



EXHIBITORS' MANUAL

**IMMUNO ONCOLOGY CONGRESS
7–10 DECEMBER 2017
GENEVA, SWITZERLAND**

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1. CONGRESS VENUE

1.1 VENUE ADDRESS

Palexpo SA

Route François-Peyrot 30
CH-1218 Grand-Saconnex, Geneva, Switzerland
Web: www.palexpo.ch

Ilona Brunner, ilona.brunner@palexpo.ch, tel.: +41 (0)22 761 10 79

Please refer to access and situation plans on page 3 to 4

1.2 DELIVERY ADDRESS

Access for exhibitors and stand builders

- *Pedestrian access:* access to Foyer ABC from the front of the venue via the Entrance hall, Doors E3/E4 (no vehicles).
- *Good entry:* E3/ E4

Forwarding agent/ Storage and customs affairs

Inter ExpoLogistics Ltd.

Palexpo SA – route François Peyrot 30
CH - 1218 Grand-Saconnex – Geneva
Attn: Mr. David STRIPPOLI – **ESMO Immuno 2017**

Please notify: Exhibitor's name / booth N°
Customs office: GENEVA PALEXPO (NCTS code: CH006521)

1.3 PARKING

Parking rates at Palexpo SA:

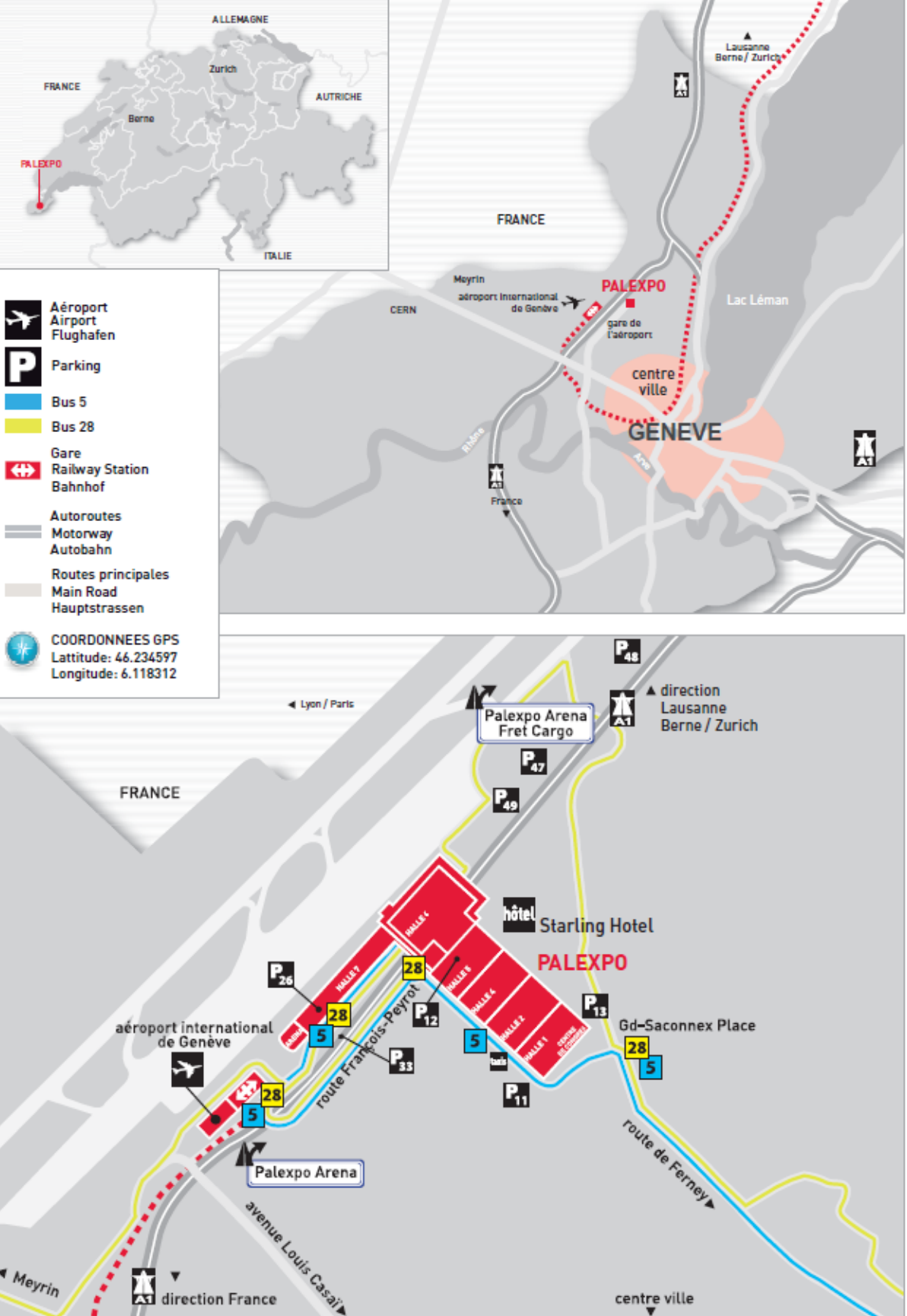
- *Cars and vans below 2m height:* CHF 18.- per day
- *Vans with height of 2m and more, with max 3.5 t weight:* CHF 35.- per day
- *Bigger Vans and trucks:* CHF 60.- per day

If you book for the whole period, only event days are charged whilst the build-up day is offered.

Due to a parallel show taking place at Palexpo it is highly recommended that you book your parking space for vans and trucks in advanced with the Palexpo Exhibitors' Team.

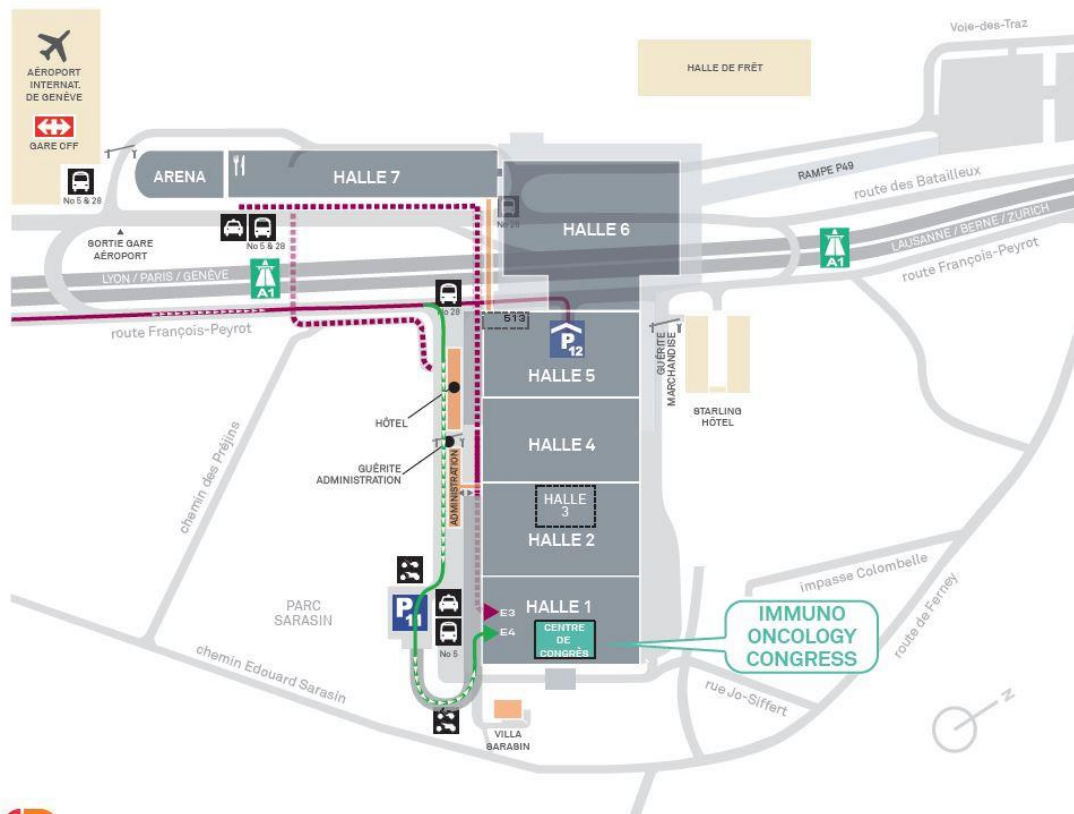
Palexpo Exhibitors' Team
exhibitorscontact@palexpo.ch
Tel.: +41 22 761 13 00

Tickets are also available on site at the Palexpo Exhibitors' Contact, 1st Floor Administration Building (across from Door E13, open 08:00 – 12:00 / 13:30 – 17:30 weekdays).



IMMUNO ONCOLOGY CONGRESS

DEC 2017



LÉGENDE - LEGEND LEGENDE

- ACCÈS MARCHANDISES
GOODS ACCESS
WARENZUFUHR
- ACCÈS PIÉTONS
PEDESTRIAN ACCESS
FUSSGÄNGERZUGANG
- AUTOROUTE
MOTORWAY
AUTOBAHN
- ROUTE
ROAD
STRASSE
- ACCÈS PARKING
CAR PARK ACCESS
PARKHAUSZUFABRT
- AÉROPORT INTERNATIONAL DE GENÈVE
GENEVA INTERNATIONAL AIRPORT
INTERNATIONALER FLUGHAFEN GENÈVE
- GARE CFF GENÈVE-AÉROPORT
GENEVA-AIRPORT TRAIN STATION
BAHNHOF GENÈVE-FLUGHAFEN

1.4 VENUE OVERVIEW



Immuno Oncology areas:

Registration:

- To access to congress centre

Session halls:

- A → 800 seats
- C → 650 seats

Meet the investigator Studio:

- E → 80 seats (1st floor)

Exhibition area:

- Lobby A/B/C

Poster area:

- Hall B

Meeting rooms:

- Available upon request (on 1st floor)



Immuno Meeting rooms (on 1st floor):

Office 5 → 12 pax Board

Office 6 → 12 pax Board

Room E → 80 pax Theatre

Room F → 40 pax Board

Room G → 80 pax Theatre

Room L → 40 pax Board

2. IMPORTANT CONTACTS

2.1. CONGRESS MANAGEMENT

ESMO Head Office

Via Lugi Taddei 4, CH-6962 Viganello – Lugano

T. +41 91 973 19 47

E-mail: immuno@esmo.org

Web: www.esmomeetings.org

Exhibition Management

Alessia Mora immuno@esmo.org +41 91 973 19 17

Concetta Di Parenti immuno@esmo.org +41 91 973 19 47

Scientific Programme Management

Kate Kronig programme@esmo.org +41 91 973 19 19

Registration Management

Nicole Bullo registration@esmo.org +41 91 973 19 39

Travel Grants

Valentina Meier travelgrants@esmo.org +41 91 973 19 63

Sponsorship and Industry Relations

Nikolaj Tomma sponsorevents@esmo.org +41 91 973 19 90

Yvonne Giovanelli sponsorevents@esmo.org +41 91 973 19 69

Congress Media Relations

Thomas Balasso media@esmo.org +41 91 973 19 04

2.2. EXHIBITION OFFICIAL STAND BUILDER

Syma System AG

Case postrale 1148

CH-1211 Genève 5

Mr. Christophe Straessle

T. +41 22 791 70 30

E-mail: Christophe.Straessle@syma.ch

The following services will be provided by SYMA:

- Stand approval
- Additional services for the booth (electricity, furniture, please refer to the order form at page 55)

2.3. ACCOMMODATION, OPTIONAL TOURS

Kuoni Global Travel Services AG

Geneva Business Center

Av. Des Morgines 12

CH - 1213 Petit Lancy

T. +41 (0)58 458 65 64

E-mail: immuno@ch.kuoni.com

2.4. INTERNATIONAL FREIGHT FORWARDING AGENT / ON SITE HANDLING AGENT AND ALL CUSTOMS AFFAIRS

Inter ExpoLogistics

Palexpo SA
30 Route François Peyrot
CH - 1218 Grand-Saconnex (Geneva)

Mr. David Strippoli

T. +41 22 798 13 28
F. +41 22 798 13 87
E-mail: info@iel.ch

Please refer to the instruction form for additional information

2.5. CATERING (EXCLUSIVE) FOR EXHIBITION STANDS AND HOSPITALITY SUITES

All catering must be organised through Palexpo Restaurants, the exclusive F&B provider to Palexpo. This also includes Barista, coffee machines & related services. Bringing your own small Nespresso machine however is not considered part of the catering exclusivity.

Specific requests for external Barista suppliers will need to be addressed on a case by case basis and corkage fees will apply. Please contact Palexpo Restaurants well in advance to discuss your requirements.

Palexpo Restaurants

Route François-Peyrot 30
CH-1218 Grand-Saconnex, Geneva, Switzerland
Tel.: +41 (0) 22 761 15 00
Fax: +41 (0) 22 798 07 43
E-mail: restaurants@palexpo.ch

Contact for on-stand deliveries: **Mrs. Patricia Putois**

Tel.: +41 (0) 22 761 1514
E-mail: patricia.putois@palexpo.ch

Contact for Catering services (coffee breaks, cocktails, etc. served on stands): **Ms. Angela Gautschi**

Tel.: +41 (0) 22 761 1504
E-Mail: angela.gautschi@palexpo.ch

2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH

Nussdorferstrasse 20/22
1090 Vienna, Austria

Mrs. Tamara Dworschak

Fax +43 1 319 69 99 33
E-mail t.dworschak@ctimeetingtech.com
leadsystem@ctimeetingtech.com

2.7. Hostess services

KTNM Concepts, Sàrl

2 Chemin de Taverney
CH-1218 Le Grand-Saconnex, Geneva, Switzerland

Ms. Katrin D. Niehaus

Tel.: +41 (0)22 787 05 77
Fax: +41 (0)22 787 05 78
E-mail: info@ktnm.com

3. TIME SCHEDULE

3.1. EXHIBITION

3.1.1. SET UP

Wednesday, December 6, 07:00 – 12:00 – Reserved to the official stand builder

Wednesday, December 6, 12:00 – 19:00 – Stand decoration and internal set-up

3.1.2. EXHIBITION AREA HOURS

Thursday, December 7, 10:00 – 17:00

Friday, December 8, 08:30 – 16:30

Saturday, November 9, 08:30 – 16:30

Sunday, November 10, 08:30 – 13:00

Note: The Exhibition Area is in a public area of the venue. Therefore, do not leave any valuables unattended.

3.1.3. COFFEE BREAKS AND POSTER LUNCHES (TIMES SUBJECTED TO CHANGE)

Thursday, December 7, 13:00 – 13:30 and 16:00 – 16:30

Friday, December 8, 10:30 – 11:00, 12:30 – 13:00 and 15:45 – 16:15

Saturday, December 9, 10:30 – 11:00, 12:30 – 13:00 and 15:45 – 16:15

Sunday, December 10, 10:30 – 11:00 and 13:00 – 13:30

Times subject to changes.

3.1.4. DISMANTLING HOURS

Sunday, December 10, 14:00 – 19:00

4. ESMO IMMUNO ONCOLOGY CONGRESS 2017 TRADE EXHIBITION AREA RULES

1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services. Nor are the organisers supporting those products or services for their sole promotion at the ESMO Immuno Oncology congress. However, the Congress Secretariat reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and the Congress Secretariat bear no responsibility in case of a complaint based on such laws. The penalty that will be reflected in the company's sponsorship record for infractions to these laws will be assessed by the Congress Secretariat.

2. Duration of the Exhibition

The Exhibition will run from Thursday 7 December to the end of the ESMO Immuno Oncology Congress on Sunday, 10 December 2017.

3. Concomitant activities

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in the Congress venue or outside but concomitantly to or during breaks of the scientific programme of the Congress are subject to the Congress Secretariat approval. Clear identification of the organisers, the purpose, the targeted participants, and the full programme has to be submitted to the Congress Secretariat at least 6 weeks prior to the event for approval. Press conferences are subject to the specific Policy.

Blackout times:

7 December 2017 13:30 - 19:15; 8 December 2017 08:30 - 18:05; 9 December 2017 08:00 - 19:00; 10 December 2017 09:00 - 13:00

4. Use of the Congress logo

The ESMO Immuno Oncology Congress names and/or logos may not be part of any exhibitor-distributed materials. The use of the ESMO Immuno Oncology Congress title and logo on distributed material is subject to approval by the ESMO Events Sponsorship Department.

5. Promotion of the exhibit

5.1 General note:

The Congress Secretariat advises to avoid cultural or historical references on promotional material and bear no responsibilities in case this cause offence.

5.2 Display, projection or distribution of promotional materials on site:

All these activities must be confined in the company's assigned Exhibition space and are not allowed in any other area in, or leading to, the ESMO Immuno Oncology Congress venue.

5.3 Advertisements:

Advertisement of the exhibit is possible in the programme book

and depends on the chosen sponsorship package. All advertisements for the programme book are subject to approval by the ESMO Events Sponsorship Department. Promotion of a specific product does not mean acceptance or endorsement by the ESMO Events Sponsorship Department and it is under the responsibility of the sponsoring company, to comply with Swiss and European laws, where applicable.

5.4 Promotion at Congress hotels:

The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the Congress Secretariat. However, if produced, the content must follow the same rules defined by the Congress Secretariat in this policy.

5.5 Other promotional activities

Any other activity that is organised with the purpose of promoting the company's presence during the event or its products or services is subject to the Congress Secretariat approval.

6. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting unauthorised persons' access to the exhibit floor will be just cause for expelling the violator from the Exhibition or barring him from further entrance to the exhibit floor, or removing his exhibit from the Exhibition floor without obligation on the part of the Congress Secretariat for refund of any fees.

7. Subletting of space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the Congress facility is strictly prohibited.

8. Admission rights

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; The Congress Secretariat may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the event, or who refuses to comply with the local safety rules. Participants fully registered to the Congress and exhibitors wearing the exhibitors' badge may enter the Exhibition hall. Exhibitors must treat all participants/visitors in a courteous and fair manner.

Discrimination against participants/visitors according to their nationality, academic position, or any other factor is against these Industry Guidelines and will affect the future congress attendance of the company in question.

9. Surveys

Surveys are authorised only in the limits of the company's assigned booth. The appointed personnel must be identifiable at all times as member of a "marketing research team".

10. Media events - Temporary badges

Representatives of communication agencies that need a badge to assist in the preparation and development of third-party's media events, will be assigned a temporary badge at no charge. The temporary badge does not authorise any promotional or commercial activity, or any unsolicited contacts with any delegates. Unsolicited contacts will result in the cancellation of 5 to 10 ESMO sponsorship points from the company's records, based on the nature and damage of the infraction, as established by the ESMO Executive Committee. If no relationship can be made to any company, the communication agency will be banned from participating in the ESMO Immuno Oncology Congress for the next 4 years.

11. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in these Industry Guidelines. Any aspect that is not covered by these Industry Guidelines is subject to approval by the Congress Secretariat and by the Venue's Technical Service Department. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must at all times be kept clear and free for passage and all emergency exits and access to service areas are to be kept clear at all times and not restricted or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to the other exhibitors, or in the best overall interest of the Exhibition. All business and selling demonstrations shall be confined to the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

12. Stand design

Every exhibitor will be provided with a stand package structure as mentioned on p. 13 of these Exhibitors' manual. Exhibitors are welcome to bring an umbrella/pop up structure, roll up poster(s) and to rent additional furniture on condition it fits in the designed space. The rental furniture order form is available on p. 55.

The drawings of the stand must be sent to the Congress Secretariat by email to immuno@esmo.org before the 31 October 2017.

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations must also be indicated.

Please supply a SCALED top view drawing (you can use the sample on p. 49 -50)

All stands will be equipped with the necessary carpet as well as a set of boundary wall(s) depending on the stand design type - corner, peninsula or in-line.

13. Stand Transparency

For Island and Peninsula stand types, the Congress requires that a line of sight through the stand be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side. As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and in this case, will not receive approval. A high tower to attract attention (not blocking neighbours) is likely to be approved. For aesthetic reasons, the Congress Secretariat does not advise constructions rising floor to ceiling.

14. Stand elements

Stand elements placed on the open sides of a stand must be 30cm inset from the edge of the stand. The maximum build height is 2.95m and any additional element(s) within the designated stand space needs to respect this height limitation.

Should the Congress Secretariat consider that an item of the stand will obstruct visibility of neighbouring stands, the Congress Secretariat reserves the right to ask for any modification.

15. Management of the booth

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours.

16. Audio and visual activities

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the stand/Exhibition space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand. If the Congress Secretariat judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Congress Secretariat reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of these Industry Guidelines. Licensing for copyrighted work is the sole responsibility of the exhibitor.

17. Catering

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer namely: patricia.putois@palexpo.ch

18. Social functions/activities

Social functions and other activities sponsored by exhibitors cannot be held during exhibit hours or in conflict with any scheduled meetings or activities conducted by the Congress Secretariat. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer assisted learning which the delegate can choose to start and end at his/her own wish are allowed.

19. Giveaways

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed.

20. Force majeure

Should the event be cancelled, postponed or moved to a different venue due to force majeure, the invested costs will be refunded or reallocated to a postponed and/or different project, while the arising costs will be borne by the participating companies. Force majeure is defined as any event that the Congress Secretariat could not, even with due care and attention, foresee or avoid. These events include, but are not limited to acts of God, war, terrorist attacks that may hinder the organisation of the Congress and affect the security of participants, government regulation, disaster, strikes, civil disorder, or any other similar emergency making it illegal or impossible to hold the Congress.

21. Insurance

The Congress Secretariat disclaims any and all responsibilities for damages to persons or properties in relation with the activities organised by third parties who are directly liable for such damages.

It is therefore the responsibility of the third party to take out sufficient insurance coverage.

22. The ESMO Immuno Oncology Congress 2017 is a non-smoking event.**23. Final Clause**

In cases not covered by the regulations in these Exhibitors' manual, the Congress Secretariat's interpretation shall be final.

5. EXHIBITOR REGISTRATION

To order your exhibitor badges and register your staff, please write to the Congress Secretariat at registration@esmo.org by the 18 October 2017.

Exhibitor badges are available only for staff members, owners or representatives of exhibiting companies.

An “Exhibitor” badge authorises access to the Exhibition area only.

Exhibitor badges are free of charge. They do not include receipt of the Congress bag.

Exhibitor badges are distributed onsite only at the registration desk. They will be given all together to ONE company representative who will be then responsible for their distribution to company staff members.

The printed Exhibitor badges will show the company name and country (obligatory requirement) and, if indicated, the staff members’ first and last names.

For last-minute changes the ordering of a certain number of badges displaying the company name only is strongly recommended.

6. SHORT COMPANY DESCRIPTION

ESMO will include short exhibitor’s company/society profiles in the programme book and on the Congress website in the “Industry Participation” section.

All Exhibitors are kindly invited to send to immuno@esmo.com the company details by September 25, 2017, as follow:

- company name to be listed online and in the programme book
- company description (max 60 words)
- company logo
- company website
- stand number

When sending the information, please make sure to clearly indicate the company name as it must appear on the ESMO website and in the congress programme book.

7. VENUE SPECIFICATIONS

7.1 VENUE SPECIFICATION

All exhibits must be confined to the spatial limits of their exhibition area, as indicated in the final floor plan.

No part of any exhibit may be suspended from the ceiling or attached to any part of the building (walls included).

The exhibition area option includes:

- 9 sqm stand space including walls
- carpet
- 1 table
- 2 chairs

For additional furniture please contact SYMA (Christophe.Straessle@syma.ch). On page 55 of this Exhibitors' manual you find the furniture order form.

Exhibitors are welcome to decorate their stand walls and this together with any additional service e.g. electrical connection, internet connection, etc. will be at the exhibitor's expense. For additional orders please send the dedicated forms here attached to the contacts suggested.

Lobby ABC

Lobby height:	2.95 m
Maximum floor load:	400 Kg/m ²

Important:

Water connection is not available in all area

8. STANDBUILDING RULES

8.1 STANDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor PALEXPO take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

8.2 GENERAL REQUIREMENTS

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO and have the approval of appropriate authorities.
- All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give aways' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval of ESMO.
- ESMO reserves the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

9. LIABILITY / INSURANCE

9.1 LIABILITY

Neither ESMO nor PALEXPO, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO nor PALEXPO, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor PALEXPO and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ESMO nor PALEXPO shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO nor PALEXPO maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

The Immuno Oncology Congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders.

Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the Swiss and European law, where applicable.

9.2 INSURANCE

The exhibitor and or his stand building company have to take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

10. GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Immuno Oncology Congress 2017 insofar as the contractual partners do not reach contrary agreements in writing.

Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Immuno Oncology Congress 2017 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

Procedure

- Send sponsorship application form. The ESMO Events Sponsorship Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments).

To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available.

For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

Terms of Payment

Payment is due within 30 days following the date of the invoice.

Cancellation Policy

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (Excluding VAT) will be charged to the company.

Indebtedness

Payments not received by the first day of the start of the ESMO Immuno Oncology Congress 2017 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after the ESMO Immuno Oncology Congress 2017 but not later than the **29 December 2017**. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

Postponement or Abandonment

ESMO reserves the right to postpone the event including the exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the ESMO Immuno Oncology Congress 2017 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation the ESMO Immuno Oncology Congress 2017 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

Limitation of Liability of ESMO

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence or default of an employee, director, representative or contractor. Nor shall ESMO be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

Bankruptcy or Liquidation

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

Security and Insurance

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, neither ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any

of the foregoing matters, the sponsoring company should acquire his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at the ESMO Immuno Oncology Congress 2017 must comply with all rules and policies established by ESMO.

Violation Procedure

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the ESMO Management. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the ESMO Management will give its opinion.

This will be confirmed in writing after the ESMO Immuno Oncology Congress 2017. Appeals may be made to the ESMO Management.

Penalties

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO annual congress.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing.

The maximum time lapse is 1 month from the closure of the ESMO Immuno Oncology Congress 2017.

Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

Non-smoking policy

The ESMO Immuno Oncology Congress 2017 is a non-smoking event.

Final Clause

In cases not covered by the regulations in this Exhibitors' Manual, ESMO interpretation shall be final.

11. GENERAL REGULATIONS FOR THE USERS OF THE PALEXPO SITE

All Appendixes can be downloaded here: http://www.palexpo.ch/externe/PdfsShop/General_Regulations.pdf

11.1. ADMINISTRATIVE AND LEGAL REGULATIONS

11.1.1. HOUSE RULES

Palexpo SA enforces its rules and regulations in the areas and buildings used for fairs and exhibitions on the Palexpo site. Offenders risk exclusion from the exhibition without refund or compensation. Palexpo SA relies on Users' support in maintaining discipline and good order during events. They are invited to notify Palexpo SA of any visitors whose behaviour seems to be detrimental to exhibitors or to the event or of any non-exhibitors attempting to conduct business on the Palexpo site. Palexpo SA reserves the right to refuse to host any event.

11.1.2. SMOKING BAN

Smoking is strictly prohibited inside Palexpo premises. All Users of the Palexpo site are asked to comply with the smoking ban inside Palexpo premises, and to ensure that others comply with it. This ban also applies to any device with similar usage and effects to a cigarette – whether the similarity be due to the technical characteristics, the usage procedure or the substances involved – or that may produce smells that could bother third parties (e.g. e-cigarettes).

11.1.3. ANIMALS

Animals are not allowed inside Palexpo premises, except during special events dedicated to them. The use or exhibition of live animals in shows or other events (whether public or private) is subject to authorisation from the Cantonal Veterinary Service.

For an application form, please contact:

Service de la consommation et des affaires vétérinaires (SCAV)

Quai Ernest-Ansermet 22

P.O. Box 76

CH - 1211 Geneva 4

Tel.: +41 (0)22 546 56 00

Fax: +41 (0)22 546 56 96

secretariat.ovc@etat.ge.ch

<http://ge.ch/dares/service-consommation-affaires-veterinaires/accueil.html>

However, guide dogs and other assistance dogs are allowed.

11.1.4. WASTE

Users are responsible for disposing of waste from their stands during assembly, exhibition and dismantling. Official Palexpo waste bags and containers for waste disposal can be ordered from the Exhibitor Relations Office. The price of the waste bags includes collection and disposal of waste by Palexpo SA.

11.1.5. PHOTOGRAPHS

Photographing, drawing or otherwise reproducing exhibited articles or an exhibitor's stand without the prior authorisation of the exhibitor is prohibited. As the organisers cannot accept any liability in this matter, it is up to individual exhibitors to enforce the ban on their own stands. Nevertheless, exhibitors may not object to general views of the exhibition being taken with the permission of the organisers or of Palexpo SA, nor to the sale or publication of such views.

11.1.6. ADVERTISING AND PROMOTION

All sales promotion activities, surveys, distribution of publicity materials or any other form of publicity are only authorised at exhibitors' stand, providing the organiser has given prior authorisation. Exhibitors are strictly prohibited from using audio visual equipment in such a manner that the messages broadcast or shown may be seen or heard on one or more neighbouring stands. Any false or misleading advertising, of any nature whatsoever, is strictly prohibited and the perpetrator thereof may be expelled immediately from the event.

11.1.7. ADVERTISING SPACE RENTAL

For advertising space rental (paper or digital signage), please contact:

- For advertising space inside Palexpo (digital):
Neo Advertising SA
Avenue Blanc 47
CH-1202 Geneva
Tel.: +41 (0)22 949 77 77
Fax: +41 (0)22 949 77 78
info@neoadvertising.com / www.neoadvertising.com
- For advertising space outside Palexpo (paper, canvas):
APG | SGA, Société Générale d’Affichage SA
Rue Cardinal-Journet 25
CH-1217 Meyrin 2 / Geneva
Tel.: +41 (0)58 220 72 00
Fax: +41 (0)58 220 72 99
geneve@apgsga.ch / www.apgsga.ch

11.1.8. MUSIC AND ROYALTIES

Royalties and related fees (in connection with the rights of performers and producers of sound carriers) for the use of background music (audio - video) and the organisation of minor musical events on the stands are paid by Palexpo SA. Users who play or perform music within these limits do not need to apply to SUISA for authorisation. However, events such as concerts and musical shows of a significant size have to be announced to SUISA by the Users and special authorisation must be obtained for them.

SUISA

Swiss society for the rights of authors of musical works
Avenue du Grammont, 11bis
CH - 1007 Lausanne
Tel.: +41 (0)21 614 32 32
Fax: +41 (0)21 614 32 42
suisa@suisa.ch / www.suisa.ch

11.1.9. NON COMPETITION

Within the framework of non-competition agreements concluded between Palexpo SA and event organisers, Palexpo SA is obligated to refuse to host certain events.

11.1.10. INTELLECTUAL PROPERTY

As regards intellectual property, Palexpo SA shall not be liable under any circumstances in case of any dispute between exhibitors or between an exhibitor and a third party, and the injured party (whether an exhibitor or a third party) may not claim any action and/or compensation from Palexpo SA in its favour. Palexpo SA recommends arbitration using the services of the World Intellectual Property Organisation (WIPO) Arbitration and Mediation Centre, to which all event organisers may subscribe. The regulations applying in this regard (Rules for Palexpo trade fairs – Swift resolution of intellectual property disputes) may be found on:

<http://www.wipo.int/amc/en/center/specific-sectors/tradefairs/palexpo/>

11.1.11. EXHIBITED ITEMS, PRODUCTS AND INSTALLATIONS

11.1.11.1. MEDICINAL PRODUCTS

In order to be offered for sale, a medicinal product must be registered by the Swiss authority for the control and authorisation of Therapeutic Products, Swissmedic, and be authorised by the Cantonal Pharmacist's Office:

Swissmedic

Institut suisse des produits thérapeutiques / Swiss Institut of Therapeutic Products
Hallerstrasse 7
PO Box
CH-3000 Berne 9
Tel.: +41 (0)31 322 02 11
Fax: +41 (0)31 322 02 12
www.swissmedic.ch

Service du pharmacien cantonal (SPC)

Avenue de Beau-Séjour 24
CH - 1206 Genève
Tel.: +41 (0)22 546 51 88
Fax: +41 (0)22 546 51 89
<http://ge.ch/dares/pharmacien-cantonal/accueil.html>

You can find the current legislation governing therapeutic products on the website below: <https://www.swissmedic.ch/ueber/00134/00493/00500/index.html?lang=en>

Except for a few rare exceptions, medicinal products may only be sold by pharmacies or drugstores. Within the context of an exhibition, only medicines which are freely available for sale (those mentioned in Category E) can be sold, provided that they contain an active ingredient which is featured on the List E (certain plants or essential oils, for example), they do not fall under Categories A - D and their use requires no specialist advice. Additional information, as well as a copy of List E, can be obtained from the Cantonal Pharmacist's Office (SPC).

11.1.11.2. FOODSTUFFS AND CONSUMER ITEMS (E.G. COSMETICS)

In Switzerland, the Federal Office for Public Health (OFSP) is responsible for consumer protection and consequently for foodstuffs and other consumer items.

Office fédéral de la santé publique (OFSP)

CH - 3003 Berne

Tel.: +41 (0)31 322 21 11

Fax: +41 (0)31 323 37 72

info@bag.admin.ch

<http://www.bag.admin.ch/index.html?lang=en>

In Geneva, the competent authority for the control of foodstuffs and consumer items, as well as for veterinary issues is:

Service de la consommation et des affaires vétérinaires (SCAV)

Quai Ernest-Ansermet 22

P.O. Box 76

CH - 1211 Geneva 4

Tel.: +41 (0)22 546 56 00

Fax: +41 (0)22 546 56 96

secretariat.ovc@etat.ge.ch

<http://ge.ch/dares/service-consommation-affaires-veterinaires/accueil.html>

In Switzerland, the legislation on foodstuffs and consumer items ensures that the health and safety of such articles can be controlled, and protects against fraud and deceit (in terms of the composition of foodstuffs, but also claims, labelling and advertising). Foodstuffs and consumer items are regulated by the federal law of 9 October 1992 on foodstuffs and consumer items (LDAI) and its enforcement orders, namely the ordinance of 23 November 2005 on foodstuffs and consumer items (ODAIUOs). Signage and labelling concerning products offered for sale must therefore be sufficient to allow appropriate use of the product, remain within the boundaries stipulated by the legislation and not be misleading. Certain foodstuffs are subject to prior authorisation from the OFSP, and exhibitors are therefore requested to contact SCAV, which will be able to provide all the necessary information and advice.

11.1.11.3. ALCOHOL

Exhibitors are reminded that, in accordance with the Geneva law on restaurant services, the sale of drinks and accommodation (LRDBH), it is forbidden to serve alcoholic drinks to adolescents under the age of 16, unless accompanied by an adult responsible for them, or to inebriated persons. Furthermore, in accordance with the Ordinance of the Federal Department for the Interior on alcoholic beverages, it is forbidden to publicise alcoholic drinks, particularly amongst young people under 18 years of age, namely during events of a cultural, sporting or other nature, principally frequented by the young.

11.1.11.4. INSTALLATIONS AND TECHNICAL EQUIPMENT, HAZARDOUS PRODUCTS, GAS BOTTLES, HEAT-PRODUCING EQUIPMENT AND AIR COMPRESSORS

For instructions governing the use of installations and technical equipment, hazardous products, gas cylinders and heat-producing equipment such as water-heaters, ovens and grills, please refer to the provisions contained in the section Safety and security/Fire prevention.

11.1.11.5. INFRINGEMENTS OF VARIOUS LEGAL PROVISIONS

Any Users who do not comply with the legal provisions mentioned above concerning exhibited products, items and installations shall be held solely responsible for bearing any legal, civil or administrative consequences arising from their actions.

11.1.12. DIRECT SALES OR CASH AND CARRY SALES

(Exhibition/sale, clearance sale, etc.)

The legal provisions set forth below must be observed by any merchant who rents space on his/her own behalf from Palexpo SA for the purpose of engaging in commercial activities designed to be open and accessible to the public (exhibition/sale, clearance sale, etc.).

11.1.12.1. OPENING HOURS

(Pursuant to the provisions of the law of 15 November 1968 on shop opening hours)

The term “shop” refers to any facility or premises accessible to the public and used for the retail sale of any sort of goods. Accordingly, the exhibition halls and other premises of Palexpo SA that are accessible to the public and used for the retail sale of goods are considered to be shops.

The usual closing time for shops is 7.00 p.m. Closing times on Fridays and Saturdays are 7.30 p.m. and 6.00 p.m. respectively. Shops may remain open until 9.00 p.m. one day a week (Thursday).

All shops must be closed on Sundays and on all statutory holidays designated as such in Article 1 of the law of 3 November 1951 on public holidays.

Opening hours must be displayed on advertising materials and at the entrance to the premises.

When a commercial exhibition is of obvious cultural, artistic or documentary interest, or is obviously a combined event staged by one or more sectors of the national or cantonal economy, the Cantonal Retail Inspection Office (SCom) may, upon application submitted by the Users no later than 30 days prior to the event, grant an exemption to the provisions set forth by law for a maximum period of two weeks

Applications for such exemptions must be submitted directly to the SCom (see address below).

Exemptions remain subject to the collective labour agreements applicable to the retail trade sector, see: http://www.geneve.ch/cct/EnVigueur/v_welcome.asp

11.1.12.2. SALES BY PRIVATE INDIVIDUALS, MERCHANTS OR BUSINESSES

(Pursuant to the provisions of the federal law of 23 March 2001 on itinerant trade and the federal law of 9 June 1977 on measurements).

Any individual who, for the purpose of making a profit, sells goods to consumers within the boundaries of a hall or other leased premises must be in the possession of an Itinerant Merchant Permit issued by the respective cantonal authority. This obligation also applies to sales staff.

No Itinerant Merchant Permit is required for merchants or businesses taking part in events deemed by the authority to be of obvious commercial interest or benefit to tourism, or for merchants or businesses who offer goods or services, or take orders for such goods or services, within the premises defined by the organiser as authorised by the respective authority (exhibition or trade fair). The inspection (official verification and stamp) of measuring instruments used or useable in retail trade as well

as the inspection of measurements designating quantities falls under the jurisdiction of the Test and Measurement Department of the SCom.

11.1.13. COMPULSORY INDICATION OF RETAIL PRICES

(in compliance with the provisions of the Federal Ordinance on the display of retail prices, 11 December 1978)

The retail price of all goods on display for sale to customers must be indicated. The net sales price must be indicated clearly and legibly in Swiss Francs. This provision extends not only to exhibitors but also includes sales points dealing in tobacco, newspapers, books, postcards, postage stamps, sweets, etc. as well as catering establishments serving drinks or food. Goods designed mainly for further development, conversion or sale to third parties in the practice of their trade, are not subject to this provision. Exhibitors who fail to comply with this provision must answer

to the authority mentioned below. Please direct any application for exemption or request for further information to:

Service du commerce (SCom)

Bandol Centre

Rue de Bandol 1

CH-1213 Onex

Tel.: +41 (0)22 388 39 39

Fax: +41 (0)22 388 39 40

scom@etat.ge.ch / www.geneve.ch/scom

11.1.14. LABOUR LAW AND WORKING TIME

Users must comply – and ensure, through contracts, that their entire subcontracting chain complies – with all provisions on the social protection of workers and working conditions applicable to the relevant activity sector in Geneva. Users must be able to prove at any time, upon the request of the competent bodies or authorities or Palexpo SA, that they and their entire subcontracting chain are up-to-date with these provisions. Users hereby give their prior consent to Palexpo SA obtaining any information about them on behalf of the competent authorities, particularly the Cantonal Labour Relations and Inspection Office (OCIRT) and any competent joint committee. Users shall require, by contract, that their subcontractors also give consent for Palexpo SA to take such actions in their regard and that they require the same of their own subcontractors.

11.1.14.1. LEGISLATION

(see Appendix 1.13)

Staff working at Palexpo SA is subject to the provisions of the following:

- the federal law of 13 March 1964 on labour (LTr);
- ordinance 1 of 10 May 2000 on the law on labour (OLT1);
- the federal law of 20 March 1981 on accident insurance (LAA);
- the ordinance of 20 December 1982 on accident insurance (OLAA).

See also the section Safety and security/Fire prevention, article on Prevention of accidents at work.

For more information, Users may contact:

Office cantonal de l'inspection et des relations du travail (OCIRT)

Rue David-Dufour 5

P.O. Box 64

CH - 1211 Geneva 8

Tel.: +41 (0)22 388 29 29

Fax: +41 (0)22 546 97 25

reception.ocirt@etat.ge.ch / www.geneve.ch/ocirt

Federal legislation may be consulted on: www.admin.ch

11.1.14.2. WORKING TIME

(see Appendix 1.13)

Staff deployed to assemble, maintain or dismantle stands or serve visitors during events do not need authorisation to work at night or on Sundays, if required. These special provisions do not cover activities not directly linked to events, to which the stipulations on work and rest times set out in the Federal Employment Law remain applicable.

The legal provisions are summarised on the site: www.ge.ch/sante-travail/derogation.asp

11.1.15. WITHHOLDING TAX

Taxpayers in the categories listed below are subject to a tax deduction at source:

1. foreign workers who do not hold a C permit i.e. those with an A, B or L permit, asylum seekers, and so on;
2. cross-border workers of Swiss or foreign nationality;
3. seasonal workers;
4. foreigners who hold a limited-stay permit that allows them to be gainfully employed in Switzerland without taking up residence (90 or 120 days permit);
5. young persons who are still minors on 1 January of the current year, or when they arrive in the Canton if after 1 January, irrespective of their nationality or permit type;
6. professional entertainers, musicians, soloists, members of orchestras, actors, lecturers, sportsmen, and others, including people domiciled in foreign countries who belong to troupes giving a few performances at an event.

Further details may be obtained from:

Département des Finances

Service de l'impôt à la source

Hôtel des finances	Tel.: +41 (0)22 327 71 11 (General)
Rue du Stand 26	Tel.: +41 (0)22 327 74 20 (Tax at source)
P.O. Box 3937	Fax: +41 (0)22 546 97 16 (Tax at source)
CH-1211 Geneva 3	http://ge.ch/impots

11.1.16. FOREIGN STAFF EMPLOYED AT PALEXPO SA

Secondment of staff and independent service providers to Palexpo SA (see Appendices 2.14 to 3.14)

These instructions do not cover the general conditions of residence or longer-term secondments (more than 90 days), which are subject to other regulations. They constitute a non-exhaustive summary of instructions for the situations most frequently encountered by Users.

The terms of access to the Swiss employment market vary depending upon whether the worker concerned is a national:

- of a member state of the European Union before its enlargement (EU-25): Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Slovakia, Slovenia, Portugal, Spain, Sweden, the United Kingdom;
- of a state within the European Free Trade Association (EFTA): Iceland, Liechtenstein, and Norway;
- of another country.

Two different procedures must be observed respectively:

- Registration, for which the OCIRT is the authority responsible (online registration); or Application for short-term residence and work permits, for which the Canton Immigration Authority (OCPM) is the authority responsible

11.1.16.1. EU-27 OR EFTA NATIONALS

Normal procedure: registration is only required if employment exceeds eight days

Registration is only obligatory if employment exceeds eight days in the same calendar year. In such cases, independent service providers and employees seconded by companies based in other countries must contact the OCIRT at least eight days before the planned start of work at Palexpo SA (see 10.1.16.4., Registration procedure).

Special cases: registration is required from the first day

Some specific sectors are regarded as special cases. For Users, the activities concerned are:

- stand assembly;
- stand cleaning;
- catering;
- security.

For these activities, registration with OCIRT is required from the first day, irrespective of the length of employment or secondment (see 10.1.16.4, Registration procedure).

11.1.16.2. EU-2 NATIONALS

Special cases: a permit/registration is required from the first day

For the sectors listed in Article 10.1.16.1.2 as well as the parks and gardens sector, an application for a permit is obligatory from the first day, irrespective of the length of employment or secondment. This application must be made to the OCP (see 10.1.16.5, Permit procedures). Access to the employment market in these sectors is subject to priority for national workers, checks on working conditions and payment as well as the requirement of a good professional qualification.

Palexpo SA is happy to provide Users with lists of local companies which are able to carry out such work. In regard to the catering trade, all that is required is registration with the OCIRT at least eight days before the planned activities commence.

11.1.16.3. Nationals of non-EU/non-EFTA countries

11.1.16.3.1. NORMAL PROCEDURE: A PERMIT IS ONLY REQUIRED IF EMPLOYMENT EXCEEDS EIGHT DAYS

A permit need only be applied for if employment exceeds eight days in the same calendar year. In such cases, independent service providers and employees seconded by companies based in non-EU/non-EFTA countries must contact the OCP at least eight days before the work planned at Palexpo SA commences (see 10.1.16.5, Permit procedure).

11.1.16.3.2. SPECIAL CASES: A PERMIT IS REQUIRED FROM THE FIRST DAY

For the sectors listed in 10.1.16.1.2, nationals of these countries also require a permit from the first day, irrespective of the length of employment or secondment (see 10.1.16.5, Permit procedures). Access to the employment market in these sectors is subject to priority for national workers, checks on working conditions and payment as well as the requirement of a good professional qualification. Palexpo SA is happy to provide Users with lists of local companies which are able to carry out such work.

11.1.16.4. REGISTRATION PROCEDURE

Registration must take place online at the following address: https://www.sem.admin.ch/sem/en/home/themen/fza_schweiz-eu-efta/meldeverfahren.html

Independent service providers are legally bound to present the following documents during an inspection designed to verify that they are indeed acting independently at the place where their service is being rendered (applicable since 1 January 2013).

- A copy of the proof of registration
- The social security certificate (form A1) (proof of the Legal Regulations applicable to social security)
- A copy of the mandate and/or contract concluded with the customer or principal:
www.admin.ch/opc/fr/classifiedcompilation/19994599/index.html
- These documents must be submitted in one of the official languages. (French, German, Italian). Exceptionally they can be accepted in English.

The legal duty to register workers is the User's responsibility.

One single registration suffices when several stays are required, in order to carry out a single job for the same customer.

Important: OCIRT will not acknowledge receipt of the registration form. Seconded employees and independent service providers must bring along copy of the attestation from the OCIRT.

11.1.16.5. PERMIT PROCEDURE

Permit applications must be submitted to the OCPM at the following address:

Office cantonal de la population et des migrations (OCPM)

Service étrangers

Secteur emploi

Route de Chancy 88

P.O. Box 2652

1211 Geneva 2

Tel.: +41 (0)22 546 46 46 emploi.ocpm@etat.ge.ch / www.geneve.ch/ocp/

Permit applications must be submitted

- on paper bearing the letterhead of the company making the application, with the proviso that all the information requested in the OCPM form is provided (particularly the name and dates of the exhibition and the stand number), duly dated, stamped and signed; or
- on the individual permit application form (which may be downloaded from:
http://ge.ch/population/media/siteofficielpopulation/files/imce/Formulaires/formulaire_td_travailleurs_detaches.pdf

Anyone holding a valid residence card for a European Community country is asked to include a copy thereof.

Incomplete applications or those on plain paper (without letterhead) will be rejected.

The OCPM will indicate that the application has been approved by stamping the documents and returning them to the sender by fax.

11.1.16.6. SUBSEQUENT CHANGES TO A REGISTRATION OR PERMIT

The authority responsible (OCIRT or OCPM) must be informed immediately if circumstances change subsequent to registration or the receipt of a permit (e.g. change in the time required for the work, additional staff or representation by a different person).

11.1.16.7. REMUNERATION

For more information on remuneration of seconded staff, see: www.geneve.ch/OCIRT/

If work is performed by subcontractors domiciled or headquartered in Switzerland abroad, the contracting company, as the sole, general or main contractor, must require, by contract, that its subcontractors comply with the provisions above. It may be held liable for non-compliance

with these rules. It must also ensure that the subcontractors observe the working conditions and the minimum wage in Geneva.

Collective labour agreements

For catering and cleaning staff, in particular, the collective labour agreements in force in the Canton of Geneva and Switzerland must be respected.

Please refer to www.geneve.ch/cct/welcome.asp

Model employment contract

For staff employed to assemble and dismantle exhibition stands, please refer to model employment contract J 1 50.19, valid from 1 April 2014. www.ge.ch/legislation/rsg/f/rsg_j1_50p19.html

Permanent and temporary employment agencies are not allowed to conduct their business unless they are in possession of a permit from the relevant authorities. If they do not have a permit, they risk criminal prosecution.

Clients of such companies also expose themselves to the risk of criminal prosecution if they knowingly use companies which they know not to be in possession of the required permit.

Users shall therefore ensure that they use only agencies or service providers duly authorised to conduct business.

Private employment or recruitment agencies based abroad are not permitted to provide staff in Switzerland. The use of an employment agency based in Switzerland is obligatory.

It is the responsibility of temporary employment agencies which provide staff for trade-fair stands (e.g. hostesses, models) to directly contact the OCPM for applications for permits or registrations (for European Union nationals) or the OCIRT for applications (for other workers).

11.1.17. TEMPORARY WORKERS AND RECRUITMENT

(Permanent and temporary employment agencies)

Permanent and temporary employment agencies are not allowed to conduct their business unless they are in possession of a permit from the relevant authorities. If they do not have a permit, they risk criminal prosecution.

Clients of such companies also expose themselves to the risk of criminal prosecution if they knowingly use companies which they know not to be in possession of the required permit.

Users shall therefore ensure that they use only agencies or service providers
duly authorised to conduct business.

Private employment or recruitment agencies based abroad are not permitted to provide staff in Switzerland. The use of an employment agency based in Switzerland is obligatory.

It is the responsibility of temporary employment agencies which provide staff for trade-fair stands (e.g. hostesses, models) to directly contact the OCPM for applications for permits or registrations (for European Union nationals) or the OCIRT for applications (for other workers).

11.1.18. USERS' LIABILITY FOR DAMAGE USERS'

Users are liable for any damage caused to the walls, floors, pillars and installations of the Palexpo SA site, whether the damage was caused by themselves or by third parties contracted by them. As such, users must take out insurance (see 10.1.19, Insurance).

11.1.19. INSURANCE

11.1.19.1. CIVIL LIABILITY INSURANCE

Damage to third parties and to premises, installations and equipment on the Palexpo SA site

All damage caused to third parties and to the premises, installations and equipment belonging to Palexpo SA shall be at the expense of Users and their subcontractors.

In order to ensure coverage against claims for damages resulting from the risks mentioned above, Users or their subcontractors must take out civil liability insurance. Upon request from Palexpo SA, Users must provide a copy of their insurance certificates. The minimum sum guaranteed per claim must be sufficient to cover the risk inherent in the exhibition. In the absence of adequate insurance cover, Palexpo SA reserves the right to refuse to make the premises available.

In the event that the responsibility for the damages incurred lies with a third party (exhibitor, exhibitor's or organiser's subcontractors, visitors to the event) and there is found to be no or inadequate insurance cover, it becomes the organiser's responsibility to bear the cost of claims for damages resulting from the risks mentioned above.

11.1.19. 2. FIRE, EXHIBITION AND TRANSIT INSURANCE

Users and their subcontractors, must insure all installations and equipment belonging to them or which they have rented against the risk of fire during the event.

Fully comprehensive insurance cover for the period of the exhibition and fully comprehensive insurance for transit are optional.

Palexpo SA shall not be held liable in the event of loss or damage to goods belonging to Users or third parties which are placed on the premises of Palexpo SA, whether locked or not. Users and third parties leave goods on the premises at their own risk.

Users may take out private insurance policies through the insurance policies concluded between Palexpo SA and Swiss insurers.

11.1.20. FINANCIAL OBLIGATIONS

Exhibitors must pay the fee for floor-space rental in full by the date set by the organiser in the general regulations for the relevant exhibition.

Invoices for technical and other services are payable net upon receipt. Palexpo SA reserves the right not to deliver orders if payment is not received.

Exhibitors are responsible for the payment of all expenses incurred in connection with the installation of their stand, whether it is installed by themselves, by the organisers or by third parties (see 10.1.22, Complaints).

11.1.21. REFUND OF VALUE ADDED TAX CHARGED TO BUYERS DOMICILED OR HEADQUARTERED ABROAD

VAT paid in connection with participation in a trade fair, such as floor space rental, trade fair services, assembly of the exhibition stand, meals, reception expenses and hotel accommodation is refundable in full by the tax authorities.

From 1 January 2011, VAT rates are:

- 8% VAT is the standard rate for most goods and services;
- 3.8% VAT is the standard rate for hotels (including breakfast);
- 2.5% VAT is the standard rate for books, newspapers and food.

VAT paid in Switzerland in connection with trade show participation is refundable under the following conditions:

- Claimants must:
 - be domiciled and headquartered abroad;
 - prove that they conduct a registered business; and
 - not generate turnover in Switzerland – i.e. they may not supply goods or provide services in the country;
- The purchased goods and services must contribute to the generation of a type of business income that would be subject to Swiss VAT if generated in Switzerland;
- Applications for refunds must be filed within six months of the end of the calendar year in which the purchase was made (i.e. they must reach the authorities by 30 June of the following year);
- The refundable VAT for the year must amount to at least CHF 500;
- Applicants must appoint a representative who is domiciled or headquartered in Switzerland;
- All supporting documents (invoices) and proof of payment (receipts and records of bank transfers and credit card payments) must be originals;
- The country in which applicants are domiciled or headquartered must grant reciprocal rights. At present, this applies to the following countries: Australia, Austria, Bahrain, Belgium, Bermuda, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Latvia, Lithuania, Luxembourg, Macedonia, Malta, Monaco, Montenegro, the Netherlands, New Zealand Norway, Poland, Portugal, Romania, Saudi Arabia, Serbia, Slovakia, Slovenia, Spain, Sweden, Taiwan, Turkey, the United Kingdom and the United States.

As a Swiss tax representative is required by law, we recommend that you file your refund application through a specialist company. We can recommend the following company:

Cash Back VAT Reclaim AG

Gewerbstrasse 11

CH-6330 Cham

Tel.: +41 (0)41 747 30 00

Fax: +41 (0)41 747 31 00

info@cashback.ch / www.cashback.ch

The commission is 15% on the refunded VAT. There is no basic fee and no charge for instructions to clients.

To ensure that your VAT refund goes smoothly, please send the following documents to Cash Back VAT Reclaim AG by the end of December:

- original invoices (the name and address of the foreign company must be mentioned on the invoice); and
- your contact details (address, bank details, a contact person in case of inquiries).

Cash Back VAT Reclaim AG would be happy to answer any questions you may have and will send you the necessary documents if you wish.

11.1.22. COMPLAINTS

Complaints relating to services provided (technical, equipment, etc.) must be addressed to Palexpo SA before or during the event. No complaints of this nature can be taken into consideration after the conclusion of an event.

Any complaints regarding invoicing must be made no more than 30 days after the date of the invoice (see 10.1.20, Financial obligations, and 10.1.25, Settlement of disputes).

11.1.23. CLAUSE NULLITY

If any of these Administrative and Legal Regulations should become ineffective, invalid or contrary to an overriding rule of law, the other provisions shall remain unchanged and the Administrative and Legal Regulations shall not become null and void. The aforementioned provisions shall be interpreted or replaced with the closest possible equivalent.

11.1.24. CONFIDENTIALITY

The exhibitors undertake not to divulge, display or make available to third parties the conditions of their participation in an exhibition (rental, financial, technical or other conditions) without prior written authorisation from the organiser and Palexpo SA. This confidentiality clause continues to apply beyond the conclusion of the event.

11.1.25. SETTLEMENT OF DISPUTES

Any disputes shall be subject to Swiss law alone.

The parties concerned shall attempt to reach an amicable settlement in the event of any disputes, disagreements or claims resulting from these regulations or referring to the same, including the existence, validity, nullity, interpretation, execution or non-execution of any possible violations of the current regulations. If a dispute cannot be settled out of court, the parties acknowledge that the courts of the Republic and Canton of Geneva have exclusive jurisdiction, an appeal to the Supreme Court notwithstanding.

This does not apply to the case of an intellectual property dispute between Users and between a User and a third party during the event in question. In such cases, the sole rules applying shall be the Rules for Palexpo SA trade fairs – Swift resolution of intellectual property disputes (see Article 10) if the organiser has chosen to apply them to the event.

11.2. SAFETY AND SECURITY FIRE PREVENTION

11.2.1. SAFETY/SECURITY

11.2.1.1. CONTROL CENTRE, EMERGENCY NUMBER

At the Palexpo SA Security service centre, a computer continuously monitors information on the operation of the technical systems. Emergency calls should be made to the emergency
Tel.: +41 (0) 761 13 18 (ext. 1318).

11.2.1.2. INFIRMARY

There are two infirmaries at Palexpo SA:

- Halls 1 to 6: Service Centre or mobile infirmary
- Hall 7: Hall 7 Service Centre

Palexpo's health team, which is in direct contact with the region's hospitals, may be contacted by telephone through the Palexpo Control Centre by dialling:

Tel.: +41 (0)22 761 13 18 (ext. 1318) or +41 (0)22 761 11 11 (ext. 999).

11.2.1.3. SURVEILLANCE

11.2.1.3.1. PRIVATE GUARD SERVICE

Any person providing a guarding, surveillance or security service must be accredited by:

Commissariat de Police
Service des Armes, Explosifs et Autorisations (SAA)
Chemin de la Gravière 5
P.O. Box 236
CH-1211 Geneva 8

Nouvel Hôtel de Police
Chemin de la Gravière 5 P.O. Box 236
CH-1227 Les Acacias CH-1211 Geneva 8
Weapons / explosives: Tel.: +41 (0)22 427 79 60
Fax.: +41 (0)22 427 77 41
Authorizations: Tel.: +41 (0)22 427 79 69
Fax.: +41 (0)22 427 77 41
armes@police.ge.ch
www.geneve.ch/police

11.2.1.3.2. THEFT RISK

After the exhibition closes each day, it is in Users' interest to put valuable objects from the stand and small objects that could be removed easily in a safe place. Palexpo SA shall not be held liable in the event of theft.

11.2.1.3.3. SUSPICIOUS OBJECTS, THREATS

Any suspicious object found on or near a stand should be reported immediately to Palexpo's safety and security team, which will take the necessary measures.

Any personal threat should be reported promptly to the safety and security team, which will take action as unobtrusively as possible.

11.2.1.4. SPACES TO KEEP CLEAR/SAFETY ZONES

A safety zone must be kept clear in front of the emergency exits in the doors of the halls; no goods may be stored in this zone, which must be free of all installations or raised floors.

Halls 1 to 6: A safety zone 4.00 m deep and 9.60 m wide

Hall 7: A safety zone 3.00 m deep and as wide as the doors

All halls:

Aisles leading to emergency exits must be completely straight. Partitions closing off an exhibition area which is not against one of the walls of the hall shall have emergency exits leading into the safety corridors (plan available from the safety and security team).

All aisles must be at least 3.00 m wide.

Emergency exits must remain closed throughout the exhibition and shall only be opened in the event of an emergency. Anyone using these doors when there is not an emergency shall be sanctioned. Palexpo SA reserves the right to withdraw the offender's access pass.

11.2.1.5. SAFETY OF INSTALLATIONS AND TECHNICAL EQUIPMENT

All items for display or demonstration have to conform to the requirements set down in:

- the federal law of 12 June 2009 on the safety of products (LSPro; RS 930.11) and its implementing ordinance (OSPro; RS 930.111);
- SUVA/CNA's regulations on accident prevention.

Users must also comply with the ordinance of 19 December 1983 on the prevention of accidents and occupational disease (accident prevention ordinance, OPA – RS 832.30).

In case of doubt, exhibitors should apply to the following body

SUVA

Fluhmattstrasse 1
CH-6002 Lucerne
Tel.: +41 (0)41 419 51 11
Fax: +41 (0)41 419 58 28
www.suva.ch

SUVA – Division sécurité au travail

pour la Suisse Romande
Avenue de la Gare 23
CH-1001 Lausanne
Tel.: +41 (0)21 310 80 40
Fax: +41 (0)21 310 80
www.suva.ch

Furthermore, exhibitors are required to comply with the instructions from Palexpo SA safety officers, who are empowered to modify or remove, at the User's expense, any installation or exhibit not in accordance with safety regulations. Palexpo SA shall not be held liable for any accidents or material damage.

11.2.1.5.1. HAZARDS DUE TO IONISING RADIATION

Any equipment with ionising radiation must comply with the provisions of the law on radiation protection (LRaP) and the ordinance on radiation protection (ORaP).

In particular, any use of equipment with ionising radiation must be reported to the Federal Office for Public Health (OFSP).

OFSP

Division Radioprotection
CH-3003 Berne
Tel.: +41 (0)31 322 96 14
Fax.: +41 (0)31 322 83 83

11.2.1.6. PREVENTION OF ACCIDENTS AT WORK

Hard hats and safety shoes must be worn by everyone setting up and dismantling events at Palexpo SA. Pursuant to Article 82 of the LAA (RS 832.20 Federal Law on Accident Insurance), mandatory use of other types of personal protective equipment (PPE) may be required, depending on the activities concerned.

11.2.1.6.1. WELDING

(See the regulations of the Swiss Welding Association – hereinafter referred to as ASS)

For all hot work (welding, grinding, and metal-cutting), Users must fill out a fire permit before beginning work. The permit must be approved by Palexpo's safety and security team.

Due care must be taken to prevent gas cylinders from falling. Collars, chains and straps are appropriate means of securing them. Gas and fumes must be drawn off at source and evacuated without endangering the surroundings.

Support racks conforming to ASS regulation 541.1 must be fitted to pressurised gas cylinders that are part of welding equipment (see ASS leaflet 590.1).

Gas-welding stations must conform to ASS directives 690.1.

Manual electric arc manual installations are governed by ASS regulation 690.2.

Welders and their assistants must wear appropriate clothing, as well as eye protection fitted with normalised tinted lenses (see Suva forms 67104, 67103 and 44091).

Particle-filter masks are used to protect welders from fumes and dust. These masks are necessary when the particles emitted by the relevant processes are small (<1mm).

When there are welding fumes, it is advisable to use a Category P2 particle filter or a half-mask with a Category FFP2 filter as per EN 143/EN 149 (see Table 2, Form 44503, page 31 of the Suva).

Details of the above are obtainable from:

SUVA

Division sécurité au travail
Avenue de la Gare 23
CH - 1001 Lausanne
Tel.: +41 (0)21 310 81 11
Fax: +41 (0)21 310 81 10
www.suva.ch

or

ASS

Association suisse pour la technique du soudage
St. Alban-Rheinweg 222
CH - 4052 Basel
Tel.: +41 (0)61 317 84 84
Fax: +41 (0)61 317 84 80
www.svsxass.ch

Technical documents may be ordered from SUVA

www.suva.ch/waswo

Tel.: +41 (0)41 419 51 11
Fax: +41 (0)41 419 58 28

11.2.1.6.2. WORKING AT HEIGHT

During construction, assembly, repair or maintenance work, top priority must usually be given to the use of scaffolding with safety walls or nets. The User and the company engaged to carry out the installation are jointly and severally responsible for the good condition of the system.

In the absence of such collective fall-prevention measures, anyone working at height must wear a suitable safety harness or fall protection device with an attachment point appropriately positioned to limit the fall factor (see form SUVA 44002 on roping up for safety).

The area beneath the work must be closed to the public and secured (danger of falling objects).

Ladders are primarily temporary forms of access. Only light tasks that do not generate high horizontal forces may be carried out from a ladder. The execution of tasks that cover large surfaces is limited to a working height of 5 metres. Preference will be given to the use of wheeled or cradle scaffolding for tasks to be performed at height (see form Suva n° 44026).

Technical information is available on the site: www.suva.ch/waswo.

Palexpo SA accepts no liability in the event of an accident.

11.2.1.7. HAZARDOUS PRODUCTS

11.2.1.7.1. HAZARDOUS SUBSTANCES

The use of hazardous products is regulated by the federal law of 15 December 2000 on protection against hazardous substances and preparations (law on chemical products, Lchim - RS 813.11), which came into effect on 1 August 2005, and its implementing ordinances. The purpose of Lchim is to protect health, the environment and workers.

Various information relating specifically to Lchim (official certification, classification, labelling etc.) is available on the site of the Swiss Society of Toxic Substance Inspectors (ChemSuisse) at www.chemsuisse.ch/ (available in French and German only).

On the whole, the law no longer provides for authorisations for users, except for certain professional or commercial uses of specific products, such as crop protection products, pesticides, public swimming pool water disinfectants and wood preservatives where a permit is required. Nevertheless, companies and educational establishments in which hazardous

substances or preparations are used, for professional or commercial purposes, must designate one person (contact person) accountable for use according to the regulations and able to provide the executing authorities with all necessary information. This person must have the necessary qualifications both at the technical level and in terms of operations. The person's name must be communicated to the Cantonal Pharmacist's Office.

Service du pharmacien cantonal (SPC)

Section des toxiques et des substances
dangereuses pour l'environnement

24, avenue de Beau-Séjour

CH-1206 Geneva

Tel.: +41 (0)22 546 51 88

Fax: +41 (0)22 546 51 89

section.toxiques@etat.ge.ch

For labelling in accordance with Regulation (EC) No. 1272/2008 (CLP/GHS Regulation), the following hazard pictograms must be used depending on the classification of the substances or preparations (mixtures).



These products may be exhibited at a trade fair or exhibition subject to the following conditions:

- direct sale on stands is prohibited. Orders may be taken only from craft organizations and industry
- Users must hold a general permit issued by the Inspectorate of the canton in which they are domiciled, or, if they are not Swiss, from the Toxic Substances Department of the Cantonal Pharmacist's Office for the canton of Geneva, following approval of the products they wish to exhibit by the Toxic Substances Division of the Federal Office of Public Health in Bern.
- Users must store substances and preparations in a way that takes account of the instructions on the packaging and, where applicable, on the safety data sheet, which must be retained for as long as the product is in use. This safety data sheet must be easily accessible in case of accident.

Hazardous substances and preparations must be stored safely according to their level of risk. In particular, they must:

- be protected against hazardous external influences,
- be inaccessible to non-authorized persons,
- be stored in a clear and tidy manner, separately from other goods. Any form of storage in the immediate vicinity of foodstuffs, animal feed or therapeutic products is prohibited.

Substances and preparations likely to generate hazardous reactions if they interact (incompatible products) must be stored separately from one another.

As regards the use and storage of chemical products, please refer to the technical provisions issued by CFST (regulations on safety at work). These include regulation no. 6501 on acids and alkalis; regulation no. 1825 on flammable liquids and regulation no. 1942 on liquefied gases.

These documents are available on www.suva.ch/waswo.

11.2.1.7.2. OZONE-DEPLETING SUBSTANCES

The use and importation of such substances (CFC, HCFC, Halons, Trichloroethane, etc.) are prohibited in Switzerland or otherwise subject at regulation.

Exhibitors are requested to apply to the competent authority if they require any additional information:

Service du pharmacien cantonal
Section des toxiques et des substances
dangereuses pour l'environnement
24, avenue de Beau-Séjour
CH-1206 Geneva
Tel.: +41 (0)22 546 51 88
Fax: +41 (0)22 546 51 89
section.toxiques@etat.ge.ch

Users shall be solely and fully liable for the consequences of any failure to act in accordance with the requirements set down in the laws and ordinances mentioned above.

11.2.1.8. PAINTING AND SOLVENTS

The storage and handling of flammable liquids must be in compliance with CFST directive no. 1825 and the risk of explosion contained according to the indications of SUVA information sheet no. 2153. When painting with a spray gun, all precautions listed in SUVA ordinance no. 1731 must be taken.

Users are responsible for ensuring that solvent vapours or dust deposits do not affect neighbouring stands. Work of this nature should be carried out at night so as not to disturb staff on adjacent stands.

Chemical substances used on the Palexpo SA site must be stored safely, take into consideration risks of dangerous interactions with other substances and be protected from the dangerous interactions risks of fire, theft and poisoning.

Special authorisation from Palexpo's safety and security team is required for storage of quantities larger than 50 kg.

The cost of destroying abandoned waste or chemical residues shall be borne by the User.

At the User's request, Palexpo's Exhibitor Relations Office can arrange for waste disposal. Waste must not be poured into wash basins or toilets.

If labelling is incomplete, unclear, or in a foreign language, Users should ask Palexpo's Exhibitor Relations Office for assistance.

Exhibitors are advised to use water-based products.

Rigorous inspections will be carried out to ensure that all these provisions are observed, in everyone's interest.

11.2.2. FIRE PREVENTION AND FIREFIGHTING EQUIPMENT

Users are advised to inspect their stands at closing time each day as a precaution against fire caused by any heat source or electrical installations.

11.2.2.1. FIRE EXTINGUISHERS

Palexpo's safety and security team can require fire extinguishers to be fitted to stands on which the materials or objects exhibited constitute a high fire risk. The type and number of extinguishers shall be determined by the safety and security team, and shall then be leased at the published price for the duration of the exhibition. They must be returned after the event.

11.2.2.2. CONSTRUCTION AND DECORATION MATERIALS - STANDARDS TO BE OBSERVED REGARDING FLAMMABILITY

The following official authority is appointed to check building and decoration materials, in accordance with the current legislation:

Police du feu

Chemin du Stand 4

CH-1233 Bernex

Tel.: +41 (0)22 546 66 22

Fax.: +41 (0)22 546 66 39

policedufeu@etat.ge.ch

At any time, it may require flammability classification certificates to be produced for each class of material.

In case of non-compliance, it can order dismantling of the stand. Any person contravening the regulations will be liable to the relevant police fines.

As a general rule, the following materials must have classification according to the Swiss or European EN 13501-1 standard.

Reaction to fire class	Critical reaction	Classification to the SN EN 13501-1 standard		
		Construction products	Thermal insulation for linear pipes	Floor Coverings
RF1		A1 A2-s1, d0	A1 _L , A2 _L -s1, d0	A1 _f , A2 _f -s2
RF2	cr	A2-s1,d1 A2-s2,d0 A2-s2,d1 B-s1,d0 B-s1,d1 B-s2,d0 B-s2,d1 C-s1,d0 C-s1,d1 C-s2,d0 C-s2,d1	A2 _L -s1,d1 A2 _L -s2,d0 A2 _L -s2,d1 B _L -s1,d0 B _L -s1,d1 B _L -s2,d0 B _L -s2,d1 C _L -s1,d0 C _L -s1,d1 C _L -s2,d0 C _L -s2,d1	B _f -s1 C _f -s1
		A2-s1,d2 A2-s2,d2 A2-s3,d0 A2-s3,d1 A2-s3,d2 B-s1,d2 B-s2,d2 B-s3,d0 B-s3,d1 B-s3,d2 C-s1,d2 C-s2,d2 C-s3,d0 C-s3,d1 C-s3,d2	A2 _L -s1,d2 A2 _L -s2,d2 A2 _L -s3,d0 A2 _L -s3,d1 A2 _L -s3,d2 B _L -s1,d2 B _L -s2,d2 B _L -s3,d0 B _L -s3,d1 B _L -s3,d2 C _L -s1,d2 C _L -s2,d2 C _L -s3,d0 C _L -s3,d1 C _L -s3,d2	B _f -s2 C _f -s2

The use of materials is restricted owing to their critical reaction to fire or clear flammability.

The flammability class is determined by an approved laboratory under clearly specified conditions, and reported officially.

Addresses of approved laboratories:

TÜV SÜED

Swiss Process Safety GmbH
Mattenstraße 24a
CH-4002 Basel
Tel.: +41 (0)61 696 80 50
Fax: +41 (0)61 696 70 72
Time required: 1 week

Laboratoire Implenla S.A.

Rte de Bois-de-Bay 67
Case postale 65
CH-1242 Satigny
Tel.: +41 (0)22 753 90 91
Fax: +41 (0)22 753 90 92
www.implenla.com
Time required: 1 to 2 days

11.2.2.2.1. QUICK TEST

A quick test to classify the flammability of a substance can be performed as follows:

- cut a sample about 15 cm in length;
- apply the flame of a normal cigarette lighter to the cut edge for 20 seconds.

If combustion ceases as soon as the flame is removed (i.e. self-extinguishing), the material can probably be classed as difficult to burn or fireproof. It is advisable to repeat this quick test several times.

11.2.2.2.2. TIP

Even if the supplier guarantees that the material is non-flammable, it is advisable to carry out the above test to avoid unpleasant surprises later.

11.2.2.2.3. IMPORTANT

In the event of legal proceedings, only an official report from an approved laboratory shall be accepted as evidence

11.2.2.3. GAS CYLINDERS PROVIDED BY USERS

Users wishing to use gas cylinders must inform Palexpo's safety and security team, who shall perform an inspection on-site. Gas cylinders must be properly secured (with a chain) to eliminate all risk of falling over.

The connecting pipes must be fitted in accordance with best practice (see form Suva n° 33030 and 67068).

The following conditions must therefore be satisfied:

- pipes must be gastight and
- pipes must be pressure-resistant: (minimum bursting pressure 60 bar);
- flexible hoses must be no longer than 1.50 m, and their expiry dates must not be exceeded.

11.2.2.4. FUEL TANKS ON PALEXPO PREMISES

To eliminate explosion risks, the regulations on the following exhibits must be obeyed:

11.2.2.4.1. THERMAL AND ELECTRICAL VEHICLES

Tanks may not contain more than 2 litres of fuel. Under all circumstances:

- fuel tanks must be locked and leakproof;
- batteries must be disconnected.

11.2.2.4.2. PLANES/HELICOPTERS

Tanks may only contain the minimum fuel needed to fly between Geneva International Airport and Palexpo, if such a flight is to be made as part of the exhibition. Under all circumstances:

- fuel tanks must be locked and leakproof;
- batteries must be disconnected.

11.2.2.5. HEAT-GENERATING APPLIANCES

Heat-generating appliances such as boilers, cookers, grills, etc. must comply with and be installed according to best practice, and meet the relevant operating requirements.

In addition, they must be equipped and installed so as to prevent contact with the clothing of passers-by.

Grills must be fitted with an extractor hood containing an activated carbon filter.

11.2.2.6. SMOKE-PRODUCING DEVICES

All forms of pyrotechnics are prohibited.

If appropriate, the Organiser of an event may, taking due account of circumstances and location, authorise an exhibitor to let off artificial fog or smoke, but only with the explicit agreement of the safety and security team, to whom the final programme must be submitted for approval.

11.2.2.7. DRONES

The use of drones and multicopters must satisfy the requirements of the Federal Office of Civil Aviation (FOCA) and the relevant legal basis.

- Ordinance on Special Category Aircraft (OACS)
<https://www.admin.ch/opc/en/classified-compilation/19940351/index.html>
- Federal Act on Data Protection (FADP)
<https://www.admin.ch/opc/en/classified-compilation/19920153/index.html>

Contacts

Office fédéral de l'aviation civile

Tel.: +41 (0)58 465 80 39 (Tuesday and Thursday: 08h00 - 12h00)

Fax: +41 (0)58 465 80 32

rpas@bazl.admin.ch

The FOCA has created an informative leaflet outlining the basic rules to be followed when using multicopters and other mini drones.

All requests for authorisation to fly drones within Palexpo's halls must be approved by Palexpo's Security Team in advance.

11.3. FREIGHT HANDLING, TRANSPORT, CUSTOMS

11.3.1. EXCLUSIVE ON SITE HANDLING AGENT

All handling activities and use of handling plant and equipment or lifting platforms on the Palexpo SA site must be conducted via the Manutexpo consortium, Palexpo's exclusive partner.

This includes:

- the loading and unloading of goods using handling equipment;
- plant hire and/or loan of lifting platforms and handling equipment,
- with or without a driver;
- the storage of goods.

Please see the documentation on the MANUTEXPO consortium.

11.3.2. FREIGHT FORWARDER

The members of the MANUTEXPO consortium also supply the following services: transport and customs clearing. However, Users are free to choose a freight forwarder for transport to and from Palexpo SA and/or for customs clearance.

11.3.3. TRANSPORT OF GOODS

11.3.3.1. SPECIAL REGULATIONS FOR TRUCKS

(no traffic at night, on Sundays and on public holidays)

Road transport is subject to the provisions of the ordinance of 13 November 1962 on road traffic regulations (OCR - RS 741.11). Truck drivers must comply with the regulation prohibiting driving of heavy vehicles at night (between 10.00 p.m. and 5.00 a.m.) and all day on Sundays and public holidays. This prohibition concerns heavy motor vehicles of which the gross weight exceeds 3.5 t, as well as articulated vehicles and road trains of which the overall weight exceeds 5 t.

Vehicles used for passenger transport are exempt from this prohibition

11.3.3.2. ARRIVAL AND DEPARTURE OF GOODS

The Palexpo SA goods area is reserved exclusively for loading and unloading. Vehicles must leave the area once these operations have been completed.

Unless otherwise stated by Palexpo SA, all goods must enter and leave Palexpo SA through the gate nearest the relevant stand.

Only the lifting and handling equipment supplied by the exclusive onsite handling agent may be used on the Palexpo SA site. This concerns the following plant in particular: forklift trucks, cranes, aerial work platforms.

11.3.3.2.1. HALLS 1, 2, 4, 5 AND 6

Trucks and cars can access the exhibition halls at ground level.

11.3.3.2.2. HALL 7

Trucks and cars can access the exhibition hall at ground level. Hall 7 has a perimeter road that passes around the hall and the Geneva Arena auditorium and ends at the Carrefour des Traz crossroads.

The service area behind the hall, on the airport side, leads from the second half of the building to an exit road that is exclusively reserved for vehicle traffic. This road must not be used for loading, unloading or parking.

Stopping, loading and unloading may be conducted in the area between the Carrefour des Traz crossroads and the building during the assembly and dismantling of an exhibition, subject to authorisation. However, they are prohibited while the event is open to the public.

11.3.3.3. TRAFFIC WITHIN THE BUILDINGS

11.3.3.3.1. EXHIBITION HALLS

The speed limit in the building is 10 km/h.

Truck drivers are requested to keep to the routes specified by Palexpo SA's Operations Department, and to comply with the instructions it issues.

The emergency exits and service doors must always be kept **clear, both inside and outside the buildings. No vehicle is permitted to load or unload equipment or park in front of emergency exits, for any reason whatsoever.**

Use of pallet transporters is not allowed on carpeted aisles and wooden floors. Drivers of forklift trucks (loaded or light) must ensure during operation that the floor is not damaged by the forks or by the goods being carried.

11.3.3.3.2. ENTRANCE HALL, HALL 3, CONFERENCE CENTRE, LOBBY AND MEZZANINE

The following vehicles are allowed:

- vehicles without engines, with plastic wheels (nylon);
- hand carts (may be hired from Palexpo SA, contact the Exhibitor Relations Office); please do not overload these, especially when using the ramp (risk of accidents).

The following vehicles are not allowed in the entrance hall and the Conference Centre:

- forklift trucks (except those provided by Palexpo SA);
- electrical trolleys;
- pallet transporters with metal or rubber wheels.

11.3.4. CUSTOMS

Exhibits, goods for sale, stand material, brochures, promotional gifts, and so on must be cleared.

We recommend carrying out customs formalities at Palexpo's Customs Office.

11.3.4.1. PALEXPO'S CUSTOMS OFFICE

There is a Customs Office on the Palexpo SA premises:

Inspection de douane Genève-Aéroport

Subdivision Palexpo SA

P.O. Box 1097

CH-1211 Geneva 5 Airport

Tel.: + 41 (0)22 798 00 05

Fax: + 41 (0)22 788 77 90

palexpo-cs.geneve-aero-id@ezv.admin.ch

11.3.4.1.1. CUSTOMS CLEARING TIMES

- Monday to Friday: 8:00 – 11:30 am and 1:30 – 5:30 pm
- Saturday and Sunday: closed

Forwarding agents may obtain other derogations to official customs clearing times upon application to the head of Palexpo SA's customs service.

For information on customs-related matters contact the Central Information:

Tel.: + 41 (0)58 467 15 15

www.ezv.admin.ch/kontakt/06065/index.html?lang=en

11.3.4.2. SURETY FOR SWISS IMPORT DUTIES/ATA DOCUMENT

11.3.4.2.1. WITH ATA DOCUMENT

The ATA document (ATA standing for Admission Temporaries – Temporary Admission) is an international customs document for temporary admission and for national transit.

The use of the ATA document is provided for goods admitted for temporary importation. But, it is not allowed for goods meant to be sold or rent for swiss stands and for consumable goods during fairs (see paragraphs concerning goods below).

Users must provide surety for prospective liability for import duties on exhibits and stand material, until the goods leave Switzerland. By far the easiest way of doing this is to use the ATA document; this speeds up customs formalities at the Swiss border, in the country of origin, and in transit countries.

Use of an ATA carnet is strongly recommended.

Users should obtain the ATA document from their Chamber of Commerce and complete it at their leisure. Please remember to list the exact weights of exhibits and stand material since, unlike most countries, Switzerland charges import duty on gross weight, not on value.

Please also bear in mind the following requirements:

- the completed ATA document must be attached to other documents sent with the goods;
- the ATA document must be presented at the Swiss Customs Office. For the Canton of Geneva, this means the following border crossing points:
 - Bardonnex (this border crossing point is on the motorway – please note that you will require a road tax disc costing chf 40.-);
 - Thônex-Vallard (this border crossing point is on the motorway; a road tax disc is required);
 - Ferney- Voltaire (Limited opening hours Tel.: +41 (0)58 481 92 80).
 - The ATA document has the following detachable unused sheets:
 - two blue transit sheets for the transiting of goods from the border to Palexpo SA Customs Office;
 - two white sheets for clearance at the Palexpo SA Customs Office;
 - two transit sheets for return transport to the border.

All goods declared at the border for transit must be registered immediately upon arrival at the Palexpo SA Customs Office, by submitting the ATA document.

11.3.4.2.2. WITHOUT AN ATA DOCUMENT

Swiss customs formalities are more complicated if you do not have an ATA document. A customs declaration for temporary admission (DDAT), which guarantees the identity of the goods throughout the exhibition period, must be completed. Lists (four copies) are required containing precise details of the nature, material, net weight, gross weight and value of each item.

In principle, a DDAT can be issued only at the Palexpo SA Customs Office, since the necessary time and facilities are not usually available at border crossing points.

A common transit document (T1/ T2) must be obtained for the transportation of goods from the border to the Palexpo SA Customs Office and back.

To obtain clearance with a DDAT and a bond note, the value of the import duties must be deposited in cash, or customs security provided, e.g. by a forwarding agency domiciled in Switzerland.

All goods declared for transit at the border must be registered immediately upon arrival at the Palexpo SA Customs Office, by submitting the bond note.

11.3.4.2.3. VALIDITY OF ATA DOCUMENTS AND DDATs

- Under an ATA document: validity period of the ATA document;
- Under a DDAT: 24 months' maximum.
- Under an exhibition's DDAT: 6 months maximum

11.3.4.3. GOODS ADMITTED FOR TEMPORARY IMPORTATION

The following goods can be cleared for temporary importation into Switzerland with an ATA document or a DDAT:

- exhibits such as machines, devices and display products, including demonstration models
- goods needed for the demonstration of foreign machines or devices (e.g. wool for demonstrating a knitting machine, iron rods for cutting or bending machines, and so on). Products of any kind resulting from such demonstrations must be re-exported, destroyed under customs supervision, or cleared through customs on entering Switzerland;
- stand equipment, i.e. goods, stand fittings or objects needed to present foreign exhibits, such as partitions, showcases, shelves, furniture (e.g. tables, chairs, desks), kitchen equipment (e.g. refrigerators, coffee machines), curtains, carpets and similar, sound recordings, films, slides, and all devices and equipment needed in this respect.

Goods admitted for temporary importation may not be removed from the exhibition premises without authorisation from the Palexpo SA Customs Office.

11.3.4.4. DUTY-FREE GOODS

The following goods can be cleared entirely of customs duty if, in the opinion of the customs authorities, their total value and quantity are appropriate to the size of the stand and the exhibition:

- products temporarily imported for erecting and decorating foreign stands, such as nails, paints, lacquers, wallpaper, and so on;
- consumable goods, such as paints, lacquers or washing powders, that are to be demonstrated themselves or are required to demonstrate foreign products;
- printed advertising material for foreign exhibits. This material must be stored at Palexpo SA
- samples of foreign goods on exhibition, recognisable as such, of no commercial value (not corresponding to the items found on the market), supplied free of charge, and available for tasting or as gifts to stand visitors.

11.3.4.5. GOODS SUBJECT TO TAXES

The following items, in particular, are liable for import tax under the federal law of 9 October 1986 on customs charges (LTaD - RS 632.10):

- goods for sale;
- all types of gift items;
- samples of alcoholic beverages, tobacco products, and fuels.

These taxes may consist of customs duty, VAT (value-added tax), proprietary duties, and other customs charges.

11.3.4.6. OTHER IMPORT RESTRICTIONS

Furthermore, certain goods, particularly foodstuffs, may be subject to restrictions (licences) or import bans. The relevant information will be supplied, on a case-by-case basis, by the Palexpo SA Customs Office:

Tel.: +41 (0)22 798 00 05

Fax: +41 (0)22 788 77 90

Or by the customs office at Geneva Airport:

Tel.: +41 (0)22 717 77 77

Fax: +41 (0)22 717 77 27

www.ezv.admin.ch / www.blw.admin.ch

11.3.4.7. GOODS OF ANIMAL ORIGIN

All goods of animal origin must be mentioned clearly in the customs declaration. Goods covered by the Washington Convention need a CITES licence issued by the country of origin as well as an import permit from the OVF (Federal Veterinary Office); these should be presented to the Customs Office together with the import documents.

11.3.4.7.1. VETERINARY INSPECTION

Regulations for import or re-export of animals and animal goods may be downloaded from the official Federal Veterinary Office: www.blv.admin.ch/blv/en/home.htm

Further information may be obtained from:

Service vétérinaire de frontière

P.O. Box 1001

CH-1211 Geneva 5 Airport

Tel.: +41 (0)22 717 73 45

Fax: +41 (0)22 717 73 49

info@blv.admin.ch / www.blv.admin.ch/blv/en/home.htm

Undeclared goods, or goods without the required documents, will be impounded by the Border Veterinary Service.

11.3.4.8. PLANT PROTECTION

Importation of any sort of plant must comply with the regulations in force as they appear in Notice 1 of the Federal Agriculture Office and must be mentioned clearly in the customs declaration.

Goods covered by the Washington Convention need a CITES licence issued by the country of origin, which should be sent to the Customs Office with the import documents.

The Federal Plant Protection Service will carry out an inspection on the exhibition premises.

For further information, please contact:

Service phytosanitaire fédéral

Geneva Airport

Voie-des-Traz 20

P.O. Box 1089

CH-1211 Geneva 5

Tel.: +41 (0)22 717 82 81

Fax: +41 (0)22 717 82 84

[jacques.humbert](mailto:jacques.humbert@blw.admin.ch) / droz@blw.admin.ch

11.3.4.9. ITEMS MADE OF PRECIOUS METALS

Precious Metals Inspection Service.

Precious Metals Inspection Department of Geneva

P.O. Box 1025

CH - 1211 Geneva 15 Airport

Tel: +41 (0)22 717 77 81

Fax +41 (0)22 717 77 83

<http://www.ezv.admin.ch/org/04135/04148/index.html?lang=en>

12. ORDER FORMS

12.1 SHIPPING INSTRUCTION FORM

Inter ExpoLogistics Ltd.

Route François Peyrot 30

Palexpo

CH - 1218 Grand-Saconnex / Geneva

Tel +41 (22) 798 13 28

Fax +41 (22) 798 13 87

e-mail: info@iel.ch

website: www.iel.ch

SHIPPING INSTRUCTIONS

Inter ExpoLogistics Ltd. has been appointed to act as the official
on-site handling agent for the:



INTER EXPOLOGISTICS LTD agent in your country

In order to assist in the smooth transfer of your booth fitting material and exhibits, **Inter ExpoLogistics Ltd** have set up a worldwide network of freight forwarders who are experienced in the movement of goods to and from exhibitions. Whilst the use of these forwarders is by no means mandatory, **Inter ExpoLogistics Ltd** recommends their services to you. If no local forwarder contacts you, please get in touch with Inter ExpoLogistics Ltd for further details.

[Shipping addresses / Deadlines](#)

By Airfreight Goods to reach Geneva Airport **not later than Sunday Dec 3rd 2017** addressed to:

Inter ExpoLogistics Ltd.

Palexpo
CH - 1218 Grand-Saconnex – Geneva
Attn: Mr. David STRIPPOLI – **ESMO Immuno 2017**

Notify: Exhibitor's name / booth N°

By truck

Goods to reach PALEXPO site **not later than Tuesday Dec 5th 2017** addressed to:

Inter ExpoLogistics Ltd.

Palexpo – route François Peyrot 30
CH - 1218 Grand-Saconnex – Geneva
Attn: Mr. David STRIPPOLI – **ESMO Congress 2017**

Notify: Exhibitor's name / booth N°

Customs office: GENEVA PALEXPO (NCTS code: CH006521)

By Courier

Please be aware that Courier companies are not able to clear customs and deliver goods to your stand at Palexpo. They will only deliver to Geneva Airport or Palexpo site. In order to keep costs to a minimum, we strongly advise that you consign your goods to **Inter ExpoLogistics Ltd** at the address shown above. On payment of appropriate customs and handling charges, Inter ExpoLogistics Ltd will deliver your goods to your stand.

Please make sure that shipments to be imported permanently into Switzerland (no return to origin) are sent Delivery Duty Paid **"DDP"**.

All charges including any Duties & Taxes to be charged to the shipper.

Delivery terms

All consignments must be sent on freight prepaid terms.

Customs

It is the sole responsibility of the Exhibitor to ensure the products and materials they will be exhibiting are lawfully brought into Switzerland and used and displayed only in accordance with the terms and conditions governing the entry of the products and materials into Switzerland and the use of such materials in Switzerland.

Booth fitting material and exhibits can be imported duty-free on a temporary basis against either a ATA carnet or a Customs Bond which Inter ExpoLogistics Ltd can supply against payment of a bond fee.

Printed matter such as catalogues for free distribution at the show can be imported duty-free. This also refers to CD-ROM catalogues.

However, give-away such as pens, lighters, T-shirts, etc. are subject to the payment of duties and VAT. So does any kind of foodstuff or alcoholic beverage.

Therefore, it is advisable to contact **Inter ExpoLogistics Ltd** before shipping such goods in order to obtain precise details about the charges you will have to pay.

Documents

Commercial invoices and packing lists (they can be combined on one document) 5-fold, indicating quantity and nature of goods, gross and net weight and value for each item shipped, as well as weight and dimensions of each package in the shipment. A separate invoice is to be made out for printed matters and give-away. In case of ATA carnets above documents are not required.

Insurance

Handling of stand material and exhibits at Palexpo is performed at the exhibitors' risk. The same applies, should goods disappear in the halls. We, therefore, strongly recommend that insurance is covered for the above risks. **Inter ExpoLogistics Ltd.** will cover such insurance only by receiving a written request from the exhibitor.

Storage

Limited storage space is available and can be rented from the official site-agent **Inter ExpoLogistics Ltd.** please contact **Inter ExpoLogistics Ltd.** directly.

Empties

All empties will be removed from the stand as promptly as possible, at the latest on the day prior to the opening day and stored at the risks of the exhibitors. After the show, they will be returned to the stands. Please allow sufficient time for their return to your stand. Do not plan too early departures. Please make sure all empties are labeled showing your name and your booth number. Labels for empties are at your disposal at **Inter ExpoLogistics Ltd.** Exhibition Office at Palexpo.

Return transport

Return transports will be organized by the official on-site freight handler **Inter ExpoLogistics Ltd.** which will contact each exhibitor respectively.

On-Site Facilities

Inter ExpoLogistics Ltd has its own permanent office at Palexpo, located in the service area.

Roberto FUMANI
roberto.fumani@iel.ch

Manuel MAZZINI
manuel.mazzini@iel.ch

David STRIPPOLI
david.strippoli@iel.ch

Sibylle FLORY
sibylle.flory@iel.ch

Nicolas STRIPPOLI
nicolas.strippoli@iel.ch

Opening hours

Every day from **08:00 - 12:00** and from **13:30 - 17:30**

Services offered by

Inter ExpoLogistics Ltd.

- Swiss customs Clearance & bond guarantee
- Transportation to and from points of origin
- Transportation from Geneva Airport or truck-terminal to Palexpo
- Site handling (Labours, forklifts, cranes)
- Storage of empty packing cases during the show
- Insurance (transport/storage)
- Storage of exhibits/stand material until next show.

General

All transactions undertaken by **Inter ExpoLogistics Ltd.** are carried out under the general conditions of the Swiss Freight Forwarding and Logistics Association (SPEDLOGSWISS) latest edition. (Copy of which is available on request).

All goods are placed at the stand at the exhibitors' risk even in the absence of himself or the exhibitors' representatives.

Booth number :		

Order form for Electricity / Internet / Cleaning / Parking

Deadline / Last order: 30 NOV 2017

Company:
Billing address:
.....
.....
Contact:
Phone:
Fax:
E-mail:

To be returned to:

PALEXPO SA

Case postale 112

CH-1218 Le Grand-Saconnex /

Fax: +41 (0)22 798 01 43

Tel.: +41 (0)22 761 13 00

E-mail: exhibitorscontact@palexpo.ch

CODE	QTY	DESCRIPTION	UNIT RATE CHF (ADD 8% VAT)		TOTAL CHF
			BEFORE 6.11.2017	AS OF 7.11.2017	
POWER (4 days, from 7-10th December 2017)					
3ELE02 ELE-1KW	1 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 230 V)	264.00	316.80
3ELE02 ELE-2KW	2 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 230 V)	288.00	345.60
3ELE02 ELE-3KW	3 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 230 V)	312.00	374.40
3ELE02 ELE-4KW	4 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 240/400V)	402.00	482.40
3ELE02 ELE-5KW	5 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 240/400V)	426.00	511.20
3ELE02 ELE-6KW	6 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 240/400V)	450.00	540.00
3ELE02 ELE-7KW	7 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 240/400V)	474.00	568.80
3ELE02 ELE-8KW	8 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 240/400V)	498.00	597.60
3ELE02 ELE-9KW	9 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 240/400V)	522.00	626.40
3ELE02 ELE-10KW	10 kW main power, consumption included with green energy "SIG Vitale Vert" (50 Hz, 240/400V)	546.00	655.20
For power supply over 10 kW, contact exhibitorscontact@palexpo.ch or +41 (0)22 761 13 00					
5ELE01 MOSPECI	Electrician (rate per hour)	108.00/h	129.60/h

	TOTAL WITHOUT VAT CHF
	VAT 8 % (CHF)
	TOTAL AMOUNT IN CHF

Date: Signature:

Booth number :			

Order form for Electricity / Internet / Cleaning / Parking

Deadline / Last order: 30 NOV 2017

CODE	QTY	DESCRIPTION	UNIT RATE CHF (ADD 8% VAT)		TOTAL CHF
			BEFORE 6.11.2017	AS OF 7.11.2017	
CLEANING (4 days, from 7-10th December 2017)					
	Add stand surface				
3NET02 NETJ50	Stand cleaning of surface up to 50 m2 - First cleaning included	2.50/m2	3.00/m2
3DEC11 SAC035L	Waste bag 35L, removal of waste included	3.00/bag	3.00/bag	Sold on site only
3DEC11 SAC110L	Waste bag 110L, removal of waste included	8.00/bag	8.00/bag	Sold on site only
INTERNET (4 days, from 7-10th December 2017)					
		For any cabled or wireless internet connection for your stand please contact:			
		exhibitorscontact@palexpo.ch or +41 (0)22 761 13 00			
PARKING (5 days, from 6-10th December 2017)					
2CIR02 P12-VHC	Cars and vans below 2m height (Covered car park P12 or as assigned by Palexpo)	72.00	72.00
2CIR02 P13-VHC	Vans with height of 2m and more, with max 3.5 t weight	140.00	140.00
2CIR02 P49-CAM	Bigger vans and trucks	240.00	240.00

	TOTAL WITHOUT VAT CHF
	VAT 8 % (CHF)
	TOTAL AMOUNT IN CHF

Date: Signature:

SKETCH ELECTRICITY CONNECTION

Please return this sketch together with the order form

Exhibitor: _____

Please indicate the point where the cable should reach the stand

9 sqm

Neighbouring stand N°

Neighbouring stand N°

Neighbouring stand N°

Neighbouring stand N°

Notes: _____

SKETCH ELECTRICITY CONNECTION

Please return this sketch together with the order form

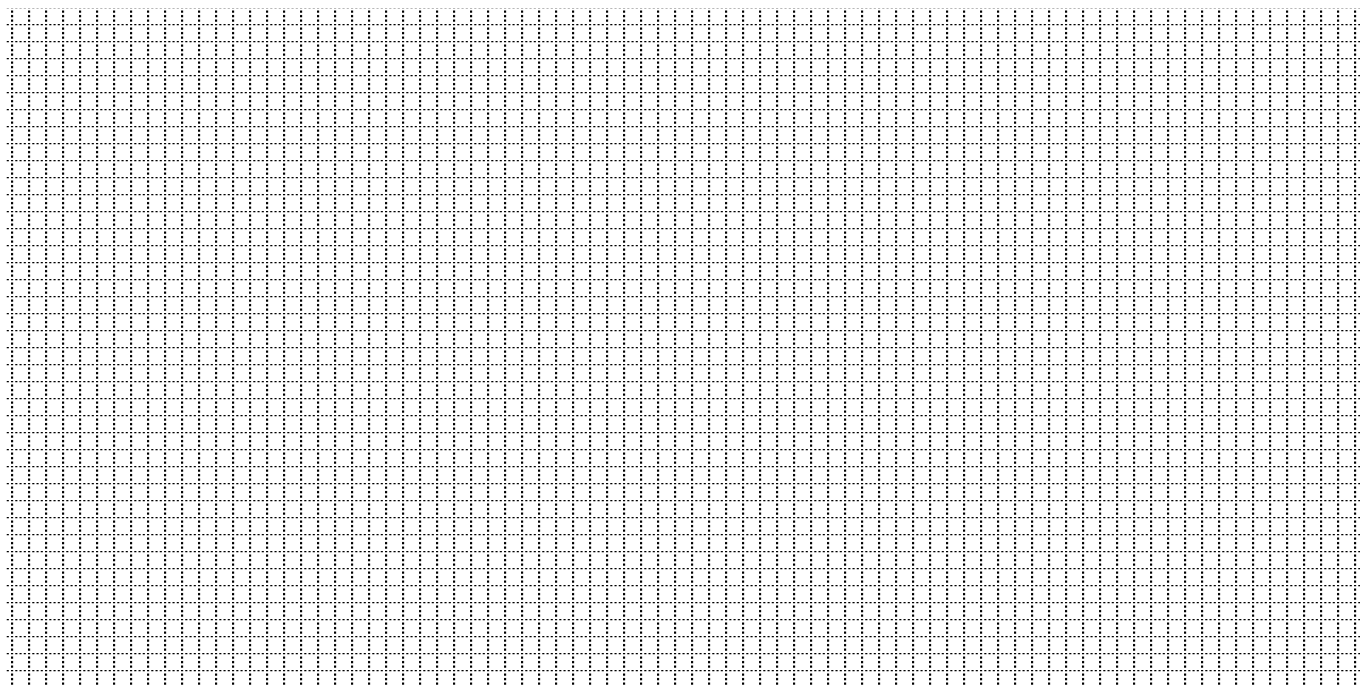
Exhibitor: _____

Please indicate the point where the cable should reach the stand

18 sqm

Neighbouring stand N°.....

Neighbouring stand N°



Neighbouring stand N°

Neighbouring stand N°

Notes: _____

EXHIBITOR LEAD RETRIEVAL SYSTEM

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for exhibitors to record contact information. The Lead technology runs with an app and uses a high quality bar code scanner attached to an iOS mobile device (iPod touch).

Exhibition Lead Retrieval System

Rent pre-installed iPod touch devices equipped with the barcode scanner. The exhibitors configuration and product information is preloaded upon collection onsite

By simply scanning a visitor's badge with the iOS device, the contact is entered into the exhibitor's visitor database, including relevant product information and added comments. The data is synchronized with the server and can be exported as an excel file through an online platform.

New Lead Retrieval Features

- Configure products and services before the congress through an online portal.
- Connect the barcode scanners via the dock connector to an iOS device and take advantage of the fast and advanced scanning experience.
- Immediate access to visitors contact information (name, address and profile information) by scanning their badge with an iPod touch.
- See visitors contact information on the device right after scanning the badge.
- Complete missing contact information on the spot, take notes and automate follow-up activities.
- Quick scan mode for scanning delegates at industry and satellite symposia.
- No Wifi needed for the actual scanning process onsite.
- If Wifi is available, data is synchronized continuously.



Download all data into an Excel file

Benefits for the exhibitor or industry symposia

- User-friendly, light and easy.
- The scanners connected to an iOS device allow exhibitors to be mobile within their reception areas.
- Web-based interface to set up products and services with control panel to access visitors data.
- On- or off-line scanning is possible, fast scan for symposia.
- Scanned data is synched to the server on scheduled intervals.
- Data is available as soon as the synchronization is finished.

Scan Options

1. **Scan and add details (Booth system)** the visitor is effortlessly saved into your individual database. Additionally, data, comments, products and interests can be added.
2. **Symposia scan (Symposium system)** the visitor is effortlessly saved into your individual database, but the rental period is limited. Used for special occasions like company satellite or raffle.



Costs to the exhibitor

- The following standard prices are available for exhibitors:
 - € 475,00 net per iPod touch including scanner
 - € 399,00 net per iPod touch including scanner for symposia scans (maximum rental period of 3 hours, including staff)
- These costs are per rented device including the required software systems, staff (symposium scanning only) and an unlimited number of scans / amount of prepared individual data.

- Post-deadline (usually 4 weeks before event) orders are charged an extra € 100 net.
- All billing is carried out in advance by CTI Meeting Technology. Payment can be made with Visa, MasterCard & Amex credit cards, or by bank wire transfer.
- Lead systems are rented according to CTI Meeting Technology General Terms & Conditions.
- The cost of lost, damaged or not completely returned hardware will be charged with € 550,00 per scanner, € 550,00 per iPod, € 50,00 per charging cable and € 50,00 per plug.

Administrative Procedure

- 1. Order**
Please order the required number of iPods as soon as possible, in order to guarantee the availability as well as the early-bird rate prior to the deadline (November 10, 2017).
- 2. Order confirmation**
After receipt of your order, we will confirm the receipt, invoice and charge the amount due.
- 3. Configuration of products and services**
Set up of products and services before the exhibition through an online portal. Log In details will be sent two weeks prior to the conference.
- 4. Lead capture**
Pick up your iPod including scanner onsite at the lead service desk. Our staff will be available to answer your questions during the opening hours of the event. Scanned data is synchronized to the server automatically on scheduled intervals.
- 5. Data provision**
After synchronization with the database you can access, check, print or download your collected data from the online database. You may add relevant information during sales conversations, since not all delegates will provide their complete contact information during the registration process.

Terms and Conditions

- **Data:** Download of the data via the online database (print out of the list or download of an MS-Excel file). Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.
- **Services included:** Quotes are per scanning device, software and an unlimited number of scans.
- **Scanning:** Scanning is only allowed on the booth unless agreed by the organizer.
- **Invoicing:** Invoices for the total purchase amount are sent out after receipt of order. Payment can be made via Visa, MasterCard and Amex credit cards or via bank transfer.

- **VAT:** Quotations excl. 20% Austrian VAT
- **Payment term:** Invoices must be settled within two weeks after receipt, net without any obligations to CTI Meeting Technology. Devices cannot be handed out onsite unless CTI Meeting Technology received full payment.
- **Order deadline:** After the ordering deadline, CTI Meeting Technology does not accept orders automatically but will confirm acceptance separately. For orders after the deadline, a surcharge is applicable.
- **Cancellation:** All orders cancelled prior to 30 days of the conference will incur a € 100,00 cancellation fee. Orders cancelled within 30 days of the conference will not be refunded.
- **General Terms and Conditions:** This business is covered by the General Terms and Conditions of the CTI Meeting Technology GmbH.

CTI MEETING TECHNOLOGY GmbH

Nussdorferstr. 20/22, 1090 Vienna, Austria FN 249 975k HG Wien UID ATU58040266 t +43 1 319 69 99-0 email vienna@ctimeetingtech.com
www.ctimeetingtech.com

EXHIBITOR LEAD RETRIEVAL SYSTEMS

ORDER FORM

Company / Booth

Contact person

Email

Address

Mobile
(Onsite Contact)

VAT (UID) Number

SCANNERS

	Orders before November 10 th	Orders after November 10 th	Units total	€ Total
iOS booth system	€ 475,00 net	€ 620,00 net		
iOS symposium system incl. staff *	€ 399,00 net	€ 499,00 net		
Special Offer **	€ 1.099,00 net	€ 1.350,00 net		

* iOS symposium system incl. staff (max. 3 hours rental period)

** Special offer: 1 iOS booth system + 2 symposia systems incl. scan staff

SCAN OPTION

Symposia system: Please inform us about the session number(s) of your symposium and units per symposium.

Date	Time	Session n°	Room	Units/ symposium

PAYMENT

☐ **Credit Card:** ☐ VISA ☐ MASTER CARD ☐ AMEX

Number	<input type="text"/>	Exp. Date	<input type="text"/>
Name	<input type="text"/>	Code*	<input type="text"/>

*For Visa, MasterCard the card code is the last 3 digit number located on the back of your card on or above your signature line. For an American Express card, it is the 4 digits on the FRONT above the end of your card number.

☐ **Bank Transfer:**

IBAN: AT 4432 000 000 08111304 / Swift: RLNWATWW

Herewith, I confirm the order of the mentioned number of scanners and accept the General Terms and Conditions incl. cancellation regulations:

Signature

Date of Signature

Please return the signed form to: +43 1 319 69 99 33 or leadssystem@ctimeetingtech.com

CTI MEETING TECHNOLOGY GmbH

Nussdorferstr. 20/22, 1090 Vienna, Austria FN 249 975k HG Wien UID ATU58040266 t +43 1 319 69 99-0 email vienna@ctimeetingtech.com
www.ctimeetingtech.com

12.4 RENTAL FURNITURE ORDER FORM

Immuno-Oncology 2017

GRAPHIC OPTIONS for Shell scheme stands



OPTION 1: Print on infill panels

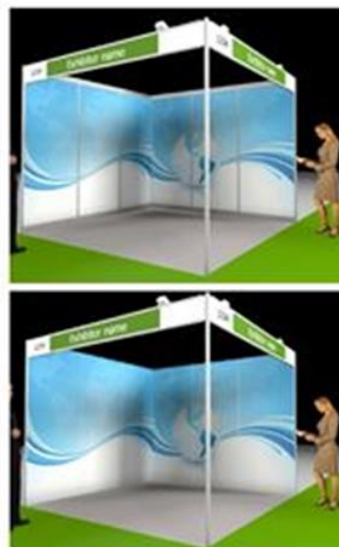
Digital direct print on wall infill panels (5mm thick)
Beams and cross bars visible
Graphic dimension: 984mm x H:2314mm

Price per panel = CHF 295.00

OPTION 2: Print on wall overlay

Digital direct print on wall overlay (5mm thick)
Beams and cross bars not visible
Graphic dimension: 1000mm x H:2500mm

Price per panel = CHF 340.00



OPTION 3: Poster boards

Digital print on white forex substrate (3mm thick)
Small to medium size graphics
Poster boards can be taken away by exhibitor at show closing

Price for a poster board (700mm x H:1000mm) = CHF 198.00

Price for other dimensions = CHF 198.00/m² (minimum invoiced 0.5m²)

OPTION 4: Logo on stand header

Logo on white header infill (3mm thick) (instead of standard Company name lettering)
Maximum size: 450mm x H:200mm

Price per logo (1 logo per open stand side) = CHF 170.00

OPTION 5: Mobile logos

Logo in digital print on scotch film or cut-out on transfer tape

Price for a small logo (400mm x H max 300mm) = CHF 140.00

Price for a large logo (800mm x H max 600mm) = CHF 190.00

Please add VAT 8% to all prices

For all questions and to order graphics, please contact:

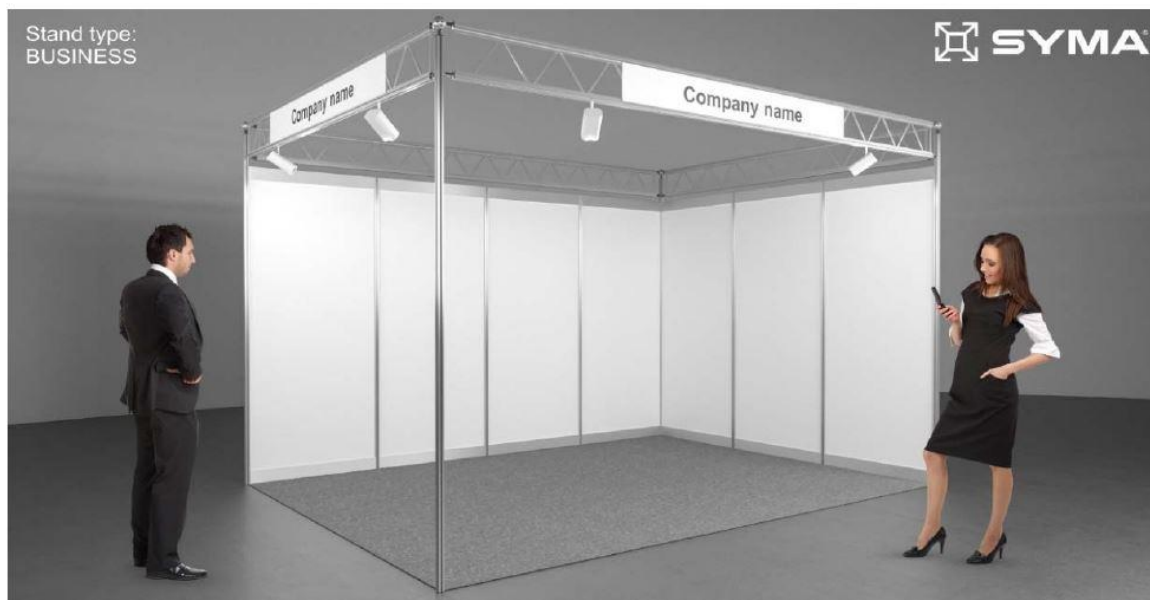
SYMA, Mr. Christophe STRAESSLE, +41 79 693 92 73, christophe.straessle@syma.ch

SYMA-SYSTEM AG
30.8.2017 / CHS

Immuno-Oncology 2017

SHELL SCHEME order form

Carpet colour / Name board lettering



Schell Scheme Package BUSINESS for an easy-to-handle, efficient solution!

The basic package includes:

- Standard carpet (available colours: anthracite, medium grey, red, blue, green)
- Walls in aluminium frame construction, infill panels white 5mm, H2500mm
- Header beams on open stand fronts and above walls, overall H2820mm
- Name boards with company name in black standard letters (1 board per open stand side)
- Spotlights (1 spot per 3m2) (power supply not included)
- 1 Power socket (power supply not included)

Shell Scheme stand provided by conference organiser

Requested carpet colour: _____ (if no indication, colour will be medium grey)

Requested name board lettering: _____

Company name: _____ Stand N°: _____

Address: _____

Contact person: _____ Phone: _____

Email: _____ Date/Signature: _____

!!! Form to be returned to below address !!!

!!! Order deadline: 10.11.2017 !!!

For all questions, please contact:

SYMA, Mr. Christophe STRAESSLE, +41 79 693 92 73, christophe.straessle@syma.ch

SYMA-SYSTEM AG
30.8.2017 / CHS

Mietmobiliar | Mobilier en location | Rental furniture

Mietmobiliar Bestellung | Mobilier en location commande | Rental furniture order

Mietmobiliar Mobilier en location Rental furniture	CHF	Stk. pc.	Total
Tische Tables Tables			
101 Tisch Table Table weiss blanche white	84.-		
102 Tisch Table Table weiss blanche white	80.-		
261 Tisch Table Table schwarz noir black	102.-		
262 Tisch Table Table schwarz noir black	102.-		
266 Tisch Table Table schwarz noir black	88.-		
105 Rundtisch Table ronde Round table grau gris grey	116.-		
106 Rundtisch Table ronde Round table grau gris grey	102.-		
107 Pult Bureau Desk weiss blanche white	128.-		
108 Pult Bureau Desk weiss blanche white	125.-		
109 Pult Bureau Desk weiss blanche white	106.-		
111 Clübtisch Table basse Coffee table weiss blanche white	73.-		
112 Clübtisch Table basse Coffee table Glas verre glass	102.-		
268 Clübtisch Table basse Coffee table schwarz noir black	78.-		
269 Clübtisch Table basse Coffee table Glas verre glass	99.-		
116 Clübtisch Table basse Coffee table grau gris grey	102.-		
119 Stehtisch Table bistro Bistro coffeetable grau gris grey	125.-		
Stühle Chaises Chairs			
121 Stuhl Chaise Chair schwarz Stapolbar noir, à empiler black, stackable	42.-		
122 Stuhl Chaise Chair PVC, grau PVC, gris PVC, grey	32.-		
123 Klappstuhl Chaise pliante Folding chair schwarz, gepolstert noir, rembourée black, upholstered	28.-		
128 Stuhl Chaise Chair Alu, Stapolbar Aluminium, à empiler Aluminium, stackable	34.-		
130 Bistrostuhl Chaise bistrot Bistro chair schwarz noir black	52.-		
256 Konferenzstuhl Chaise de conférence Conference chair schwarz noir black	60.-		
258 Lederstuhl Chaise en cuir Leather chair schwarz noir black	53.-		
254 Bürodrehstuhl Chaise pivotante Swivel chair Leder schwarz cuir noir leather black	129.-		
131 Barhocker Tabouret Barstool schwarz noir black	70.-		
132 Barhocker Tabouret Barstool weiss blanche white	70.-		
126 Barhocker Tabouret Barstool schwarz noir black	70.-		
Schränke Armoires Cupboards			
135 Barkorpus Bar élément Bar element weiss, abschliessbar blanche, avec serrure white, lockable	164.-		
136 Barkorpus Bar élément Bar element weiss blanche white	105.-		
137 Barkorpus Bar élément Bar element weiss blanche white	116.-		
138 Barkorpus Bar élément Bar element weiss blanche white	238.-		
170 Exponatkorpus élément element weiss blanche white	147.-		
141 Schrank Armoire Cupboard weiss, abschliessbar blanche, avec serrure white, lockable	98.-		
143.5 Schrank Armoire Cupboard weiss, abschliessbar blanche, avec serrure white, lockable	152.-		
144 Regal Etagère Rack weiss blanche white	116.-		
146 Regal Etagère Rack weiss blanche white	162.-		
148 Regal Etagère Rack mit Glasablagen avec rayons en verre glass shelves	206.-		
149 Schubladenkorpus Chariot à tiroirs Drawer trolley abschliessbar avec serrure lockable	140.-		
Vitrinen Vitrines Showcases			
152 Tischvitrine Vitrine-table Table showcase abschliessbar avec serrure lockable	158.-		
154 Tischvitrine Vitrine-table Table showcase abschliessbar avec serrure lockable	243.-		

Mietmobiliar Mobilier en location Rental furniture	CHF	Stk. pc.	Total
155 Korpusvitrine Vitrine armoire Cabinet showcase abschliessbar avec serrure lockable	200.-		
156 Korpusvitrine Vitrine armoire Cabinet showcase abschliessbar avec serrure lockable	288.-		
162 Vitrine Vitrine Showcase mit Beleuchtung avec éclairage illuminated	509.-		
163 Vitrine Vitrine Showcase mit Beleuchtung avec éclairage illuminated	380.-		
166 Vitrine Vitrine Showcase mit Beleuchtung avec éclairage illuminated	509.-		
167 Vitrine Vitrine Showcase mit Beleuchtung avec éclairage illuminated	380.-		
Küche Cuisine Kitchen			
183 Kühlschrank Frigo Fridge 140 Liter 140 litre 140 litre	230.-		
185 Küchenelement Élément plonge Kitchen unit Warmwasser chauffe-eau hotwater	437.-		
186 Rechaud Réchaud Hotplate 2 Platten à deux plaques with two plates	130.-		
Diverses Divers Miscellaneous			
192 Garderobe Portemanteau Clothes rack zum Hängen à suspendre for suspension	43.-		
193 Konfektionsständer Porte confection Clothes rack	88.-		
194 Garderobenständer Porte Clothes confection rack	50.-		
196 Prospekthalter Porte prospectus Brochure holders zum Aufstellen à poser to place on table	40.-		
198 Prospektständer Porte prospectus Brochure stand	102.-		
198.1 Prospektständer Porte prospectus Brochure stand	102.-		
198.6 Prospektständer Porte prospectus Brochure stand	102.-		
203 Papierkorb Corbeille à papier Wastepaper basket	11.-		
SUB-TOTAL			
MwSt. TVA VAT	8%		
TOTAL			

Mieter | Locataire | Client: _____

zuständig | responsable | responsible: _____

Teil: _____

e-mail: _____

Ausstellung | Exposition | Exhibition: _____

Halle | Hall: _____ Stand: _____

Datum | Date: _____

Unterschrift | Signature: _____

* Verkaufspreis | Prix de vente | Selling price
** Ohne Wasser- bzw. Elektroanschlüsse | Sans raccordements resp. eau et électricité | Without supplying-connection for water resp. electricity

Preise: Für die gesamte Dauer der Veranstaltung / exclusiv MwSt.

Prix: Pour toute la durée de la manifestation / TVA exclusive

Prices: For the whole duration of the event / VAT excluded

€ Preis auf Anfrage | € prix sur demande | € price on request

Eine Annullierung dieses Auftrages ist nicht möglich! Mass- und Preisänderungen vorbehalten | Aucune annulation de cette commande ne sera acceptée! Sous réserve de modifications des dimensions et des prix / No cancellation of this order will be accepted! Measurements and prices subject to change

SYMA-SYSTEM AG
Panoramastrasse 19
CH-9533 Kirchberg | SG
Phone +41 71 932 32 32
syma@syma.ch | www.syma.ch

SYMA-SYSTEM AG | Büro Basel
Rienhering 73
CH-4058 Basel
Phone +41 61 686 94 00
syma@syma.ch | www.syma.ch

SYMA-SYSTEM AG | Büro Genève
Case postale 1148
CH-1211 Genève 5
Phone +41 22 791 70 30
syma@syma.ch | www.syma.ch

SYMA®
Continuous Innovation

12.5 FLOWERS AND PLANTS ORDER FORM



Please indicate the name of the **event**:

Plants and Flowers

Stand number:

Stand Name

Invoice to
(Company
+ address)

E-mail

Phone

Fax

Contact

Please return to:

GREEN ME 5

GICQUIAU Guillaume
10 chemin vert
1234 VESSY / GENEVA (Switzerland)

Phone: +41 79 798 72 12

Fax: +41 86 079 798 72 12

info@greenme5.ch

1. RENTAL GREEN PLANTS (visit the site www.greenme5.ch)

Nbr.	Plants	Dimen- sions	Unit price	Total in CHF	Nbr.	Plants	Dimen- sions	Unit price	Total in CHF
			VAT 8 % not included					VAT 8 % not included	
	Areca	160 cm	CHF 70.000		Fern	Small	CHF 30.000
		200 cm	CHF 100.000			Large	CHF 50.000
	Bamboo	200 cm	CHF 80.000		Kentia	150 cm	CHF 70.000
	Buxus	80 cm	CHF 70.000			200 cm	CHF 90.000
	Chamaerops	80 cm	CHF 50.000		Laurel Trimmed	150 cm	CHF 50.000
		160 cm	CHF 80.000				180 cm	CHF 70.00
	Crassula	100 cm	CHF 50.000		Laurel Pyramid	160 cm	CHF 80.000
	Ficus Alii	160 cm	CHF 70.000		Olive tree	150 cm	CHF 60.000
	Ficus Benjamini	160 cm	CHF 70.000		Pleomele	160 cm	CHF 70.000
	Ficus Ginseng	100 cm	CHF 50.000		Podocarpus	150 cm	CHF 70.000
	Ficus Nitida	170 cm	CHF 80.000		Rhapis	160 cm	CHF 70.000
	Stemmed Ficus	250 cm	CHF 280.000		Yucca	120 cm	CHF 40.000

NB: A LARGER CHOICE OF PLANTS AND PLANTERS ON REQUEST

2. RENTAL POTTED ARRANGEMENTS WITH GREEN AND FLOWERING PLANTS

Nbr.	Plants	Dimensions	Unit price	Total in CHF	Nbr.	Plants	Dimen- sions	Unit price	Total in CHF
			VAT 8 % not included					VAT 8 % not included	
<input type="text"/>	Square pot	50 x 50 cm	CHF 150.00	<input type="text"/>	<input type="text"/>	Terrine	Small	CHF 60.00	<input type="text"/>
<input type="text"/>	Long pot	100 x 20 cm	CHF 130.00	<input type="text"/>	<input type="text"/>		Large	CHF 80.00	<input type="text"/>

3. REALIZATION OF SPECIFIED DECORATIONS ON REQUEST

Please tell us your budget and your ideas

4. CUT FLOWERS ARRANGEMENTS (visit the site www.fleuriot.ch)

Nbr.	Floral composition	Colour(s)	Remarks	MINIMUM Cost	Unit price	Total in CHF VAT 8 % not included
<input type="text"/>	On a reception desk or a bar (High arrangement)	<input type="text"/>	<input type="text"/>	Min. CHF 90.00	<input type="text"/>	0,00
<input type="text"/>	On a conference table (Horizontal and low arrangement)	<input type="text"/>	<input type="text"/>	Min. CHF 90.00	<input type="text"/>	0,00
<input type="text"/>	On a coffee table (Low arrangement)	<input type="text"/>	<input type="text"/>	Min. CHF 60.00	<input type="text"/>	0,00
<input type="text"/>	Low soliflore arrangement	<input type="text"/>	<input type="text"/>	Min. CHF 20.00	<input type="text"/>	0,00
<input type="text"/>	High soliflore arrangement	<input type="text"/>	<input type="text"/>	Min. CHF 20.00	<input type="text"/>	0,00
<input type="text"/>	Orchid	<input type="text"/>	<input type="text"/>	Min. CHF 110.00	<input type="text"/>	0,00
<input type="text"/>	Orchids plantation	<input type="text"/>	<input type="text"/>	Min. CHF 220.00	<input type="text"/>	0,00

- For more than 3 days of shows, we suggest one change (except orchids) in order to have fresh flowers during all the show.
- ☐ I accept the recommendation and note that I will pay for 2 deliveries (Exp. : 1x arrangement at CHF 100 for 2 deliveries = CHF 200.-)

Comments

6. PAYMENT CONDITIONS

Credit card	<input type="text"/>	Total amount in CHF to be debited
Cardholder's name	<input type="text"/>	Sub-total 0,00
Card number	<input type="text"/>	VAT 8 % 0,00
Expiry date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Total in CHF 0,00
CVV / Security code	<input type="text"/> <input type="text"/> <input type="text"/>	

Orders without bank details will not be registered.

7. ACCORDANCE

☐ I give the details of my credit card as a guarantee, but I wish to pay the amount mentioned by bank transfer.

Name	<input type="text"/>	Bank	UBS SA GENEVE
Place and date	<input type="text"/>	Beneficiary	Green me 5 Sarl
Signature	<input type="text"/>	Account number	0240-739999.01P
		IBAN	CH180024024073999901P
		SWIFT	UBSWCHZH80A

SEND BY E-MAIL	PRINT	SAVE AS	ERASE
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12.6 HOSTESS ORDER FORM

Temporary Staff



Stand no:			

Stand Name

Invoice to

(Company +

Address)

.....

Contact

Tel

E-mail

.....

Return to :

KTNM Concepts Sàrl

2 Chemin de Taverney

CH – 1218 Le Grand Saconnex

E-mail : info@ktnm.com

Tel : + 41 (0)22 787 05 77

Fax : + 41 (0)22 787 05 78

Website www.ktnm.com

Facebook <https://en-gb.facebook.com/AgenceKtnm>

Quantity	Description – Dates / Hours	Total hours <i>Minimum 4 hours</i>	Prices / Hour VAT not included		Total CHF
			CHF	Euros	
.....	Professional hostess / host (3 languages minimum) From (date) to (date) From (hour) to (hour) hours	40.00	PRICE ON REQUEST
.....	<input type="checkbox"/> *Models: see web site www.ktnm.com		ON REQUEST	PRICE ON REQUEST
Price does not include VAT, 8%, rate subject to change. For non Swiss based companies, the above prices are not subject to VAT.			Total (exclusive of VAT)	CHF
			VAT 8 %	CHF
			Amount to be paid	CHF

☐ Estimate

☐ Order

We accept orders up to 24 hours prior first day of event

No order will be taken into consideration unless a deposit of 50 % of the estimate has been effected.

Banque Cantonale de Genève:

CHF N° L3216.28.90

IBAN: CH76 00788000L32162890

Clearing 788

EURO N° A3246.69.34

IBAN: CH9600788000A32466934

Swift code BCGECHGG