

USA PAVILION - RAW SPACE EXHIBITORS



Dear Raw Space Exhibitor,

To assist you and your booth builder we require you to provide us with the following information:

**PLEASE RETURN COMPLETED
FORM BY DECEMBER 12, 2024**

Exhibiting Company, Booth #: _____

BOOTH BUILDER

- Co. Name: _____
- Contact Name: _____
- Phone: _____
- Email: _____

- Co. Name: _____
- Contact Name: _____
- Phone: _____
- Email: _____

Included with your RAW Space Service Package:

- Daily cleaning & general overnight security
- Full-service exhibitor lounge & meeting rooms
- Refreshments, snacks, & bar service, lunch available for purchase in the lounge
- On-site management and interpreter services
- Preshow promotion to European dealers/distributors & press
- Networking opportunities & events

The following items are **NOT included** and need to be ordered by you, or your booth builder:

- Pre-Show cleaning & waste removal
- Electrical installation/power drop
- Any building services such as: water connection, compressed air, rigging, phone, fax, dedicated Internet connection etc.

The renderings of your selected booth design company have to be submitted to us for final approval by: January 14, 2025

Attached are the technical guidelines as well as the show's Conditions of Participation. **Note that the maximum height cannot exceed 4 meters.**

As the group organizer, Koelnmesse, Inc. will receive all invoices for our group participants for services rendered from Koelnmesse GmbH. This includes all electrical orders, water, exhaust vent, compressed air, rigging, phone, fax, Internet etc.

Please contact George van Brenk at 773-326-9927 or via e-mail at: g.vanbrenk@koelnmesse.us for your login information.

All orders placed directly with Koelnmesse GmbH will still be billed to the group organizer, Koelnmesse, Inc. It is therefore **possible** that we may have to invoice you after the show. Please understand that invoices after the show need to be paid **within 14 days after** receipt of the invoice.

Contact Name: _____ Date: _____

Signature: _____

RETURN COMPLETED FORM BY THURSDAY, DECEMBER 12, 2024
e-mail: g.vanbrenk@koelnmesse.us

IDS SHOW RULES:

Stand construction is not included with the RAW Space package. Koelnmesse will erect partition walls only if this is necessary for safety reasons due to the installation of water pipes or electrical systems.

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

If stand construction and/or stand design do not comply with the aforementioned regulations, the organizer may demand that the construction or design be immediately changed or eliminated. If you do not immediately comply with the organizer's demand, the organizer has the right to have the criticized structure changed or eliminated at your risk and cost. Koelnmesse has the right to have a stand fully or partially closed for important reasons, especially if they involve serious safety concerns. Claims of all kinds - especially claims for damages - are excluded in these cases.

The exhibitor is responsible for ensuring that all regulations are complied with. The exhibitor must supervise construction personnel and other persons working for him/her to make sure they adhere to the regulations.

The **maximum stand construction height is 4.00m**. This is also the maximum allowable height for all company and product signs and all types of advertising. Constructions suspended from the ceiling to illuminate the trade fair stand (insofar as they are not connected to the stand and do not form a visual unit with it) may, **with the written permission of the organizers**, be attached higher than the maximum construction height of 4.00 meters. **Two story-constructions are not allowed.**

Assuming that the Technical Guidelines are observed when designing and erecting stands, there is no need to submit for approval drawings for one story stands in the halls. 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.

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

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

Nevertheless, if an infringement of the relevant provisions is found to have been committed, Koelnmesse can, for this reason, also refuse to provide the notice of approval. The exhibitor is also aware of the fact that in exceptional cases at his/her request and on his/her account the stand construction documents must be submitted to the responsible authorities for scrutiny.

Irrespective of official approvals of the stand, any objections made by Koelnmesse concerning the stand must be immediately complied with. In case of imminent danger, Koelnmesse is entitled to determine at its absolute discretion the measures necessary and have them implemented at the exhibitor's expense.

If at all possible, the trade fair company (Koelnmesse) will try to provide the stand in the desired form. The following terms are used for the stands:

- Terrace stand: one side open
- Corner stand: two sides open
- Two-corner stand: three sides open
- Island stand: four sides open

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

The stand must be constructed to comply with the form of the stand confirmed. The arrangement of the stand is left to the exhibitor but should be appropriate for the event in question.

The exhibitor has to obtain information on the load capacity of the hall floor and the hall headroom. Only the on-site measurements apply to stand space.

Banners, company signs and other objects are not permitted to encroach into the aisles.

For complete rules please follow these links:

General Conditions:

[Koelnmesse General Conditions](#)

Special Conditions:

[IDS Special Conditions](#)