

Essential information

Please also refer to our enclosed Conditions of Participation

spoga horse, 08.-10.02.2025

1 Opening hours

For visitors
Saturday, 8 February 2025 9:00 a.m. - 6:00 p.m.
Sunday, 9 February 2025 9:00 a.m. - 6:00 p.m.
Monday, 10 February 2025 9:00 a.m. - 5:00 p.m.

For exhibitors:
Saturday, 8 February 2025 8:00 a.m. - 7:00 p.m.
Sunday, 9 February 2025 8:00 a.m. - 7:00 p.m.
Monday, 10 February 2025 8:00 a.m. - 6:00 p.m.

2 Application

To register the **Online-Application** on the spoga horse website needs to be used. The application must be completely filled in and to be sent to Koelnmesse by clicking on the button "Submit binding application".
*see Item V, General Participation Conditions

3 Participation fees

Participation fees (per m² floor area):
The space rental amounts:

Application until 31 March 2024*: EUR 227.00 per each m²

Application from 1 April 2024*: EUR 256.00 per each m²

*date of receipt by Koelnmesse

In addition, a flat rate electricity fee of EUR 21.00 per m² and an AUMA fee of EUR 0.60 per m² are charged, see the Special Participation Conditions, Item 3. The co-exhibitor fee costs euro 420.00, see Item 3.5, Special Participation Conditions.

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

Down payment for services

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 EUR 19.00 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.

4 Turnkey stands / Koelnmesse Service stands

Koelnmesse GmbH offers turnkey stands. These stands are available in various designs.

For any questions regarding the stand construction, please contact:
services@koelnmesse.de, Tel. +49 221 821-3998, Fax +49 221 821-3999
More detailed information: www.spogahorse.com

5 Build up

Tuesday, 4 February - Wednesday, 5 February 2025 6:00 a.m. - 10:00 p.m.
Thursday, 6 February 2025 6:00 a.m. - midnight
Friday, 7 February 2025 midnight - 6:00 p.m.

Build up has to be completed on 7 February 2025 by 6:00 p.m. at the latest. The aisles must be completely cleared by this time.
Information regarding early build up can be obtained from the spoga horse team.

6 Dismantling times

Monday, 10 February 2025 5:00 p.m. - midnight
Tuesday, 11 February 2025 midnight-midnight
Wednesday, 12 February 2025 midnight-6:00 p.m.

Dismantling may begin not earlier than 5:00 p.m. on Monday, 10 February 2025.

7 Stand area confirmation

Once your company has been accepted for participation, you will receive confirmation of your stand in April 2024 or thereafter.

8 Technical guidelines / services

You may download the Technical Guidelines from the trade fair website or from <https://service.spogahorse.com/>. You also have the option of requesting the Technical Guidelines in printed form. Our entire range of services can be ordered online at the service shop. You will receive your log-in data in a separate letter with your stand confirmation in or after April 2024.

Please take note of the submission deadlines!

9 NEW Maximum stand height / special build up

The general stand height is 5.00 m, insofar as the height of the hall ceiling and any fixed hall ceiling and any fixed installations that may be present permit this. A higher construction up to 0.50 m below the hall ceiling is permitted, if the design of the stand has been approved by Koelnmesse. Stand construction approval will only be granted via our digital system Delegatis. A corresponding link to a questionnaire will be sent to each exhibitor. Corresponding plans must be submitted / uploaded via our digital platform Delegatis at least 6 weeks before the start of construction.

10 Scale drawings of stands

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

11 Withdrawal / non-participation

If you withdraw your application to participate before you receive the acceptance / stand area confirmation, you will have to pay a fee of euro 600.00. The contractual relationship can no longer be terminated once the stand has been bindingly registered and confirmed. The event's organizer 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 organizer is authorised to charge a flat-rate of 25% of the participation fee for the costs incurred. If the space cannot be re-rented, the full participation fee must be paid. See Item II, General Participation Conditions.

12 Invoicing

You will receive the invoice for the stand area from the middle of October 2024. Please observe the terms and conditions of payment listed under Item IV, General Participation Conditions .

13 VAT refunds

All prices given are net prices. The statutory VAT will be charged separately where applicable. As a rule, Koelnmesse provides exhibitors (proprietors) with a uniform service – a so-called event service – in accordance with Art. 3a.4., Par. (2) of the German ordinance on the application of the VAT (UStAE). The place of performance for such services is the recipient's headquarters. Koelnmesse will therefore invoice foreign exhibitors (proprietors) according to the reverse charge accounting mechanism without charging any German VAT. Exhibitors from the European Union need to enter their valid VAT identification number in the application form in order to be considered entrepreneurs. Exhibitors must immediately notify Koelnmesse of any changes to their VAT identification numbers. If, in exceptional cases, services are not provided as uniform offerings in the sense described above and statutory VAT is charged, foreign exhibitors (proprietors) may receive a refund of the invoiced VAT provided they fulfil the legal requirements. Further details are available online at www.bzst.bund.de.

14 Exhibitor passes

As an exhibitor you will receive codes for free exhibitor passes digitally, valid from the first day of assembly to the last day of dismantling:

- 3 exhibitor passes for a stand up to 20 m²
- each additional 10 m² up to 100 m² 1 further exhibitor pass
- each additional 20 m² over 100 m² 1 further exhibitor pass
- Upper limit : max. 150 exhibitor passes

Additional exhibitor passes for stand personnel can be ordered afterwards online on the spoga horse website www.spogahorse.com against payment.

15 Work passes

Together with the exhibitor passes you will also receive free passes to enter the exhibition grounds for persons who work on your behalf or on your account in connection with the construction and dismantling of the stand:

- 2 work passes for a stand up to 10 m²
- 4 work passes for a stand up to 20 m²
- each additional 10 m² up to 100 m² 1 further work pass
- each additional 20 m² over 100 m² 1 further work pass
- Upper limit : max. 150 work passes

Working passes are only valid until the start of the event or after it has ended, but do not entitle you to enter the grounds during the event. These passes will also be at your disposal digitally. Additional work passes can be ordered afterwards online on the spoga horse website www.spogahorse.com free of charge.

16 Media Services (Marketing Package)

The media services offered by Koelnmesse are the comprehensive and attention-grabbing solution for all stages of your trade fair communication.

The provision of the media services mentioned under item 7.1 a) Special Participation Conditions is obligatory for all main exhibitors, group organisers and group participants and costs 1,310.00 Euro.

The provision of the media services mentioned under item 7.1 b) Special Participation Conditions is obligatory for all co-exhibitors and costs 350.00 Euro.

Our official contractual partners will provide you with all order information and documents for the media 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 December, 19th 2024.

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 publisher 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.

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18 Koelnmesse representatives abroad

Koelnmesse has representative offices in 80 countries. They will gladly assist you at any time. A list of these offices is available online at www.koelnmesse.de

19 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.

20 Important contacts

	Tel.: +49 221 821-	Fax: +49 221 821-	Email:
Director Mr. J. Bernd Voss	-2576	-991376	b.voss@koelnmesse.de
Sales Manager Mrs. Barkowski	-2543	-991376	a.barkowski@koelnmesse.de
Project Assistant Mrs. Reckter	-2798	-991376	l.reckter@koelnmesse.de
Press	-2528, -3168	-3544	
Protocol	-2502	-3402	
Accounts department	-2378	-2506	
Exhibitor support – Additional exhibitor passes, catalogue, entrance ticket voucher – Technical services	-2991 -3998	-3437 -3993	
Congresses, special events, conference rooms	-2201	-3430	
Security office east	-2550, -2549	-3450	
Security office north	-2551, -2552	-3780	
Turnkey stands Koelnmesse Service	-3998	-3999	services@koelnmesse.de
Marketing Package, advertising material	-3998		services@exhibitor.koelnmesse.de
Marketing services (Outdoor/hall advertising)	-3224	-3501	
Event Engineering	-3879, -2714, -2085	-3287	acceptance@koelnmesse.de
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
Insurance	+49 221 77155824	0180 202505059	
Security	-2456, -2818	-3435	
Arranging personnel – Hostesses / service staff – build up / dismantling staff	+49 221 28492-05/-06 -2882	+49 221 8800066 +49 221 45559634	
Restaurants/stand catering	+49 221 2848584	+49 221 2848599	aramark@catering-koelnmesse.com
Hotel accommodation	-2087	-3739	hotel-services@koelnmesse.de
Visitor service	+49 180 6408645	+49 221 821991305	spogahorse@visitor.koelnmesse.de
GEMA	+49 231 57701 200	+49 231 57701 230	