



spoga+gafa 2019
Cologne, 01.09-03.09.2019



Traffic information guide for access to the fair grounds during the assembly and dismantling period

Koelnmesse GmbH
Messeplatz 1
50679 Köln
P.O. Box 21 07 60
50532 Cologne
Germany

Dear exhibitor,

With these traffic guidelines and access regulations during the assembly and dismantling period, we would like to ensure you and your stand construction companies have as a relaxed stay at the fair grounds of Koelnmesse as possible.

Your contact persons for questions relating to logistics and traffic are:

Person in charge
Roman Gersch
Tel. +49 221 821-2670
Fax +49 221 821-3999
r.gersch@koelnmesse.de
www.koelnmesse.de

Representative
Josef Scharn
Tel. +49 221 821-2344
Fax +49 221 821-3999
j.scharn@koelnmesse.de
www.koelnmesse.de

Please note:
The deposit for vehicles up to 3,5t will be during the whole building period

Dates and Times

Dates of the Event

Duration of the trade fair:	01.09.-03.09.2019	
Opening hours for exhibitors:	01.09.2019	08:00 a.m. - 07:00 p.m.
	02.09.2019	08:00 a.m. - 07:00 p.m.
	03.09.2019	08:00 a.m. - 06:00 p.m.
Opening hours for visitors:	01.09.2019	09:00 a.m. - 06:00 p.m.
	02.09.2019	09:00 a.m. - 06:00 p.m.
	03.09.2019	09:00 a.m. - 05:00 p.m.



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Assembly and Dismantling Data

Assembly

Halls 1, 2, 3, 4, 5.2, 10.1

Monday, 26.08.2019	09:00 a.m. - midnight
Tuesday, 27.08.2019 - Friday, 30.08.2019	00:00 a.m. - midnight
Saturday, 31.08.2019	00:00 a.m. - 6:00 p.m.

Hall 5.1, 10.2

Tuesday, 27.08.2019	09:00 a.m. – midnight
Wednesday, 28.08.2019 - Friday, 30.08.2019	00:00 a.m. – midnight
Saturday, 31.08.2019	00:00 a.m. - 6:00 p.m.

Halls 6, 7, 8, 9

Wednesday, 28.08.2018	09:00 a.m. - midnight
Thursday, 29.08.2018 - Friday, 30.08.2018	00:00 a.m. – midnight
Saturday, 31.08.2019	00:00 a.m. - 6:00 p.m.

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

Saturday, 31.08.2019	from 04:00 p.m.
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Premature assembly is not possible.

Dismantling

Tuesday, 03.09.2019	5:00 p.m. – midnight
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Access to the fair grounds for the dismantling vehicles will take place from approx. 7.00 p.m. onwards on 3 September 2019 with the aid of the Cologne police force. The meeting point for the dismantling vehicles is the trade fair car park P 22, which is signposted via the electronic traffic guidance system.

Wednesday, 04.09.2019	00.00 a.m. - midnight
Thursday, 05.09.2019	00.00 a.m. - 6:00 p.m.

Dismantling period outdoor area hall 6/7 + hall 7/8:

Tuesday, 03.09.2019	04:00 p.m – 07:00 p.m
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General Traffic Regulations

- The instructions of the traffic guidance/logistics staff of Koelnmesse have to be followed.
- The traffic regulations (StVO) apply for the entire fair grounds.
- The maximum speed permitted throughout the fair grounds is 30 km/h.
- Driving through the fair grounds with vehicles of all kinds is at one's own risk and is only permitted with the corresponding permission, a valid access pass or valid parking permit.
- Labelled traffic lanes, routes designated for the fire brigade and emergency routes (charging gates and emergency exits, etc.) must be kept free **at all times**.

Koelnmesse GmbH reserves the right to have vehicles, trailers, containers, vessels and empty containers of all kinds that are parked illegally or in a no-parking zone towed away without prior notice at the cost and risk of the causer, driver or owner. The guarding and keeping safe of such is excluded. The Messewache Nord (Security Office North) Tel. +49-221-821-2551 can provide information to the whereabouts of vehicles.

In case of an emergency, please leave a telephone number in the vehicle/swap body, which you can be reached on.

Exclusively forklift trucks of the following forwarding agent are allowed on the grounds of Koelnmesse:

SCHENKER Deutschland AG

Tel. +49 221/98131-8821

+49 221/98131-8823

Fax +49 221/98131-8890

E-Mail: fairs.koeln@dbschenker.com

Internet: www.schenkerfairs.de

Assembly vehicles of all kinds, as well as containers are not allowed to be parked in the fair grounds during the trade fair. However, for the fee of **Euro 300.00 (plus 19% VAT)** a limited number of parking spots for lorries, trailers and containers can be hired in the fair grounds. This fee applies exclusively for the duration of the event. Parking spots can be ordered via the Koelnmesse Service Portal using form T.20. Regardless of the location of the container or vehicle or the usage of the same by persons, it may be necessary to attach a smoke detector that is connected to our fire alarm system. These can also be ordered via the Koelnmesse Service Portal.

Koelnmesse GmbH cannot store your goods temporarily or otherwise!

The above mentioned forwarding agent will also gladly take care of the storage of your full containers before assembly begins or before the event as well as the storage of your empty containers during the event. These services can be ordered via the Koelnmesse Service Portal using the form T.18.



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The following is available from the Koelnmesse Service Portal:

- Form T.20 parking spot reservation for lorry/container/trailer (8x2.5m)
- Form T.18 for storage of your full containers before assembly begins, or before the event, as well as storage of your empty containers during the event.
Koelnmesse GmbH cannot store your goods temporarily or otherwise!
- Form T.01 for an electric supply.
- Form T.02 for a water supply.
- Form T.22 for a smoke detector.

Your contact partner in case of queries regarding your order is the exhibitor services
koelnmesse-service-portal@koelnmesse.de

Your contact partner in case of queries regarding your parking spot is Mr. Roman Gersch
r.gersch@koelnmesse.de

Our postal address is:

Koelnmesse GmbH
Deutz-Mülheimer-Straße 111
50679 Cologne
P.O. Box 21 07 60
Germany

Your postal address during the event is:

Koelnmesse GmbH
(Hall Number)
(Your company)
(Contact person)
Deutz-Mülheimer-Straße 111
50679 Köln
Germany

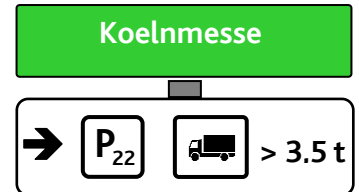


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General Rules for the Assembly & Dismantling

The guidance of the lorries during the assembly and dismantling will be controlled by a special traffic guidance system for the area close to the trade fair.



Here, for spoga+gafa 2019 the following rules apply for vehicles weighing 3.5 t and over:

1. Guidance of the assembly vehicles/lorries weighing 3.5 t and over from 26.08.2019 onwards to P 22.

The registration of the vehicles and the issuing of permits to access the grounds will take place on P 22.

A permit to access the grounds is only issued if:

- the exact delivery place has been determined (hall and stand number),
- the necessary areas for the loading and unloading are available at the halls,
- the where appropriate necessary logistical services can be provided by the contracted forwarding agents,
- the where appropriate necessary customs processes are possible.

Our traffic guidance staff at P 22 will issue the instructions for accessing the grounds.

2. Once dismantling begins on the last day of the trade fair, all of the dismantling vehicles arriving will be guided to P 22 via the corresponding signage.

Access to the fair grounds on 03.09.2019 for all vehicles is not possible until 7:00 p.m.

Special regulations apply for vehicles up to 3.5 t (see access regulations for the last day of the fair).

Please note:

Vehicles that do not drive to P 22 on the last day of the trade fair, will not receive an access permit to the fair grounds at the gates!

Free parking spots for unloaded cars during the assembly and dismantling period:

For Halls 1 - 5, 10:

Parking decks 2, 4, 5, 10

For Halls 6, 7, 8, 9:

P 21



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Access Regulations

Assembly 26 August - 30 August 2019

Vehicle	Halls	Access via	Opening Hours	Deposit
	4.1, 5.1, 6, 7, 8, 10.1	Gate A	24 h	100 € Deposit in cash on P21 and gate D for two hours
	10.2, 4.2, 5.2	Gate D	07:00 a.m. - midnight	
	9	Gate B	07:00 a.m. - 4:00 p.m.	
up to 3.5 t	1, 2, 3	Gate F	07:00 a.m. - midnight	

Outside of the opening hours of Gates B / D / F, the grounds can only be entered and exited via Gate A.

The deposit must be paid in € in cash and will be reimbursed at the same gate if the vehicle leaves within the time limit.

Vehicle	Halls	Access via	Opening Hours	Deposit
	1, 2, 3, 4, 5	P 22	06:00 a.m. - 8:00 p.m.	None
	6, 7, 8, 9, 10	P 22	06:00 a.m. - 8:00 p.m.	None

Outside of the opening hours of P22, the grounds can only be entered and exited via Gate A.

Assembly 31 August 2019 / Last Assembly Day

Vehicle	Halls	Access via	Opening Hours	Deposit
	4.1, 5.1, 6, 7, 8, 10.1	Gate A	24 h	100 € Deposit in cash on P21 and gate D for two hours
	9	Gate B	07:00 a.m. - 6:00 p.m.	
	1, 2, 3	Gate F	07:00 a.m. - 6:00 p.m.	
up to 3.5 t	10.2, 4.2, 5.2	Gate D	07:00 a.m. - 6:00 p.m.	

The deposit must be paid in € in cash and will be reimbursed at the same gate if the vehicle leaves within the time limit.

Vehicle	Halls	Access via	Opening Hours	Deposit
	all halls	P22	06:00 a.m. - 6:00 p.m.	None

Outside of the opening hours of Gates B / D / F, the grounds can only be entered and exited via Gate A.

The deposit must be paid in € in cash and will be reimbursed at the same gate if the vehicle leaves within the time limit.

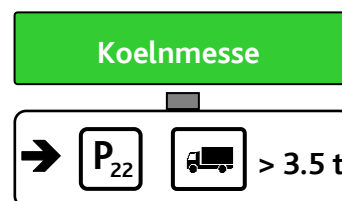
Access Regulations

Last day of the trade fair/Dismantling 03.09.2019

All dismantling vehicles arriving will be guided to P 22 via the corresponding signage.

Entrance to the grounds for all dismantling vehicles is not possible until 7:00 p.m.!

On the last day of the fair, it is possible for owners/drivers of vehicles up to 3.5 t to enter the grounds in the time between 5:00 - 7:00 p.m. if they possess a separate access permit. A limited number of these will be issued against a deposit of €100.00 (in cash).






Opening hours for the issue of these access permits:



30.08.-31.08.2019 from 09:00 a.m. - 6:00 p.m. (Service Centre North / Service Centre East)

03.09.2019 from noon - 3:00 p.m. (Security Office North / Security Office East and at P 22)

The deposit will be reimbursed if the exit time (**7:00 p.m.**) is adhered to at **Gate A** and only on delivery of the original deposit receipt.

Vehicle	Halls	Access via	Opening Hours	Deposit
   up to 3.5 t	all halls	With deposit receipt directly via the Access Gate A / D	5:00 - 7:00 p.m. After 7:00 p.m. access without deposit	see above Deposit Regulations
3.5 t and over	All halls	P22 from 7:00 p.m. onwards	06:00 a.m. - 10:00 p.m.	None

Dismantling 4 September - 5 September 2019

Vehicle	Halls	Access via	Opening Hours	Deposit
  up to 3.5 t	4, 5, 6, 7, 8 9 1, 2, 3 10	Gate A Gate B Gate F Gate D	24 h 06:00 a.m. - 8:00 p.m. 24 h 06:00 a.m. - 8:00 p.m.	None None None None
3.5 t and over	all halls	P22	06:00 a.m. - 8:00 p.m.	None

Outside of the opening hours of P22, the grounds can only be entered and exited via Gate A.