



Cologne, 12 - 16 March 2019

Important exhibitor information

Stand construction and dismantling

Please note that Tuesday, 12 March 2019 is the first official day of the trade fair. Stand construction therefore has to be completed by Monday, 11 March 2019 at 8 pm - please keep everything out of the aisles.

Set-up times

Tuesday, 5 March - Saturday, 9 March 2019 from 7 am to midnight
Sunday, 10 March 2019 from midnight to midnight
Monday, 11 March 2019 from midnight to 8 pm

Dismantling times

Saturday, 16 March 2019 at 6 pm to
Sunday, 17 March 2019 at midnight
Monday, 18 March 2019 from 7 am to midnight
Tuesday, 19 March 2019 from 7 am to 6 pm

Stand construction

Please note that the maximum construction height is limited to **4 metres!** This is also the binding maximum height for all company and product names as well as any type of advertising.

On request, Koelnmesse can permit earlier construction in Halls 4, 10 and 11. Extension of the construction time costs 800 euros per day.

For further details, please contact Ms Carmen Wolber (Hall 11):
c.wolber@koelnmesse.de, Tel. +49 (0)221 821-3893,

Ms Nicole Junge (Hall 10):
n.junge@koelnmesse.de, Tel. +49 (0)221 821-3297

or Ms Susanne Donges (Hall 4):
s.donges@koelnmesse.de, Tel. +49 (0)221 821-3783.

Please remember to bring trolleys or hand trucks with you to transport heavy items.

These tools can not be rented at the trade fair site.

Only those with valid construction crew or exhibitor IDs will be allowed to enter the site during the construction time. Please remember to provide your stand construction teams with the appropriate work passes.

For technical reasons, you can only start dismantling your stand after 6 pm on the last day of the trade fair. Exhibits can not be removed from the trade fair halls before 6 pm either. Please note that no exceptions can be made to this rule for the benefit of all exhibitors and visitors. You should take special care of your products, materials, etc. for security reasons. We recommend hiring security and taking out insurance for your stand.

Entering the trade fair complex

Please observe our instructions regarding [traffic routing](#). Due to construction measures and road blocks, the flow of traffic may be restricted in the trade fair complex. Please inform yourself of the current situation prior to arrival.

Please also provide this information along with the [traffic guidelines](#) and [traffic routing map](#) to your drivers and stand construction team. Please also note our deposit regulations for vehicles up to 3.5 t entering the exhibition grounds during the construction period.

Technology

Our Event Technology team will be happy to assist you with any questions you may have about your stand construction.

All technical regulations are explained in Koelnmesse's [Technical Guidelines](#). We seriously recommend that exhibitors or those commissioned with stand construction read these regulations prior to construction and apply them, because having to do so during construction wastes time

and can incur additional expenses and work at the stand.

Event Technology contacts:

Hall 10.1, 10.2, 5.2:

Mr Peter Abels, Tel. +49 (0)221 821-2714

Hall 11.1, 11.2, 11.3, 3.1:

Mr Michael Hildenhagen, Tel. +49 (0)221 821-2777

Hall 2.1, 2.2, 4.1, 4.2, 3.2

Mr Dirk Richelmann, Tel. +49 (0)221 821-3971

Food options during construction

Our trade fair caterer has the following snack points and facilities open indoors and outdoors for your construction team:

Date	Hall	Opening times
Starting on 7 March 2019	Imbiss Profi South Entrance stairs	8 am to 5 pm
Starting on 8 March 2019	Snack Point Passage 10/11	9 am to 6 pm
Starting 10 March 2019	Snack Point Hall 4.1 Southeast Snack Point Hall 11.1 Pizza bar Passage 10/11 Food truck Hall 5.1 North	9:00 AM to 6:00 PM 9:00 AM to 6:00 PM 11 am to 6 pm 8 am to 5 pm
Starting 11 March 2019	Snack Point Hall 10.1 South-west	9:00 AM to 6:00 PM

Having your trade fair goods delivered

Please always use the following address for delivery:

Koelnmesse GmbH
International Dental Show
Exhibitor name xxx
Hall xx Aisle x Stand xxx
Deutz-Mühlheimer-Straße
50679 Cologne, Germany

Please note that our own trade fair staff is not authorized to accept delivery of your trade fair goods or store them for you. However, you may be able to have material stored until the

beginning of stand construction by our contract shipping company:

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

Placing service orders via Koelnmesse's service portal

Have you already ordered all the services you need using [Koelnmesse's service portal](#)? If not, we kindly ask that you observe the deadlines listed in our [checklist](#). Please contact our Service Portal team with any questions you may have: koelnmesse-service-portal@koelnmesse.de Tel. +49 (0)221 821-3666

Opening times

For exhibitors:

Tuesday, 12 March to Saturday, 16 March 2019 from 8 am to 7 pm daily

Please note that bags are checked at the exhibitor entrances for general safety.

For visitors:

Tuesday, 12 March to Saturday, 16 March 2019 from 8 am to 7 pm daily

The first day of the trade fair (12 March) is reserved for dental industry insiders and importers. Please note that bags are checked at the visitor entrances for general safety.

Exhibitor IDs

Please remember to bring your exhibitor IDs with you to Cologne! You have received your IDs together with the invoice for the participation fee. These IDs can be used for access to IDS 2019 as well as free use of public transportation in the extended VRS and VRR networks from 12 - 16 March 2019. Free replacements can not be provided in case of loss. You can order additional exhibitor IDs for a fee using [Form 1.50](#).

Vouchers for admission tickets

Have you considered inviting your best customers and partners using our admission ticket vouchers? Recipients receive free admission to IDS 2019. They simply have to sign in to the IDS 2019 [online ticket shop](#) using their voucher and they will be sent an admission ticket via email. Only those vouchers, which have actually been redeemed, will be invoiced following the trade fair at a special price of just 10 euros for day tickets or 18 euros for full event tickets per admission

ticket voucher or admission ticket voucher code. You will find the order form [here](#).

Co-exhibitors/additionally represented companies

Please make sure you have informed us of all co-exhibitors and companies represented at your stand. This is the only way to ensure that the visitors to IDS 2019

have the opportunity to find all represented companies using our Infoscout or online visit planning. Please use [Form 1.20](#) to register co-exhibitors or [Form 1.21](#) to register additionally represented companies and the product directory [Form 1.30](#).

In order to avoid multiple presentations, please note that, in accordance with Section 2.1 of the [Special Conditions for Participation](#), products from other manufacturers are only permitted if they are not exhibited by the manufacturer of these products themselves. Manufacturers exhibiting products manufactured by third parties must provide a list of these products along with confirmation from the manufacturer that they are not themselves exhibiting the products.

Stand parties

Please note that stand parties always require Koelnmesse's approval. If you are planning a party, please inform us in writing via email to d.schneider@koelnmesse.de

Advertising

The following types of advertising are prohibited to protect the event's overall appearance:

- Distribution of printed and other promotional materials in the aisles and halls.
- Exceeding the binding specified construction height of 4 metres
- Unannounced and unapproved acoustic or visual presentations.

For further information, refer to item 11 of the [conditions of participation in IDS: special section](#).

Direct sales

In keeping with the professional atmosphere of the event, direct sales of exhibits or samples at the trade fair stand as well as labelling the exhibits with prices are prohibited. Publications such as trade journals and magazines represent

an exception to this rule. Koelnmesse reserves the right to monitor adherence to this rule and take the appropriate measures in case of violations. Furthermore, Koelnmesse is authorized to immediately close the stands of such exhibitors. The respective exhibitors shall have no right to make claims for damages or reimbursement in such cases.

No Copy! - Originals only!

We want you to have a successful trade fair. This requires trouble-free processing not only with regard to organisational issues, but also from a legal perspective. It is important to us that your rights are protected and we want to provide you with the best possible support in combating product piracy. You will find information and assistance in this regard during the trade fair in Passage 10/11, Counters 16 and 17. We kindly ask that all exhibitors communicate any suspected trademark infringements affecting IDS 2019 prior to the fair via email to Mr Marc Bley m.bley@koelnmesse.de or by calling +49 (0)221 821-2179. If you have already protected your products, you should bring all documentation of this with you to the trade fair.

Catalogue

You can obtain a trade fair catalogue starting 10 March 2019 at Service Center East in Passage 10/11.

Punctual payment

Please check to make sure your invoice has already been paid, because you can only use your stand if payment has been received on time.

Down payment for services

Following the invoice for participation in the trade fair, you will have received a separate invoice from us for the down payment for services. If you have any questions, call +49 (0)221 821-3666. The invoices for down payments for services were sent starting in November 2018 and were due on receipt. For smooth processing, we kindly ask that you make sure the invoice has been paid before the beginning of the trade fair.

Service on site

Starting on 4 March 2019, the IDS project team is available to you in Service Center East in Passage 10/11. Should you have any further questions,

please do not hesitate to contact us using the usual [telephone numbers](#) or by email at ids@koelnmesse.de.

Yours sincerely,
Your IDS team
Koelnmesse GmbH