



27.01.-30.01.2019

## Important information for exhibitors

### Opening hours ProSweets Cologne

For exhibitors: 8:00 a.m. - 7:00 p.m.

For visitors: 9:00 a.m. - 6:00 p.m.

### Stand build up and dismantling

Start of build up: Thursday, 24.01.2019, 8:00 a.m.

End of build up: Saturday, 26.01.2019, 8:00 p.m.

Start of dismantling: Wednesday, 30.01.2019,  
6:00 p.m.

End of dismantling: Saturday, 02.02.2019, 6:00 p.m.

On Saturday, 26.01.2019, at 8:00 p.m. all aisles have to be free.

Please note that dismantling on Wednesday, 30.01.2019 is not allowed earlier than 6:00 p.m. ProSweets Cologne will close at 6:00 p.m. on the last day of the fair. You may begin dismantling your stands after that time. Lorries may drive onto the exhibition center grounds after 08:00 p.m..

### Maximal overall height

The maximum overall height of stand structures and inclusive advertising may not exceed 4.50 meters. In individual cases, depending on constructional and technical issues, a stand height going beyond 4.50 meters can be agreed upon request by Koelnmesse. Structures on the boundaries of neighboring exhibitors may not have advertising/promotional material above 2.50 meters. Please also note the [Technical Guidelines](#).

### Exhibitor passes for stand personnel/Work passes for stand build up and dismantling of stand

Together with your stand space rental invoice, you will receive several free exhibitor and work passes from Koelnmesse. The exhibitor passes are also valid during stand construction and dismantling periods. The exhibitor pass enables free entrance to ProSweets Cologne and to ISM. Furthermore, you can use these passes for free travel on buses, trams and trains operated by the KVB (Cologne Municipal Transport Authority) and the VRS (Rhein-Sieg Transport Authority). Please do not leave your passes at home. We cannot supply you with additional passes free of

charge. If you need more exhibitor passes, they can be ordered against a fee by [form Z.01](#).

If you should require additional work passes (only valid during the construction and dismantling period) please contact us via e-mail [prosweets-cologne@koelnmesse.de](mailto:prosweets-cologne@koelnmesse.de)

### Storage space

Additional storage space in the hall can be ordered against a fee. If you need storage space please contact Mrs. Sandra Stroscherer via e-mail [s.stroscherer@koelnmesse.de](mailto:s.stroscherer@koelnmesse.de).

### Heavy and bulky goods

The transport of **vehicles, machines etc. over 3.000 kg or 20 kN per m<sup>2</sup>** in the exhibition halls is only permitted after prior notification of the exhibition facilities - technical issues department. For any help required, please contact phone tel. +49 221 821-3666, e-mail: [approval@koelnmesse.de](mailto:approval@koelnmesse.de)

### Koelnmesse-Service-Portal/ Stand Construction

In the [Koelnmesse-Service-Portal](#) you have the possibility to book various Koelnmesse services online, for example electrical and water installations, parking permits and furniture. If you are exhibitor for the first time on ProSweets Cologne you received the log-in data by e-mail shortly after your stand space confirmation. If you have already participated at ProSweets Cologne you can use your login from the previous event.

Contact: Tel. +49 221 821-3666 or via e-mail [koelnmesse-service-portal@koelnmesse.de](mailto:koelnmesse-service-portal@koelnmesse.de).

### **IMPORTANT:**

In order to ensure a smooth build up, please make your orders for suspension points, electricity, compressed air, water, etc. until the 28.11.2018 in the [Koelnmesse-Service-Portal](#). This increases the predictability and improves the control capabilities of the affected service providers before they are build up for the ProSweets Cologne.

Please note that the rental fee for stand area does not include the costs for any constructions. It is the price for the raw space. If you need stand construction you

can order stand packages via the [stand configurator online](#), too. Your contact: Mrs. Michaela Kröll  
Tel. +49 221 821-2936 or via e-mail  
[m.kroell@koelnmesse.de](mailto:m.kroell@koelnmesse.de)

### Waste disposal

The exhibitors are responsible for the proper and environmentally compatible disposal of waste produced during the construction, operation and dismantling of the stands. Under "Waste disposal" in the order media of [Koelnmesse-Service-Portal](#) a cleaning company can be authorized by Koelnmesse to be commissioned to provide waste disposal services. Non-disposed waste will be charged at the exhibitor's expense.

### Logistics

Please note the [traffic guidelines](#) and [vehicle admission](#) on our homepage. Therein you will find all important information about construction and dismantling, road closures and vehicle weight restrictions around the exhibition center as well as forwarder company contacts. Please give this information to your drivers, forwarder and the stand construction personnel!

Contact for logistics:

Mr. Thomas Krohm, Tel. +49 221 821-2978 or via  
e-mail: [t.krohm@koelnmesse.de](mailto:t.krohm@koelnmesse.de)

### Co-Exhibitors

Please check if you have informed us on the co-exhibitors on your stand according to [form 1.20](#) and [form 1.30](#). These companies must be registered in preparation of the event. Only then do the visitors at the fair have the opportunity to find all represented companies, either through the information provided by the information terminals, or via the "Exhibitor Search" on the internet. Thus, you will provide an additional communicative link between the potential buyers and yourself as an exhibitor.

### ProSweets Cologne-Party

The exhibitors and visitors can bring the trade fair day to a pleasant close at the ProSweets Cologne Party. They will have the opportunity to hold interesting dialogues and establish new contacts while enjoying live music, snacks and a cool beer. Come celebrate and dance to live music! A registration is not required. We look forward to seeing you.

Time: Monday, 28. January 2019 as of 6:00 p.m.

Place: Hall 10.1 H 91/J 99

### Free advertising materials/ Advertising space

Be sure to put your company in the spotlight before ProSweets Cologne begins. Keep your customers informed and attract visitor's attention with online and print advertising materials which you can order in the [Media Shop](#). Your contact: Neureuter Fair Media GmbH, Tel. +49 201 36 547 - 212, e-mail  
[prosweets@neureuter.de](mailto:prosweets@neureuter.de)

For your [advertisement](#) on the fairground or on advertising surfaces in the hall please contact  
Mrs. Silvia Thonnett, Tel. + 49 221 821-3224 or e-mail  
[s.thonnett@koelnmesse.de](mailto:s.thonnett@koelnmesse.de).

### Business Tickets

Show your appreciation and invite your customers and potential business partners to ProSweets Cologne 2019 with a Business Ticket at a special price of only EUR 29.00. The Business Ticket enables your customer to enter the ProSweets Cologne and ISM fair and it is a free public transport ticket which enables for the public transport for buses and trains in the extended network of the Rhein-Sieg Transport Authority (VRS). Exempted are Deutsche Bahn AG trains that are subject to a surcharge (e.g. IC/EC or ICE trains). You only pay the used tickets. Please click [here](#) for the order form and for more information.

### Free database of new products

New, improved or further developed products, innovative concepts and marketing strategies are of special interest to the media and trade visitors. In order to make it easier for journalists to discover important new products in the sector, Koelnmesse provides this [database of new products](#) for the use of all ProSweets Cologne exhibitors. It is up to every exhibitor to decide. You can register up to five products. Your contact for the database of new products:

Mrs. Anja Scheidt, Tel. +49 221 821-2366 or e-mail  
[a.scheidt@koelnmesse.de](mailto:a.scheidt@koelnmesse.de)

### Matchmaking365

Visitors can already get in contact with the ProSweets Cologne exhibitors prior the beginning of the fair by means of the online tool matchmaking365; i.e. they can directly get information on products and agree appointments with exhibitors. The matchmaking365-tool is available on our homepage for 365 days after the fair. Please [click here](#) to find further information on Matchmaking 365. In order to get in touch with you, we need your contact details from [form 2.10](#) (No. 3). It is possible to send your contact details now.

### Press information

Publish all company-relevant information in the online press compartment six weeks before the start of the trade fair. The contents can be continually updated and can be accessed worldwide for up to 12 weeks after the fair.

The perfect complement is the real press compartment in the press center. Here you have exclusive access to the attending journalists. You can book the press compartment package [online](#) or via the [Koelnmesse-Service-Portal](#).

## Promotion and publicity outside your stand space

Please note that you are not authorized to promote your products or make any publicity for your company outside your designated stand(s) (e.g. in or in front of the halls, on the parking lots or entrance areas).

## Parties at your stand

Please note that any party at your stand must be approved by us beforehand. If you are planning a party, please inform us 6 weeks before in writing, by Fax +49 221 821-99 3997 or e-mail [prosweets-cologne@koelnmesse.de](mailto:prosweets-cologne@koelnmesse.de).

## Noise

Please conduct any possible demonstrations in such a way that your neighbors are not subjected to any acoustic disturbance. Please check also point 5.13 of our [Technical Guidelines](#) for detailed information.

## Stand invoice/Payment on time

We kindly request that you check whether your invoices have already been settled, as punctual payment of the stand rental fee is a prerequisite for accessing your stand.

## Accommodation

Your room enquiry can be entered [here](#). If you have still not arranged any accommodation for the fair, Ms. Astrid Wegner will be pleased to help you. Tel. +49 221 821-2479 or via e-mail [a.wegner@koelnmesse.de](mailto:a.wegner@koelnmesse.de)

## Security advice

To enable you to focus completely on your business while you are here, we would like to give you some security advice. Koelnmesse has implemented a variety of measures to ensure security on the fair grounds. However, your help is crucial to avert thefts. On the following you will find information about how you can effectively protect your possessions.

### During construction times:

- all hall entrances are open
- goods and construction elements are carried indoors and outside
- no control in the halls of the movement of goods is possible

### Therefore:

- leave valuables in the hotel or carry them on your body. Do not put them down anywhere.
- decorate your stand, but bring expensive goods/items only on Sunday morning, if possible

### During the fair:

- Koelnmesse GmbH ensures a general surveillance of the halls
- this does not include specific monitoring of individual stalls

- lock valuables overnight, take them into the hotel, order security guard for your own booth and procure insurance. You will find more details to our security advice [here](#).

## Your stay in Cologne

During your stay in Cologne outside the ProSweets Cologne please find [here](#) a map of Cologne and several proposals for restaurants, bars, sights etc.

## Catalogue

A fair catalogue of ProSweets Cologne will be ready to be collected at the info counter in hall 10.1 (stand H 91/J 99).

## Exhibitor services on-site

Your exhibitor service office will provide you with help and advice on all organizational problems. You can reach us from 24 January 2019 in the Service Centre East (Passage 10/11 together with the ISM team).

**Sandra Stroscherer**  
Sales Manager  
Tel. +49 221 821-2814

**Sabine Müller-Brinkmann**  
Project Assistance  
Tel. +49 221 821-2055

**Julia Kölsch**  
Director  
Tel. +49 221 821-2466

At the end of the exhibition, please contact **the hall inspector** of hall 10.1 if you need any help or information during the dismantling period. Tel. +49 221 821-1555