

Essential information

Please also refer to our enclosed Conditions of Participation



spoga+gafa 2020
The garden trade fair
06.-08.09.2020

The application documents include

Essential information

The forms:

- 1.10 Application for main exhibitor*
- 1.11 Enclosure to the application for main exhibitor
- 1.20 Application for co-exhibitors
- 1.21 Application for additionally represented companies
- 1.30 List of Products*
- Z.03 Infoscout (Trade representative search)

***Must be returned**

Conditions of Participation, Special Section

Conditions of Participation, General Section

1 Opening hours

For visitors:

Sunday, 6 September 2020 – from 09:00 a.m. to 06:00 p.m.
Monday, 7 September 2020 – from 09:00 a.m. to 06:00 p.m.
Tuesday, 8 September 2020 – from 09:00 a.m. to 05:00 p.m.

For exhibitors:

Sunday, 6 September 2020 – from 08:00 a.m. to 07:00 p.m.
Monday, 7 September 2020 – from 08:00 a.m. to 07:00 p.m.
Tuesday, 8 September 2020 – from 08:00 a.m. to 06:00 p.m.

2 Application

Form 1.10 must be submitted by each main exhibitor. Please fill out the application form completely, stamp it with your company seal, and have a responsible person sign it. The application is only valid when accompanied by the list of products on Form 1.30. Co-exhibitors* or additionally represented companies* are required to register using **Form 1.20/1.21**. A separate list of products – **Form 1.30** – must be filled in for each of these companies.

*see Item V of the General Section of the Conditions of Participation

3 Participation costs

Participation costs (per m² floor area):

Application until 29 September 2019*:

up to 250 m² 184.00 EUR for each m²

from the 251st m² 177.00 EUR for each additional m²

from the 501st m² 172.00 EUR for each additional m²

Application until 28 October 2019*: 197.00 EUR for each m²

Application from 29 October 2019*: 208.00 EUR for each m²

*date of receipt by Koelnmesse

Separate conditions are valid for the area „garden unique“ of spoga+gafa.

In addition, a flat-rate energy fee* of 11.50 Euro per m² and an AUMA fee* of 0.60 Euro per m² are charged.

Minimum stand area is 12 m².

The rental fee for stand area does not include the cost for any constructions.

*please see Conditions of Participation Special Section, item 3.

Koelnmesse shall be entitled to charge a reasonable down payment for the services used for the event in question – e.g. electrical and water connections, stand cleaning, etc. The down payment for services shall be assessed on the basis of the services charged for the previous event. The down payment for exhibitors who have not participated in the previous event shall total Euro 13.50 per m² – plus the costs for the obligatory marketing services (Marketing Package); see Item 7.2, Special Participation Conditions.

Once the event has ended, a separate final invoice for services will be issued; the down payment will be applied towards this amount. The invoice shall fall due for payment immediately following receipt. If the amount of the down payment should exceed the fees actually incurred for services, the amount by which the down payment exceeds actual charges shall be refunded to the exhibitor. The exhibitor shall have no claim to payment of interest on the down payment.

The statutory VAT will be charged separately where applicable.

4 Stand construction services

Tel.: +49 221 821-3998, Fax +49 221 821-3999,

e-mail: services@koelnmesse.de

Koelnmesse GmbH offers turnkey stands. Why not take advantage of this service? These stands are available in various designs. You will find more detailed information on our website www.spogagafa.com.

5 Build up period

Build up period hall 1, 2, 3, 4, 5.2, 10.1

Monday, 31 August 2020 09:00 a.m. - 00:00 a.m.

Tuesday, 1 September 2020 -

Friday, 4 September 2020 00:00 a.m. - 00:00 a.m.

Saturday, 5 September 2020 00:00 a.m. - 06:00 p.m.

Build up period hall 5.1, 10.2 - NEW!

Monday, 31 August 2020 09:00 a.m. - 00:00 a.m.

Tuesday, 1 September 2020 -

Friday, 4 September 2020 00:00 a.m. - 00:00 a.m.

Saturday, 5 September 2020 00:00 a.m. - 06:00 p.m.

Build up period hall 6, 7, 8, 9 - NEW!

Monday, 31 August 2020 09:00 a.m. - 00:00 a.m.

Tuesday, 1 September 2020 -

Friday, 4 September 2020 00:00 a.m. - 00:00 a.m.

Saturday, 5 September 2020 00:00 a.m. - 06:00 p.m.

Build up period outdoor area hall 6/7 + hall 7/8:

Saturday, 5 September 2020 from 04:00 p.m.

Build up in the halls should be completed on 5 September 2020 **by 06.00 p.m. at the latest**. The aisles must be completely cleared by this time.

Early build up is not possible.

6 Dismantling period

Start of dismantling period

in the halls: 05:00 p.m. on Tuesday, 8 September 2020

End of dismantling period

in the halls: 06:00 p.m. on Thursday, 10 September 2020

Dismantling period outdoor area

hall 6/7 + hall 7/8: 04:00 p.m. - 07:00 p.m.

on Tuesday, 8 September 2020

Dismantling in the halls may begin not earlier than **05:00 p.m. on 8 September 2020**. Clearing the trade fair stand before the official end of the Conditions of Participation. In the event of any violation of this condition Koelnmesse reserves the right to exclude the exhibitor from subsequent events.

7 Stand confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand in **autumn 2019 or thereafter**.

8 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website or from www.koelnmesse-service-portal.com. You also have the option of requesting the Technical Guidelines in printed form and on CD-ROM. Our entire range of services can be ordered online at the Koelnmesse Service Portal. You will receive your log-in data in a separate letter with your stand confirmation in or after autumn 2019.

Please take note of the submission deadlines for the order forms!

9 Maximum stand height / special constructions

The permissible stand height is 3.0 meters.

This is also the maximum allowable height for all company and product signs and all types of advertising.

If your stand deviates from the construction guidelines in any way, or if you are planning to have special constructions, please submit your plans to Koelnmesse (department event technology) in duplicate for perusal no later than six weeks prior to the beginning of the event. In addition, lighting equipment may be suspended from the hall ceiling. Please note that for any objects hanging from the hall ceiling, neither the lighting equipment nor its mounts may be connected to the stand construction.

10 Scale drawings of stands

Sketches of stands can be provided on a scale of 1:200 upon request by the exhibiting companies.

11 Withdrawal / non-participation

The contractual relationship can no longer be terminated once the stand has been bindingly registered and confirmed. The event's organiser can assent to a request for release from the contract by way of exception if the stand area thus made available can be rented to someone else. In this case, the organiser is authorised to charge a flat-rate of 25% of the participation costs for the costs incurred. If the space cannot be re-rented, the full participation costs must be paid. See Item II of the General Section of the Conditions of Participation.

12 Invoicing

You will receive the invoice for the participation costs **starting in June 2020**. Please observe the terms and conditions of payment listed under Item IV of the General Conditions of Participation.

13 Exhibitor passes

Each exhibitor receives free of charge and valid for the period from the first day on which build up work begins to the final day of dismantling

- 3 passes for a stand up to 20 m²
- 1 pass for each further unit or part unit of 10 m² up to a stand area of 100 m²
- 1 pass for each further unit or part of 20 m² above this area up to a total number of max. 150 exhibitor passes

14 Work passes

You will also receive free of charge work passes to allow your company's personnel access to the fairgrounds for purposes of construction and dismantling

- 4 passes for a stand up to 20 m²
- 1 pass for each further unit or part unit of 10 m² up to a stand area of 100 m²
- 1 pass for each further unit or part of 20 m² above this area up to a total number of max. 150 work passes.

15 Marketing Services (Marketing Package)

The marketing services offered by Koelnmesse are the comprehensive and attention-grabbing solution for all stages of your trade fair communication. Use of the marketing services listed under Item 7.1 (Special Participation Conditions) is mandatory for all represented companies, co-exhibitors and other represented companies and costs:

Euro 1,229.00 per main exhibitor, group organiser and group participant, Euro 250.00 per co-exhibitor and other represented companies.

Our official contractual partners will provide you with all order information and documents for the marketing services offered. Please note that your company's participation requires Koelnmesse's approval. Therefore, this approval is also a prerequisite for any offers or order confirmations.

Please note: The editorial and advertising deadline is 30 June 2020.

A note on unofficial exhibitors' directories

So-called registration offers for seemingly official exhibitors' directories lead to confusion and enquiries from numerous exhibitors. Without having been asked, the providers of these exhibitors' directories are sending forms that give the impression that these are galley proofs or invoices from the publisher commissioned with publication of the official fair media. In fact, however, these so-called registration offers are order forms for an entry in directories of companies or exhibitors and do not involve the official fair media of Koelnmesse GmbH. The official media are exclusively issued by Koelnmesse GmbH, in cooperation with the media publishing house commissioned by Koelnmesse GmbH. Entries in the official fair media can only be ordered through Koelnmesse GmbH or through the media publisher commissioned by Koelnmesse GmbH for the media in question.

16 Koelnmesse foreign representations

Koelnmesse has representative offices in more than 100 countries. They will gladly assist you at any time. A list of these offices is available on the Internet at www.koelnmesse.com.

17 Advertising

If you hand out any bags, their dimensions may not exceed 40 x 30 x 10 cm; empty bags should not be handed out.

18 "Infoscout" information service for visitors

Your contact information as provided on form 1.10, as well as your registered product groups, will be made available at the information stands in the halls for interested visitors during the event. What's more, with Koelnmesse's electronic information system "Infoscout" you can find out about **trade representative vacancies**. You can use the enclosed Form Z.03 to specify this offer according to products, countries or regions. Exhibitors and visitors can use "Infoscout" free of charge.

19 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-	Email
Director, Stefan Lohrberg	-2296	-993408	s.lohrberg@koelnmesse.de
Project Assistant, Claudia Torbecke	-2343	-993408	c.torbecke@koelnmesse.de
Project Assistant, Camille Herpe	-3589	-993408	c.herpe@koelnmesse.de
Sales Manager, Hagen Cabalo	-2377	-993408	h.cabalo@koelnmesse.de
Sales Manager, Maria Garofalo	-2545	-993408	m.garofalo@koelnmesse.de
Sales Manager, Andreas Waupke	-2523	-993408	a.waupke@koelnmesse.de
Press	-3513	-3544	
Protocol	-2502	-3402	
Accounting	-2378	-3174	
Technical services	-3998		services@exhibitor.koelnmesse.de
Additional exhibitor passes, entrance ticket vouchers	-2994		tickets@koelnmesse.de
Congresses, special events, conference rooms	-2201	-3430	
Security office east	-2550, -2549	-3450	
Security office north	-2551, -2552	-3780	
Stand construction services	-3998	-3999	services@koelnmesse.de
Event technology	-3666	-3287	
Car parking	-3998	-3999	
Traffic controlling (truck parking)	-2670	-3999	
Forwarding agents (customs clearance/storage/transport) – Schenker	+49 221 981310	+49 221 981318890	fairs.koeln@dbschenker.com
Marketing services/Marketing Package/Advertising material	-2824		marketingpaket@koelnmesse.de
Insurance	+49 221 77155824	+49 221 77159316359	
Security	-2456	-3429	
Arranging personnel – Hostesses / service personnel	+49 221 28492-05/-06	+49 221 8800066	
Restaurants/stand catering	+49 221 2848584	+49 221 2848599	aramark@catering-koelnmesse.com
Hotel accommodation	-2087	-3739	hotel-services@koelnmesse.de