passes are provided to the customer in digital form and must be redeemed online via the FSB ticket shop. After the event, we will only invoice you for the passes that are actually used and that go beyond the free quota.

16 Work passes

You will receive free passes that allow people commissioned by you or who work on your behalf to access the exhibition centre in order to construct or dismantle your stand. You will receive the passes digitally with the exhibitor passes.

17 Koelnmesse representatives abroad

Koelnmesse has representative offices in 80 countries. They will gladly assist you at any time. A list of these offices is available within this folder or on the Internet at www.koelnmesse.com

18 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-	Email:
FSB Project Team			
Director Bettina Frias	-2268		b.frias@koelnmesse.de
Sales Manager Philip Scheffler	-2837		p.scheffler@koelnmesse.de
Sales Manager Claudia Camminady	-3243		c.camminady@koelnmesse.de
Project Assistant Elke Hermanns	-2587	-2565	e.hermanns@koelnmesse.de
Additional Exhibitor passes, catalogue, entrance ticket vouchers	-2994	-3437	tickets@koelnmesse.de
Technical services (down payment, electricity, water, cleaning, etc.)	-3998	-3993	technik-services@koelnmesse.de
Press	-2960	-3544	v.decloedt@koelnmesse.de
Protocol	-2502	-3402	c.martini@koelnmesse.de
Accounts department	-2378	-3174	m.riegermann@koelnmesse.de
Koelnmesse-Service-Portal	-3666	-3999	koelnmesse-service-portal@koelnmesse.de
Congresses, special events, conference rooms	-2201	-3430	m.cimino@koelnkongress.de
Security office:			
Messewache East	-2550, -2549	-3450	O.Messewache@koelnmesse.de
Messewache North	-2551, -2552	-3780	N.Messewache@koelnmesse.de
Stand construction	-3998	-3999	services@exhibitor.koelnmesse.de
Marketing services (advertising spaces)	-3224	-3501	s.thonnett@koelnmesse.de
Event Engineering	-2709 -2948	-3419	h.adams@koelnmesse.de p.spina@koelnmesse.de
Car parking	+49 221 98945330	-3999	parkticket-kws@wis-sicherheit.de
Truck parking	-2670	-3429	r.gersch@koelnmesse.de
Forwarding agents (customs clearance / storage / transport) – Schenker	+49 221 981310	+49 221 98131-8890	fairs.koeln@dbschenker.com
Marketing Package, advertising material	+49 221 821-2824	+49 221 821-3999	marketingpaket@koelnmesse.de
Insurance	+49 221 77155824	+49 180 202505059	services@exhibitor.koelnmesse.de
Security	-2838 -2818	-3435	m.moenig@koelnmesse.de m.popodi@koelnmesse.de
Arranging personnel– Hostesses / Service staff – Construction and dismantling staff	+49 221 2849206 -2882	+49 221 8800066 +49 221 45559636	pts@pts-services.com services@exhibitor.koelnmesse.de
Catering in Conferences and Offices	+49 221 284 8584		aramark@catering-koelnmesse.com
Restaurants / stand catering	+49 221 284 8584		aramark@catering-koelnmesse.com
Hotel accommodation	-2479	-3739	a.wegner@koelnmesse.de
Visitor Service	+49 180 5603500	-991030	fsb@visitor.koelnmesse.de