

IMPORTANT INFORMATION



spoga horse autumn
6 – 8 September 2009



Stand construction and dismantling

Construction: Start: Monday, 31st August 2009, 8 a.m.
End: Saturday, 5th September 2009, 6 p.m.

spoga horse autumn

Dismantling: Start: Tuesday, 8th September 2009, 6 p.m.
End: Thursday, 10th September 2009, 6 p.m.

06. – 08.09.2009

If you intend to construct or dismantle your stand into the evening or even into the night, please be so kind and inform us in advance. For reasons of security you should be particularly vigilant as regards your products and materials etc. during this period. Please inform your stand construction companies accordingly.

www.spogahorse.com

Environment Zone

Please do not forget that since April 2008 you need an environmental Badge to drive downtown Cologne. You can find all further information in the internet under www.spogahorse.com – Travel Service – Arrival.

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Parking space

Please note that you can find further information concerning stand construction and dismantling as well as the traffic guidelines in the internet under www.spogahorse.com – For Exhibitors – Stand construction and dismantling.

Koelnmesse GmbH

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Exhibitors passes

Please do not forget your exhibitor passes! They have been sent to you together with the stand rental invoice and entitle you to admission to spoga horse on all days of the fair as well as during the period of stand construction and dismantling. Please also note that a fee will be charged for any further exhibitor passes required.

Co-Exhibitors

Please check if you have informed us with form 1.20/1.21 about the co-exhibitors or the represented companies on your stand.
Your advantage: All represented companies will be mentioned in the exhibitor research in the internet.

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Order forms

Our entire range of services can be ordered online at the Koelnmesse-Service-Portal. You received your log-in data in a separate letter with your stand confirmation. In case you have not yet ordered additional services, please be sure to do so as soon as possible. Should you have any question or require further information please contact koelnmesse-service-portal@koelnmesse.de or by phone +49 221 821-3666.



Ticket vouchers

The ticket vouchers allow you to invite your customers to your stand for the preferential price of € 19,- per person. You will only be invoiced after the event for those vouchers exchanged for an entrance ticket. Please find the corresponding "order form C" on our homepage www.spogahorse.com - For Exhibitors – Download print media.

Travel arrangements

If you have not yet arranged your accommodation during the fair, we recommend that you immediately contact: Koelnmesse Service GmbH, phone: +49 (0) 221/821-3857, fax: +49 (0) 221/821-3739. Further information you may find in the internet under "Travel Service". Or please contact our representatives in your country. The contact dates are on our homepage www.spoga.com – The Fair – Representatives. You may book your hotel rooms and flights directly with Koelnmesse.

VISA

Please apply for an entry visa in good time.

Catering

In all halls the Bayer Gastronomie GmbH is responsible for all catering services. For questions and further information please call +49 (0) 221/ 284-9446 or fax: +49 (0) 221/ 284-9405.

6 O'CLOCK – THE SPOGA PARTY

The legendary 6 o'clock party on the first day of the trade fair is a real highlight each year. And this year it will have the theme of Holland. Enjoy yourself: a drink amongst colleagues, an appetiser with business partners, great atmosphere and good music. Come join us!

Please note that Gate D and F on the fairground will be open 24 hours a day. If you will park your car on the fairground you may leave it there every time.

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Supporting Programme

The complete programme you may find in the internet under www.spogahorse.com – The Fair – Supporting programme.



Direct sale

We kindly wish to point out that direct sale is not allowed.

Promotion and publicity outside your stands

Please note that you are not authorised to promote your products or make any publicity for your company outside the stand that has been allocated to you.

TV / Video Shots

Please note that TV and video teams which take shots of your stands for their own reports must have press passes. It often happens that freelance video teams try to get orders. Such teams are not authorised by Koelnmesse and therefore - in your own interest - please check their press passes. If you have any doubts, please contact the Koelnmesse Press Office under tel. +49 (0) 221/ 821-2528.

Catalogue

Please note, that your catalogue will not be mailed to you. We kindly ask you to pick up your catalogue personally in our exhibitors' office:

Service Center East: in the middle of the passageway between halls 10 and 11.

As you are aware the spoga catalogue is published by Koelnmesse through Thomas Neureuter GmbH, Essen. They contain the names of all the participating companies as well as layout plans of the halls and important information for exhibitors and visitors. The catalogue of Koelnmesse for spoga horse is the only list of exhibitors at the event. Koelnmesse wishes to make it known that it does not publish any other official list of exhibitors or any other publication, nor has it given permission to other companies to publish such lists. Please contact the spoga team if in doubt.

IMPORTANT INFORMATION



Free interpreter service

No business should fail at spoga horse because of language problems. The Koelnmesse interpreter team is there to ensure this and is available free to any exhibitor or visitor for brief discussions.



Contact: International Reception Centre

Entrance East

Phone: +49/221-821-3315, +49/221-821-3316

Entrance South

Phone: +49/221-821-3496

Snack Bars

The following snack bars are opened for you during the construction period:

Snack Point Hall 2.1	west	from 05.09.2009	9 a.m. - 6 p.m.
Snack Point Hall 4.1	south/east	from 04.09.2009	9 a.m. - 6 p.m.
Snack Point Passage 10/11	west	from 04.09.2009	9 a.m. - 6 p.m.
Snack Point Hall 11.1	west	from 05.09.2009	9 a.m. - 6 p.m.
Self-Service Passage 10/11	west	from 05.09.2009	11 a.m. - 4 p.m.
Snack Point under Piazza		from 01.09.2009	8 a.m. - 5 p.m.
Snack Point north of hall 5.1		from 31.08.2009	8 a.m. - 5 p.m.

Should you have any question or require any further information, please do not hesitate to contact us.

Yours Faithfully,
Koelnmesse GmbH

Your spoga horse Team