

IMPORTANT INFORMATION FOR EXHIBITORS

veganfach

02.-03.11.2018

Opening hours veganfach

For exhibitors: 09:00 a.m. - 7:00 p.m.

For visitors: 10:00 a.m. - 6:00 p.m.

Friday 02.11.2018 10:00 a.m. - 2:00 p.m. access to trade visitors only.

From Friday 02.11.2018 2:00 p.m. to Saturday 03.11.2018 6:00 p.m. consumers also have access to veganfach.

Entrance

Entrance South exhibition hall 3.1

Stand construction and dismantling

Build up period:

Wednesday, 31 October 2018, 8:00 a.m. to 8:00 p.m.

Thursday, 1 November 2018, 7:00 a.m. to midnight

Friday, 2 November 2018, midnight to 8:00 a.m.

Dismantling period:

Saturday, 3 November 2018, 6:00 p.m. to midnight

Sunday, 4 November 2018, Midnight to 8:00 p.m.

The aisles must be cleared completely by Thursday, 1 November 2018, 8:00 p.m.

Construction must be completed by 8:00 a.m. on Friday, 2 November 2018.

It is not allowed to start dismantling earlier than 6:00 p.m. on Saturday, 3 November 2018. Admission for dismantling personnel from 6:00 p.m. Trucks will be permitted to enter from 7:00 p.m.

In several regions of Germany as well as in the region of Cologne, there are public holidays on 1 November 2018.

Max. overall height

The maximum overall height of stand structures and inclusive advertising may not be exceeding 3.50 m. In individual cases, depending on constructional and technical issues, a stand higher can be agreed upon request by Koelnmesse. Structures on the boundaries of the space allocated adjoining neighbouring exhibitors may not have advertising/ promotional material above 2.50 m. Please also note the [technical guidelines](#).

Exhibitor passes

Together with your stand space rental invoice, you received a number of free exhibitor passes from Koelnmesse. These passes are also valid during the stand construction and dismantling periods. The exhibitor pass enables access to the fairground and free entrance to veganfach. Furthermore, you can use these passes for free travel on busses, trams and trains operated by the KVB (Cologne Municipal Transport Authority) in the VRS area, i.e. admission ticket = travel ticket. 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](#).

Koelnmesse Service Portal

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 hire.

Contact: Tel. +49 221 821-3666,

e-mail services@exhibitors.koelnmesse.de

You have received the log-in data for the Koelnmesse-Service-Portal a few days after the stand space confirmation by e-mail.

Please note that the rental fee for a 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 walls, carpet or even complete stand construction packages via Koelnmesse-Service-Portal, too.

Your contact for stand construction:

Mr. Rainer Anders, Tel. +49 221 821-2091,

e-Mail r.anders@koelnmesse.de

Logistics/Working passes

For trade fair delivery traffic please note the [Traffic Guidelines](#) and [Vehicle Admission](#).

Please give information to your drivers, forwarder and the stand construction personnel!

If you should require additional construction passes during stand construction (only valid during the mantling and dismantling period) please contact

Mrs. Carolyn Tiedemann,

Tel. +49 221 821-2802 or via e-mail

c.tiedemann@koelnmesse.de .

Your contact for logistics:

Mr. Roman Gersch, Tel: +49 221 821-2670

e-mail: r.gersch@koelnmesse.de

Co-Exhibitors

Please check if you have informed us on the co-exhibitors or the additional represented companies on your stand according to [form 1.20](#) and [form 1.30](#). Only then our visitors 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.

Food Monitoring

Statutory regulations, particularly the Lebensmittel-Hygiene-Verordnung - LMHV - (Food Hygiene Regulation) in its currently valid version, must be observed when food samples are presented for immediate consumption. Please also note the [technical guidelines](#).

Vegan Innovation Award

On 2 November 2018 the Vegan Innovation Award for outstanding product developments will be presented by the Koelnmesse GmbH. Winners may use the award logo and are presented in the veganmagazin as well as on the Facebook pages of the Vegane Gesellschaft Deutschland and the veganfach. You can apply until 1 November 2018.

Your contact:

Mrs. Hanna Helmhold, Tel: +49 221 821-3542

e-mail: h.helmhold@koelnmesse.de

Advertising material

Be sure to put your company in the spotlight before veganfach begins - with our complimentary advertising material for print or online advertising. For ordering advertising please visit our [Media-Shop](#).

Your contact: Neureuter Fair Media GmbH,

Tel. 0201 36 547-254, e-mail veganfach@neureuter.de

For advertisement on the fairground/ in the hall please

contact Mrs. Andrea Apfelbaum

Tel. +49 221 821-2896 or via e-mail

a.apfelbaum@koelnmesse.de.

Ticket vouchers

At veganfach 2018 you have the opportunity to provide your customers with discounted admission tickets.

Therefore, you may order up to 50 voucher codes, which you can give to your customers to buy tickets in the [Ticket Shop](#) before the event. By using the code, they will receive a discount to pay Euro 8 instead of Euro 12.

Request your voucher codes below:

www.veganfach.com/order-of-admission-ticket-vouchers

For further information, do not hesitate to contact our exhibitor support: Tel. +49 221 821-2994.

Free database of new products

New, improved or further developed products, innovative concepts and marketing strategies are of special interest to the media. In order to make it easier for journalists to discover important new products in the sector, we provide this [database of new products](#) for the use of all veganfach exhibitors. You have the opportunity to create up to 5 products.

Social Media

Recently we got active on [Facebook](#) and also on [Instagram](#). You are welcome to send us articles to call attention to your fair appearance at veganfach 2018 free of charge. Send us a short information text and an image of your product.

Your contact is the agency rheinfaktor:

e-mail vegan@rheinfaktor.de

Promotion and publicity outside your stand

Please note that promotion or distribution of products or promotion material outside your designated stand is not permitted.

Sale

Both order and direct sales are allowed for exhibitors during business hours.

Stand invoice/ Payment on time

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

Accommodation

You can request reservations form [here](#).

If you have still not arranged any accommodation for the fair, Mrs. Doris Zapf will be pleased to help you.

Tel. +49 221 821-2273,

E-mail d.zapf@koelnmesse.de

Local service

Your exhibitor support office will provide you with help and advice on all organizational problems. You can reach us on-site from 31 October 2018 in the Service Centre East.

Stefanie Mauritz, Director

Telefon +49 221 821-2941

Sandra Stroscherer, Sales Manager

Telefon +49 221 821-2814

Carolyn Tiedemann, Project Assistant

Telefon +49 221 821-2802

At the end of the exhibition, our colleagues of the event technology team will ensure the service of the hall. They can help you with all information about dismantling, technics and logistics. Therefore, you will not find them at the counter but in the hall.

For any help required, please contact:

Event technology:

Mr. Bruno Wermann, Tel. +49 221 821-2773

e-mail b.wermann@koelnmesse.de

Logistics:

Mr. Roman Gersch, Tel: +49 221 821-2670

e-mail: r.gersch@koelnmesse.de