

Exhibitor Facts

Zukunft Personal Europe 2025

Important information and dates for your participation at ZPE 2025 in Cologne

By clicking on the desired information, a new window will open, and you will receive the information you need.

Please mark the following email addresses as trustworthy :

- Invoices: unit4accounts@closerstillmedia.com or accounts@closerstillmedia.com
- Insurances: noreply@inevexcoevents.com
- Stand construction permit Koelnmesse (Delegatis): noreply@koelnmesse.de or acceptance@koelnmesse.de
- In-House stand construction company „mac“ (Stand sketches or graphics needed): zukunft-personal@mac.de
- Information sent automatically via our mailing system : operations@messe.org,

As well as: no-reply@email.closerstillmediaoperations.com (should you then reply to this e-mail, reply's will be forwarded to us.)

- As well as any emails which have the sender @messe.org or @closerstillmedia.com

Contact

Sales – Technical – Program – ZP-Shop – Ticketing – FairVerify (Lead Management) – Startup – Sponsorship and Online advertising you can find [here](#)

What is included in my contract?

- [All-In Package](#)
- [AVA](#)
- [Live Training Area](#)
- [Stand construction Budget](#)
- [Individual booth space](#)
- [Startup Village](#)
- [Insurance via inEvexco](#)

What do I need additionally for my trade fair appearance?

Advertising add-ons are available through our ZP Shop or from your Sales Manager.

Via the various external service providers, in the Koelnmesse web portal (under Service providers in the ZP Shop) you can obtain

Electricity, water connection, waste disposal, internet/WiFi, parking, GEMA, catering, stand cleaning, stand security, stand personnel, hanging points/ceiling suspensions

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Preliminary schedule of when you can expect to receive information and deadlines from Zukunft Personal

September 2024

- Start of sale for the ZPE25

Spring 2025

- The sale of the presentations will be announced via email, and the date will be set
- Sale of additional advertising services and sponsorship options

June 2025

- Stand construction permits are requested via Koelnmesse through the Delegatis portal
- mac (stand builder) sends sketches for module stand construction
- Access to the ZP-Shop will be sent to the contact person you have specified
- Webinar for the ZP Shop
- Access to the Koelnmesse order portal and the address of the service providers
- Company description, product indexes must be set in ZP-Shop
- Publishing of the exhibitor list and product indices

Mid/End July 2025

- Startup Village Webinar and information will be announced
- Start of integration of your booked online media (newsletter ads etc.)
- First finalizations of isolated additional advertising services (e.g. advertising banners)
- Final deadlines for orders for modular stand construction Maxima (Stand System Comfort/ All-in Packages/ Activity and Vitality Area), among others
- Deadline trade fair magazine (company profiles and product indexes)
- Finalization of the workshops and presentations

August 2025

- Shipping and webinar of the lead management tool (FairVerify).
- Deadline for submission of stand graphics for Maxima stands to mac
- Deadline for orders for Startup module stands incl. back wall graphic
- Deadline for, among others, the following orders with Koelnmesse: Electricity, Internet, hanging points, waste disposal, electrical installation, forwarding, stand cleaning, catering, long-term parking permits/orders via the online trade fair portal.
- **Note:** for some Koelnmesse services, late order surcharges will apply if the order is placed after this deadline
- Production period of print data such as advertising add-ons and sponsorships (logos on print documents, floor graphics, hall plan)
- Deadline orders module stand Octanorm (Stand System Budget)
- Opening of the ticket store for HR:Motion, as well as dispatch of the included voucher codes
- Information on rebooking for ZPE26 will be announced

September 2025

- 09th. – 11th September 2025: Zukunft Personal Europe 2025
- **9th September: Celebrating the HR:Motion and 25 years of Zukunft Personal Europe**

The following services have **no deadline**: Exhibitor passes, FairVerify, voucher codes to generate free tickets.

All information is based on our current assessment. Status 04.10.2024
The final deadline sheet will be published when the ZP-Shop goes online.