



Important Information

Asia-Pacific Sourcing
Cologne, 25-27 February 2019

Stand construction and dismantling

Construction Period **Start:** Thursday, February 21, 2019, 7:00 a.m.
 End: Sunday, February 24, 2019 by 8:00 p.m.

Please note that Monday, 25 February 2019, is the first official exhibition day. Stand construction must therefore be completed by **8:00 p.m. on Sunday, 24 February 2019**.

Be sure to remember transport means to make your work easier, such as trolleys or hand trucks. These cannot be hired at the exhibition centre.

During the construction period, only people with valid work or exhibitor passes can enter the exhibition grounds. We would like to point out that Koelnmesse does not assume liability for the safety of unauthorized people.

Dismantling Period **Start:** Wednesday, February 27, 2019, 5:00 p.m.
 End: Thursday, February 28, 2019, 23:59 p.m.

Due to following events the dismantling period ends the very **28 February 2019 at 23:59 p.m.** Please inform you stand constructors about this compelling dead line.

For organizational reasons, you are not permitted to begin dismantling your stand before 5:00 p.m. on the last day of the trade fair. Furthermore, exhibits may not be removed from the trade fair halls before 5:00 p.m. Please understand that we cannot allow any exceptions to this rule. This is in your best interests and those of our visitors. For reasons of security, you should keep a particularly close eye on your products and materials etc. during this time. We recommend that you order a corresponding insurance policy and security services.

Driving on to the exhibition ground

Please note our information concerning the traffic. Due to building measures and closures, traffic restrictions will likely be in place near the trade fair grounds. Please also give this information as well as the [traffic guidelines](#) and [vehicle admission plan](#) to your drivers and stand construction teams.

Technical guidelines

The staff of the Event Engineers Department will be happy to help you with approval of your stand construction. Koelnmesse has drawn up [technical guidelines](#) for all of the trade fairs. These guidelines are binding on all exhibitors and organizers.

For further information please contact:

Mr. Bruno Wermann, Tel. +49 221 821-2773, b.wermann@koelnmesse.de

Delivery of your exhibition goods

Please send your delivery to the following address:

Koelnmesse GmbH
Asia-Pacific Sourcing
Exhibitor name xxx
Hall xx Aisle x Stand xxx
Messeplatz 1
50679 Köln, Germany

Please note that our trade fair personnel are not authorised to receive or store your exhibition goods for you. However, if necessary, you can store the material until the beginning of the stand construction period with our contracted forwarding agents:

Schenker Tel. +49 221 98131-0, Fax +49 221 98131-8890

Services to be ordered at the Koelnmesse-Service-Portal

Please be sure to submit all required information and orders at the [Koelnmesse-Service-Portal](#) on time.

Opening Hours

February 25 + 26:

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

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

February 27:

For exhibitors: from 8 a.m. - 5 p.m.

For visitors: from 9 a.m. - 5 p.m.

Asia-Pacific Sourcing is open for trade visitors only.

Important safety information

Tighter controls will be carried out during the Asia-Pacific Sourcing and construction and dismantling phase in the halls and on the entire site. Please instruct your employees and all persons who are employed in connection with the construction and dismantling of your stand explicitly to wear a valid exhibitor or work pass at any time with them.

Exhibitor passes

Please don't forget to bring your exhibitor passes! The passes, which you have received together with your invoice of the participation fee, entitle you to admission to Asia-Pacific Sourcing on every day of the fair. We cannot replace lost exhibitor passes without charging a fee. Additional exhibitor passes can be ordered by using form [Z.01](#), subject to a fee.

Work passes

You received also free work passes together with your invoice for the participation fee. Work passes allow people to access the fairgrounds in order to construct and dismantle your stand. These passes are only valid up to the start and after the end of the event and do not entitle holders to enter the grounds during the event.

Co-exhibitors

Please check whether you have informed us about all represented co-exhibitors, brands or companies at your booth. This is the only way to ensure that trade visitors can find all represented brands, be it at the information terminals or with the help of the online visit planning system. Take advantage of the opportunity to enter all companies whose products you will be presenting at your stand. For registration please use form 1.20 for applying co-exhibitors.

Stand party

Please note that any parties at the stands must be approved by Koelnmesse beforehand. If you are planning a party, please inform us in writing, by e-mail: i.hamacher@koelnmesse.de or by fax to +49 221 821-2456.

Direct sales

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. Please note in this regard that Item 6 of the Conditions of Participation (Special Section) is an essential part of your contract.

No Copy!

We want your participation at the trade fair to be successful. It is important to ensure that everything goes smoothly, not only from the point of view of organization but also from a legal point of view. We are particularly concerned about protecting your rights and want to assist you as much as we can in any action you might take against product piracy. You'll find corresponding information and help in the passage 10/11 counter 16+17 during the fair. If your company's products are protected, please be sure to bring all corresponding documents to the trade fair.

Fair guides

Fair guides will be available at the Service Centre East. With our online exhibitor search you can already conduct targeted searches for information about the other exhibitors and their product ranges.

The fairguides will be delivered to the organizers of the group participations on the eve of the fair (Sunday 24.02.2019) on the joint stand.

The fair guide is exclusively produced by Koelnmesse and the publisher, Neureuter Fair Media, commissioned with its production!

If you are contacted by other publishers in connection with an imprint in a catalogue or for a recording on a CD, you should take a very close look at these offers, and if necessary, to be on the safe side, ask us for advice.

Hotel services

If you have not yet booked hotel accommodation, why not take advantage of our favourable deals with our partner hotels? For more information please contact Ms. Asbeck from Koelnmesse GmbH on Tel. +49 221 821-3857 or online at <http://www.koelnmesse.com/Koelnmesse/Travel-and-Accommodation/overnight-stay/>

Payment on time

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

Down payment for additional costs

After the invoice of the participation fee, you will receive a separate invoice for the down payment for additional costs. The invoices for the down payment for additional costs were sent in December 2019 and are due immediately upon receipt. To ensure that your stand construction runs smoothly, we ask you to check whether you have paid the invoice before the trade fair begins.

Exhibitor Services on-site

From 22. February 2019 the Asia-Pacific Sourcing team will be at hand in the Service Centre East, Passage 10-11. If you have any questions, please do not hesitate to contact us by e-mail asia-pacificsourcing@koelnmesse.de or under the known telephone numbers.

Waste Disposal

All exhibitors stand constructors etc. commissioned by the exhibitor are obliged to dispose of their waste in a proper manner. You can order stand cleaning and several containers for waste disposal online by using the Koelnmesse-Service-Portal:

<https://shop.koelnmesse.de/kmesse/kmksp/ksp/kspLogin.jsp>

Yours sincerely
Asia-Pacific Sourcing Team
Koelnmesse GmbH