

**GENEVA SWITZERLAND  
13-16 DECEMBER 2018**



# EXHIBITORS' MANUAL

**ESMO IMMUNO-ONCOLOGY CONGRESS  
13–16 DECEMBER 2018  
GENEVA, SWITZERLAND**

## Table of Contents

<b>1. CONGRESS VENUE</b>	<b>2</b>
1.1 Venue address	2
1.2 Delivery address	2
1.3 Parking	2
1.4 Palexpo Access	3
1.5 Venue overview	5
<b>2. IMPORTANT CONTACTS</b>	<b>6</b>
2.1 Congress management	6
2.2 Exhibition official stand builder	6
2.3 Accommodation, optional tours	6
2.4 International freight forwarding agent/ on site handling agent and all customs affairs	7
2.5 Catering (exclusive) for exhibition stands and hospitality suites	7
2.6 Lead system/ badge scanner	7
2.7 Hostess services	7
<b>3. TIME SCHEDULE</b>	<b>8</b>
3.1 Exhibition	8
<b>4. ESMO IMMUNO-ONCOLOGY CONGRESS 2018 TRADE EXHIBITION AREA RULES</b>	<b>9</b>
<b>5. EXHIBITOR REGISTRATION</b>	<b>12</b>
<b>6. SHORT COMPANY DESCRIPTION</b>	<b>12</b>
<b>7. VENUE SPECIFICATIONS</b>	<b>13</b>
7.1 Venue specification	13
<b>8. STANDBUILDING RULES</b>	<b>13</b>
8.1 Standing rules	13
8.2 General requirements	13
<b>9. LIABILITY/ INSURANCE</b>	<b>14</b>
9.1 Liability	14
9.2 Insurance	14
<b>10. GENERAL TERMS AND CONDITIONS</b>	<b>15</b>
<b>11. ORDER FORMS</b>	<b>17</b>
11.1 <i>Shipping Instruction Form</i>	17
11.2 <i>Palexpo Order Form (Electricity, Cleaning, Parking)</i>	21
11.3 <i>Lead System Order Form</i>	24
11.4 <i>Rental Furniture Order Form</i>	30
11.5 <i>Flowers and Plants Order Form</i>	35
11.6 <i>Hostess Order Form</i>	37

## ANNEX 1. GENERAL REGULATIONS FOR THE USERS OF THE PALEXPO SITE

# 1. CONGRESS VENUE

## 1.1 VENUE ADDRESS

PALEXPO SA		
Route François-Peyrot 30 CH-1218 Grand-Saconnex, Geneva, Switzerland		
Contacts		
Ilona Brunner	<a href="mailto:ilona.brunner@palexpo.ch">ilona.brunner@palexpo.ch</a>	+41 22 761 10 79
Regula Lauener	<a href="mailto:regula.lauener@palexpo.ch">regula.lauener@palexpo.ch</a>	+41 22 761 11 11

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		
<b>Inter ExpoLogistics Ltd.</b> Palexpo SA Route François-Peyrot 30 1218 Grand-Saconnex, Geneva Switzerland		
Contact		
David Strippoli	<a href="mailto:david.strippoli@iel.ch">david.strippoli@iel.ch</a>	

Please label your material as follow:

Attn: Mr. David STRIPPOLI – **ESMO Immuno 2018**

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

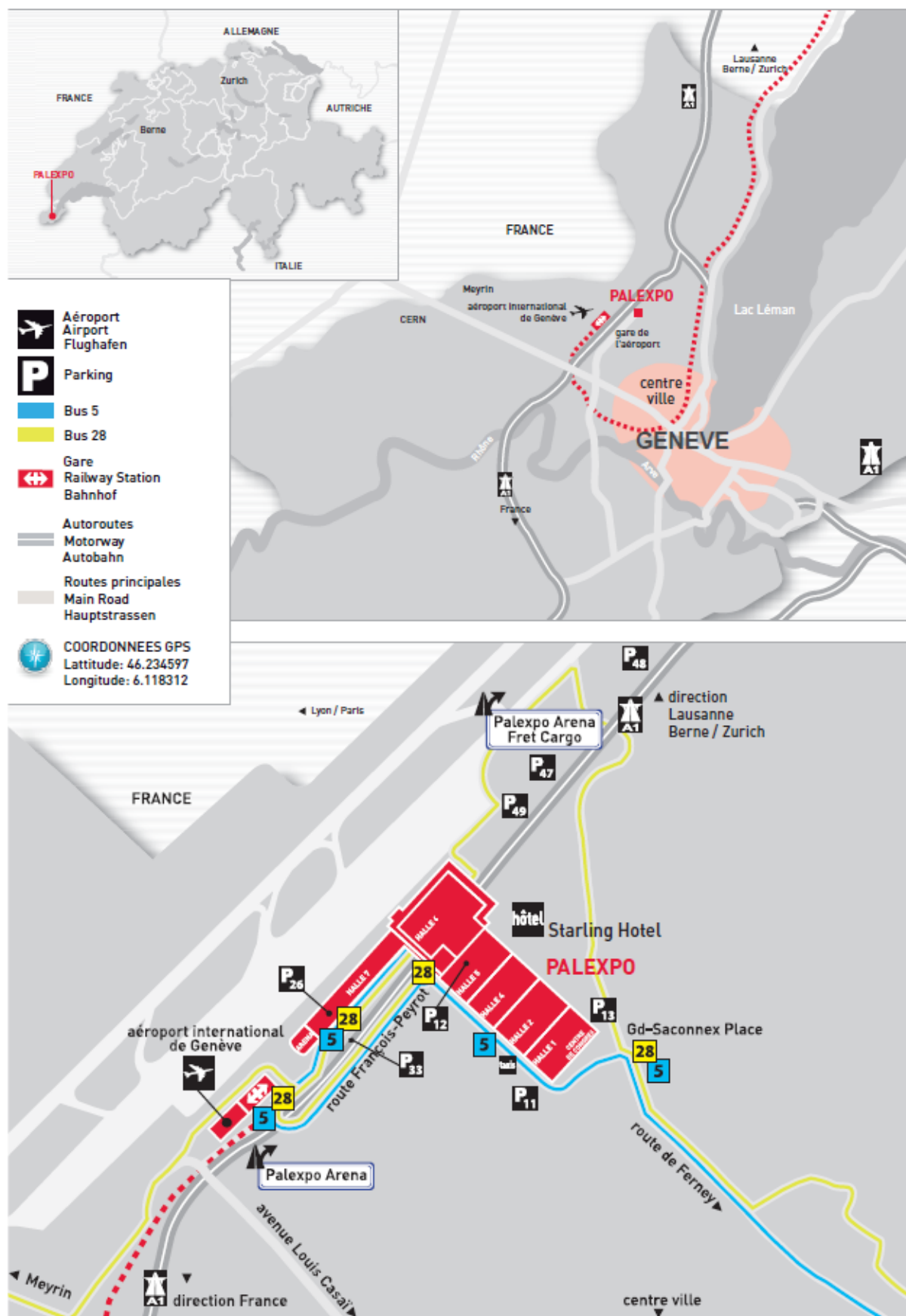
If you book for the whole period, only event days are charged whilst the build-up day is offered.

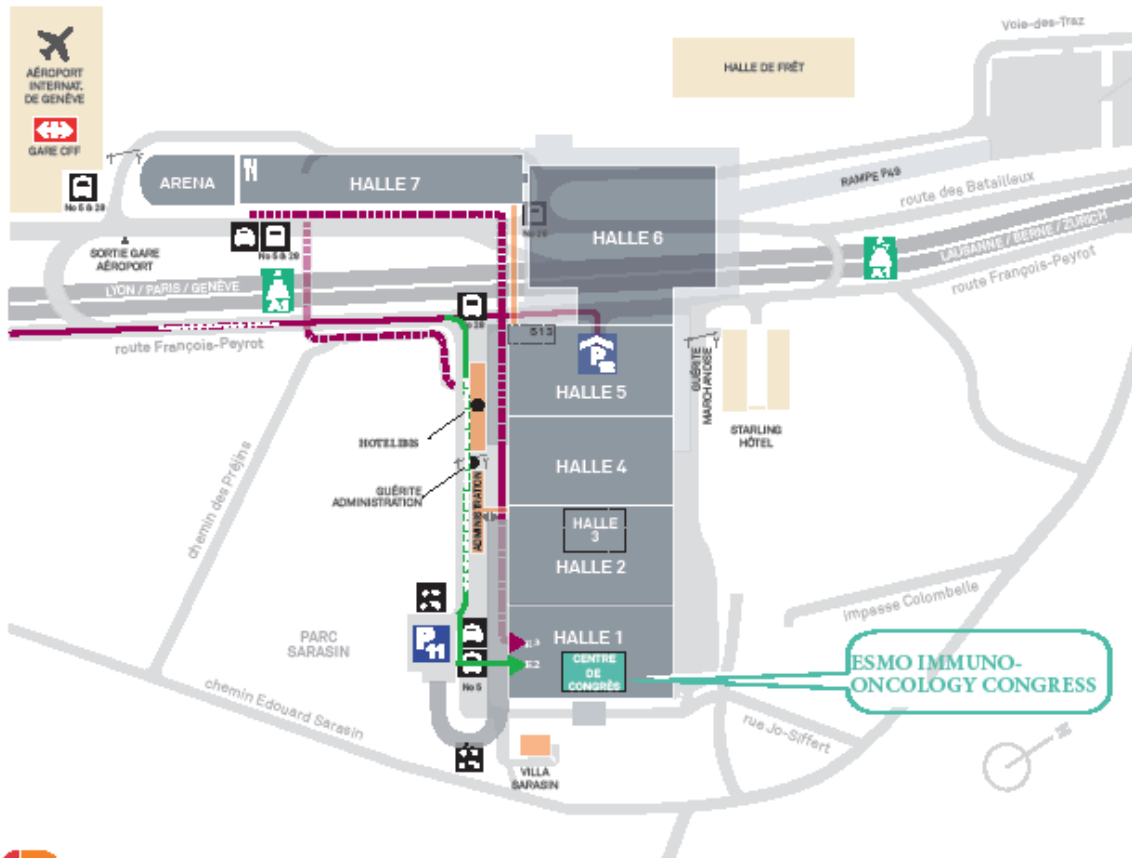
Due to a parallel show taking place at Palexpo it is highly recommended that you book your parking space for vans and trucks in advanced with the Palexpo Exhibitors' Team.

Contact		
Palexpo Exhibitors' Team	<a href="mailto:exhibitorscontact@palexpo.ch">exhibitorscontact@palexpo.ch</a>	+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).

## 1.4 PALEXPO ACCESS





**LÉGENDE - LEGEND**  
**LEGENDE**

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

## 1.5 VENUE OVERVIEW



### Lower level

Registration:

- To access to congress centre

Session halls:

- Hall A → 800 seats
- Hall C → 650 seats

Meet the investigator Studio:

- Room E → 80 seats (1<sup>st</sup> floor)

Exhibition area:

- Lobby A/B/C

Poster area and working area:

- Hall B

Meeting rooms:

- Available upon request (on Mezzanine)



### Mezzanine

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

c/o ESMO Head Office		
Via Ginevra 4 6900 Lugano Switzerland	<a href="mailto:immuno@esmo.org">immuno@esmo.org</a>	
Exhibition Management		
Alessia Mora	<a href="mailto:immuno@esmo.org">immuno@esmo.org</a>	+41 91 973 19 17
Concetta Di Parenti		+41 91 973 19 47
Scientific Programme Management		
Kate Kronig	<a href="mailto:programme@esmo.org">programme@esmo.org</a>	+41 91 973 19 19
Federica Frigerio		+41 91 973 19 38
Registration Management		
Nicole Bullo	<a href="mailto:registration@esmo.org">registration@esmo.org</a>	+41 91 973 19 39
Merit Awards		
Valetina Meier	<a href="mailto:travelgrants@esmo.org">travelgrants@esmo.org</a>	+41 91 973 19 63
Sponsorship and Industry Relations		
Nikolaj Tomma	<a href="mailto:sponsorevents@esmo.org">sponsorevents@esmo.org</a>	+41 91 973 19 69
Yvonne Giovannelli		
Congress Media Relations		
Thomas Balasso	<a href="mailto:media@esmo.org">media@esmo.org</a>	+41 91 973 19 04

### 2.2. EXHIBITION OFFICIAL STAND BUILDER

SYMA System AG		
Christophe Straessle	<a href="mailto:christophe.straessle@syma.ch">christophe.straessle@syma.ch</a>	+41 22 791 70 30

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 31)

### 2.3. ACCOMMODATION, OPTIONAL TOURS

Kuoni Global Travel Services AG		
Geneva Business Centre Av. Des Morgines 12 1213 Petit Lancy Switzerland	<a href="mailto:immuno@ch.kuoni.com">immuno@ch.kuoni.com</a>	+41 58 458 65 65

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

Inter ExpoLogistics		
<b>David Strippoli</b> Palexpo SA 30 Route François Peyrot 1218 Grand-Saconnex, Geneva Switzerland	<a href="mailto:info@iel.ch">info@iel.ch</a>	+41 22 798 13 28

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 Restaurant		
Route François-Peyrot 30 1218 Grand-Saconnex, Geneva Switzerland	<a href="mailto:shop.restauration@palexpo.ch">shop.restauration@palexpo.ch</a>	+41 22 761 15 00
Contact for on-stand deliveries		
Patricia Putois	<a href="mailto:shop.restauration@palexpo.ch">shop.restauration@palexpo.ch</a>	+41 22 761 15 14
Contact for Catering services (coffee breaks, cocktails, etc. served on stands)		
Angela Gautschi	<a href="mailto:shop.restauration@palexpo.ch">shop.restauration@palexpo.ch</a>	+41 22 761 15 04

## 2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH		
Nussdorferstrasse 20/22 1090 Vienna, Austria	<a href="mailto:leadsystem@ctimeetingtech.com">leadsystem@ctimeetingtech.com</a>	
Contact		
Tamara Dworschak	<a href="mailto:t.dworschak@ctimeetingtech.com">t.dworschak@ctimeetingtech.com</a>	+43 1 319 69 99 18

## 2.7. Hostess services

KTNM Concepts, Sàrl		
2 Chemin de Taverney 1218 Grand-Saconnex, Geneva Switzerland		
Contact		
Katrin D. Niehaus	<a href="mailto:info@ktnm.com">info@ktnm.com</a>	+41 22 787 05 77



## 3. TIME SCHEDULE

### 3.1. EXHIBITION

#### 3.1.1. SET UP

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

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

#### 3.1.2. EXHIBITION AREA HOURS

Thursday, December 13, 11:00 – 17:00

Friday, December 14, 08:30 – 16:30

Saturday, December 15, 08:30 – 16:30

Sunday, December 16, 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 13, 13:00 – 13:30 and 16:00 – 16:30

Friday, December 14, 10:30 – 11:00, 12:30 – 13:00 and 15:45 – 16:15

Saturday, December 15, 10:40 – 11:00, 12:30 – 13:00 and 15:45 – 16:15

Sunday, December 16, 10:40 – 11:00 and 13:00 – 13:30

*Times subject to changes.*

#### 3.1.4. DISMANTLING HOURS

Sunday, December 16, 14:00 – 19:00

## 4. ESMO IMMUNO-ONCOLOGY CONGRESS 2018 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 13 December to the end of the ESMO Immuno-Oncology Congress on Sunday, 16 December 2018.

### 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:

13 December 2018 11:15 - 19:15; 14 December 2018 08:30 – 17:45; 15 December 2018 08:00 – 17:45; 16 December 2018 08:00 - 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. 31.

The drawings of the stand must be sent to the Congress Secretariat by email to [immuno@esmo.org](mailto:immuno@esmo.org) before the 31 October 2018.

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. 23)

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 2.50m 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: [shop.restauration@palexpo.ch](mailto:shop.restauration@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 2018 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](mailto:registration@esmo.org) by the 18 October 2018.

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](mailto:immuno@esmo.com) the company details by September 28, 2018, 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 stand package option includes:

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

It is important you indicate in the form at page 30 the material you intend to use from the package provided by ESMO. The form must be submitted to [immuno@esmo.org](mailto:immuno@esmo.org) by October 3, 2018.

For additional furniture please contact SYMA ([Christophe.Straessle@syma.ch](mailto:Christophe.Straessle@syma.ch)). On page 31-32 of this Exhibitors' manual you find the extra 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<sup>2</sup>

#### **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 away' 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 ESMO 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 2018 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 2018 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 2018 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 2018 but not later than the **28 December 2018**. 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 2018 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 2018 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, 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 2018 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 Congress committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after the ESMO Immuno-Oncology Congress 2018. 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 event.

#### **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 2018.

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 2018 is a non-smoking event.

#### **Final Clause**

In cases not covered by the regulations in these General Terms and Conditions, ESMO interpretation shall be final.

## 11. ORDER FORMS

### 11.1 SHIPPING INSTRUCTION FORM

#### Inter ExpoLogistics Ltd.

Route François Peyrot 30  
Palexpo  
1218 Grand-Saconnex / Geneva  
Switzerland  
Tel +41 22 798 13 28  
Fax +41 22 798 13 87

e-mail: [info@iel.ch](mailto:info@iel.ch)  
website: [www.iel.ch](http://www.iel.ch)

## SHIPPING INSTRUCTIONS

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



**ESMO IMMUNO-ONCOLOGY  
CONGRESS**



## 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 9<sup>th</sup> 2018** addressed to:

**Inter ExpoLogistics Ltd.**

Palexpo  
CH - 1218 Grand-Saconnex – Geneva  
Attn: Mr. David STRIPPOLI – **ESMO Immuno 2018**

**Notify: Exhibitor's name / booth N°**

#### By truck

Goods to reach PALEXPO site **not later than Tuesday Dec 11<sup>th</sup> 2018** addressed to:

**Inter ExpoLogistics Ltd.**

Palexpo – route François Peyrot 30  
CH - 1218 Grand-Saconnex – Geneva  
Attn: Mr. David STRIPPOLI – **ESMO Congress 2018**

**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](mailto:roberto.fumani@iel.ch)

Manuel MAZZINI  
[manuel.mazzini@iel.ch](mailto:manuel.mazzini@iel.ch)

David STRIPPOLI  
[david.strippoli@iel.ch](mailto:david.strippoli@iel.ch)

Sibylle FLORY  
[sibylle.flory@iel.ch](mailto:sibylle.flory@iel.ch)

Nicolas STRIPPOLI  
[nicolas.strippoli@iel.ch](mailto:nicolas.strippoli@iel.ch)

### Opening hours

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

### Services offered by

Swiss customs Clearance & bond guarantee

### Inter ExpoLogistics Ltd.

- 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.

## 11.2 PALEXPO ORDER FORM (ELECTRICITY, CLEANING, PARKING)



Booth number :		

### Order form for Electricity / Internet / Cleaning / Parking

**Deadline / Last order: 6 DEC 2018**

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](mailto:exhibitorscontact@palexpo.ch)

CODE	QTY	DESCRIPTION	UNIT RATE CHF (ADD 7.7% VAT)		TOTAL CHF
			UNTIL 12.11.2018	AS OF 13.11.2018	
POWER (4 days, from 13-16th December 2018)					
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 <a href="mailto:exhibitorscontact@palexpo.ch">exhibitorscontact@palexpo.ch</a> or +41 (0)22 761 13 00					
3ELE01 INSTPRI	.....	Installation of additional single phase socket	40.00	48.00	.....

	TOTAL WITHOUT VAT CHF	.....
	VAT 7.7% (CHF)	.....
	TOTAL AMOUNT IN CHF	.....

Date: ..... Signature: .....





Booth number :			

## Order form for Electricity / Internet / Cleaning / Parking

**Deadline / Last order: 6 DEC 2018**

CODE	QTY	DESCRIPTION	UNIT RATE CHF (ADD 7.7 % VAT)		TOTAL CHF
			UNTIL 12.11.2018	AS OF 13.11.2018	
CLEANING (4 days, from 13-16th December 2018)					
	Add stand surface				
3NET02 NETI50	.....	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 13-16th December 2018)					
		For any cabled or wireless internet connection for your stand please contact:			
		<a href="mailto:exhibitorscontact@palexpo.ch">exhibitorscontact@palexpo.ch</a> or +41 (0)22 761 13 00			
PARKING (5 days, from 12-16th December 2018)					
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 7.7 % (CHF)	
	TOTAL AMOUNT IN CHF	

Date: ..... Signature: .....

Stand N°			

Return to:

**PALEXPO SA**  
Exhibitors' Contact  
P.O. Box 112  
CH-1218 Le Grand-Saconnex / Geneva

**Fax:** +41 (0)22 798 01 43  
**Tel:** +41 (0)22 761 11 11  
**E-mail:** [exhibitorscontact@palexpo.ch](mailto:exhibitorscontact@palexpo.ch)

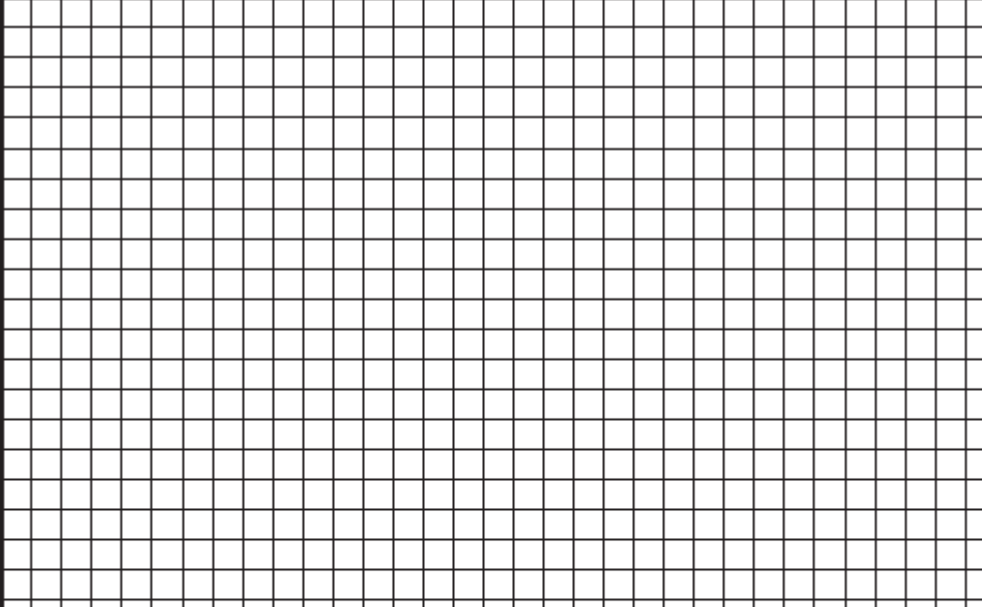
► Please indicate the name of the event:

 = Mains

Please indicate the point where the cable should reach the stand

Neighbouring stand N° .....

Neighbouring stand N°

A large grid of 20 columns and 20 rows for recording data. The grid is composed of small squares, with a thicker border around the top and left edges. The top-left corner of the grid is marked with a small square containing the number '1'.

Neighbouring stand N° \_\_\_\_\_

Note: .....

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name (block capitals): \_\_\_\_\_

Case 2013-1510, 2012 - Adis

### 11.3 LEAD SYSTEM ORDER FORM

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for companies/ societies 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).

#### Lead Retrieval System

Rent pre-installed iPod touch devices equipped with the barcode scanner. The companies/societies 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 companies/societies 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 visitor's 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

- **Scan and add details (Booth system)** the visitor is effortlessly saved into your individual database. Additionally, data, comments, products and interests can be added.
- **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.

## Additional Information

ESMO IMMUNO-ONCOLOGY badges will be equipped with a bar code (contains the ID only) to collect data. This will allow ESMO IMMUNO-ONCOLOGY exhibitors to bring and use their own devices.

- **Cost/ Webservice (external devices):**
  - € 750,00 net for Webservice Set Up + € 1.25 per set of data before November 16<sup>th</sup>, 2018.
  - € 950,00 net for Webservice Set Up + € 1.25 per set of data after November 16<sup>th</sup>, 2018

## 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 16, 2018).
- 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

- **GDPR:** Using this service will imply processing of personal data, e.g. when scanning the visitor badges. Note, that any processing of personal data must be in line with GDPR and other applicable data protection laws. By using our service you acknowledge your role as data controller. You are therefore responsible for, and must be able to demonstrate compliance with, the principles relating to processing of personal data (which includes having a legal ground for processing). Please note, that visitors can object being scanned without negative consequence. They must still be granted access to the conference. ESMO Event Terms and Condition will be available on the ESMO Website shortly for your quick reference.
- **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](mailto:vienna@ctimeetingtech.com)  
[www.ctimeetingtech.com](http://www.ctimeetingtech.com)

# LEAD RETRIEVAL SYSTEMS

## ORDER FORM

Company / Booth	
Contact person	
Email	
Address	
Mobile (Onsite Contact)	
VAT (UID) Number	

## SCANNERS

	Orders before November 16th	Orders after November 16th	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

## WEBSERVICE

	Orders before November 16th	Orders after November 16th	Units total	€ Total
Webservice (with your own device)	€ 750,00/ € 1,25 net*	€ 950,00/ € 1,55 net*		

\* per scanned lead



## 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		Exp. Date
Name		Code*

\*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

## GDPR

Using this service will imply processing of personal data, e.g. when scanning the visitor badges. Note, that any processing of personal data must be in line with GDPR and other applicable data protection laws. By using our service you acknowledge your role as data controller. You are therefore responsible for, and must be able to demonstrate compliance with, the principles relating to processing of personal data (which includes having a legal ground for processing). Please note, that visitors can object being scanned without negative consequence. They must still be granted access to the conference. For more information about this, please visit the ESMO Event Terms and Condition.

I acknowledge that scanning and the subsequent processing of personal data must be in line with GDPR and other applicable data protection laws. I acknowledge my role as data controller and are therefore responsible for, and be able to demonstrate compliance with, the principles relating to processing of personal data.

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](mailto: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](mailto:vienna@ctimeetingtech.com)  
[www.ctimeetingtech.com](http://www.ctimeetingtech.com)

## 12.4 RENTAL FURNITURE ORDER FORM

# Immuno-Oncology 2018

## SHELL SCHEME *BUSINESS* order form

### Shell Scheme / Carpet colour / Name board



### SHELL SCHEME PACKAGE *BUSINESS* FOR AN EASY-TO-HANDLE, EFFICIENT SOLUTION

The basic package includes the following items, please check the elements you would like to keep:

- ☐ Carpet (please refer to the carpet colour attachment to verify the available colours)  
Art: .....
- ☐ Walls in aluminium frame construction, infill panels white 5 mm, H2500 mm
- ☐ Header beams on open stand fronts and above walls, overall H2850 mm
- ☐ Name boards with company name in black standard letters (1 board per open stand side)
- ☐ Spotlights (1 spot per 3 sqm) (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: \_\_\_\_\_

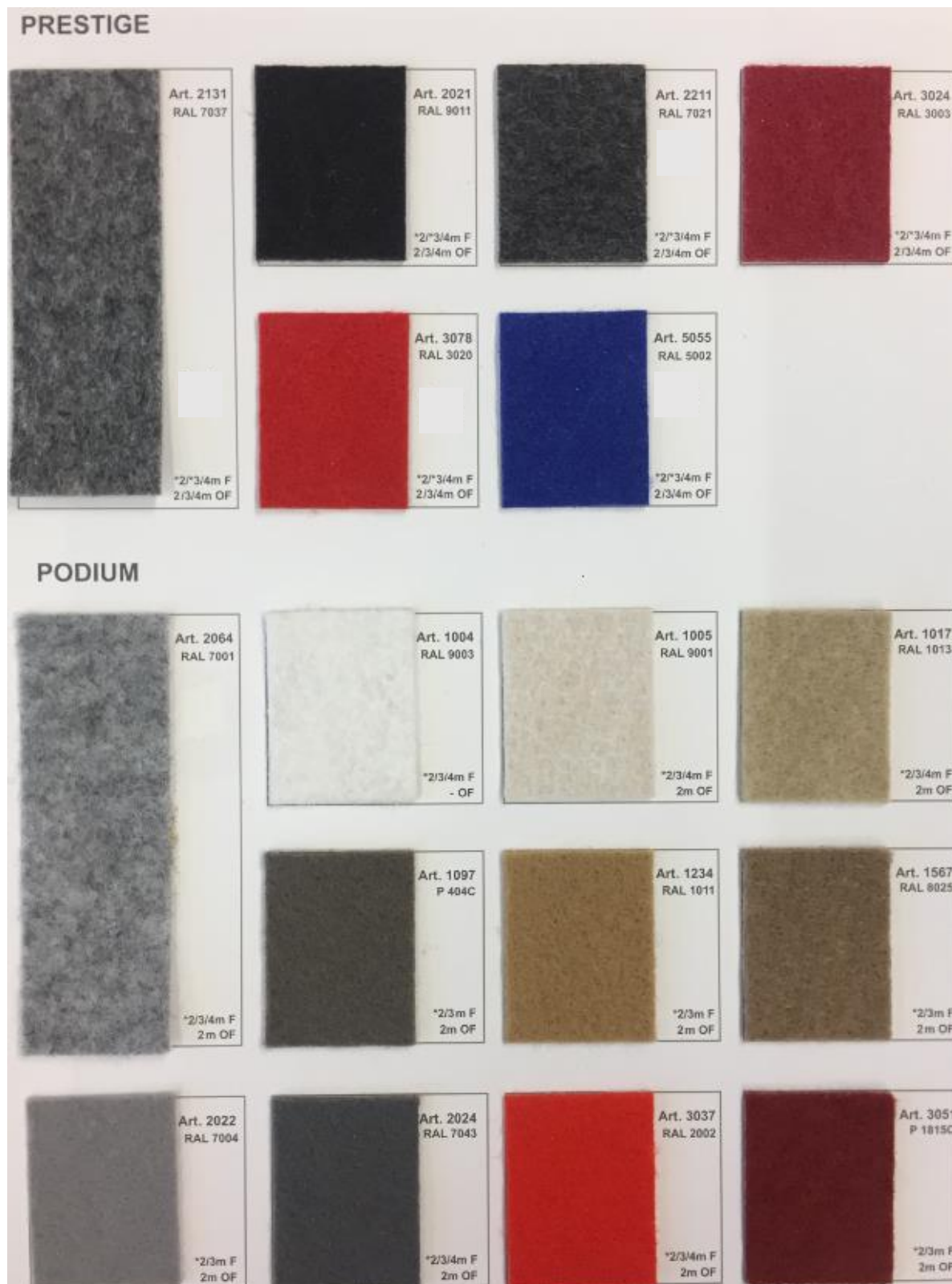
Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date/Signature: \_\_\_\_\_

PLEASE RETURN THE FILLED FORM TO [IMMUNO@ESMO.ORG](mailto:IMMUNO@ESMO.ORG) BY OCTOBER 3TH, 2018

## Immuno-Oncology 2018

### CARPET SELECTION for Shell scheme stands







## Immuno-Oncology 2018

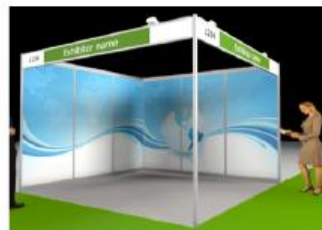
### GRAPHIC OPTIONS for Shell scheme stands



#### OPTION 1: Print on infill panels

Digital direct print on wall infill panels (5mm thick)  
Beams and cross bars visible  
Graphic dimensions: L=984mm/H=2314mm

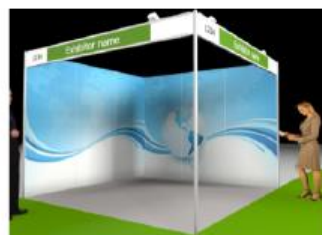
Price per panel = **CHF 295.00**



#### OPTION 2: Print on overlay panels

Digital direct print on wall overlay (5mm thick)  
Beams and cross bars not visible (plastic joints 3mm)  
Graphic dimensions: L=1000mm/H=2500mm

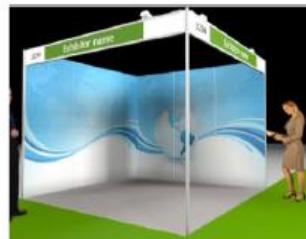
Price per panel = **CHF 340.00**



#### OPTION 3: Print on fabric

Digital print on fabric  
Beams and cross bars not visible (no joints at all)  
Graphic dimensions: on request

Price = **CHF 150.00/m2**



#### OPTION 4: Poster boards

Digital print on white forex substrate (4mm thick)  
Small to medium size graphics  
Poster boards can be taken away by exhibitor at show closing

Price for a poster board (L=700mm/H=1000mm) = **CHF 175.00**

Price for other dimensions = **CHF 250.00/m2** (minimum invoiced 0.5m2)

#### OPTION 5: Logo on stand header

Logo on white header infill (3mm thick) (*instead of standard Company name lettering*)  
Maximum size: L=1600mm/H=200mm

Price per logo (1 logo per open stand side) = **CHF 140.00**

#### OPTION 6: Mobile logos

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

Price for a small logo (L=400mm/max H=300mm) = **CHF 155.00**

Price for a large logo (L=800mm/max H=600mm) = **CHF 190.00**

Please add VAT 7.7% to all prices

**Order deadline: 16.11.2018 (+20% after this date)**















**For all questions and to order graphics, please contact:**

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

## Immuno-Oncology 2018

### ADDITIONAL FITTINGS order form

#### Walls / Doors / Shelves / Ceilings / Lights / Labour

		N°	Price CHF	Total CHF
	Wall panel white (1000/H2500mm)		90.00	
	Wall panel white reinforced 19mm (1000/H2500mm)		190.00	
	Wall panel doubled white (metal frame not visible) (1000/H2500mm)		122.00	
	Door white lockable		260.00	
	Folding door white lockable		195.00	
	Curtain white		82.00	
	Shelf aluminium (flat or sloping) (1000/300mm)		34.00	
	Ceiling/header bar with electrical rail (H280mm) (per m)		25.00	
	Fabric ceiling white (per m2)		38.00	
	Spot LED 20W (2200 Lumens, 4000K) for ceiling/header bars		48.00	
	Spotlight on arm LED 18W (2000 Lumens, 4000K) (to be fixed on top of wall panels)		64.00	
	Downlighter HQI 70W (5600 Lumen, 6000K) (to be fixed on top of wall panels)		95.00	
	Adapter to plug EU electrical equipment		10.00	
	Labour all-round (per hour) (minimum 0.5 hours)		90.00	

Total excl. VAT	
VAT 7.7%	
Total incl. VAT	

--> Form to be returned to below address

Order deadline: 16.11.2018 (+20% after this date)

Company name: \_\_\_\_\_ Stand N°: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date/Signature: \_\_\_\_\_

## 11.5 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](mailto:info@greenme5.ch)

### 1. RENTAL GREEN PLANTS (visit the site [www.greenme5.ch](http://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 70.00	0.		Fern	Small	CHF 30.00	0.
		200 cm	CHF 100.00	0.			Large	CHF 50.00	0.
	Bamboo	200 cm	CHF 80.00	0.		Kentia	150 cm	CHF 70.00	0.
	Buxus	80 cm	CHF 70.00	0.			200 cm	CHF 90.00	0.
	Chamaerops	80 cm	CHF 50.00	0.		Laurel Trimmed	150 cm	CHF 50.00	0.
		160 cm	CHF 80.00	0.			180 cm	CHF 70.00	0.
	Crassula	100 cm	CHF 50.00	0.		Laurel Pyramid	160 cm	CHF 80.00	0.
	Ficus Alii	160 cm	CHF 70.00	0.		Olive tree	150 cm	CHF 60.00	0.
	Ficus Benjamini	160 cm	CHF 70.00	0.		Pleomele	160 cm	CHF 70.00	0.
	Ficus Ginseng	100 cm	CHF 50.00	0.		Podocarpus	150 cm	CHF 70.00	0.
	Ficus Nitida	170 cm	CHF 80.00	0.		Rhapis	160 cm	CHF 70.00	0.
	Stemmed Ficus	250 cm	CHF 280.00	0.		Yucca	120 cm	CHF 40.00	0.

**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			
	Square pot	50 x 50 cm	CHF	150.00		0		Terrine	Small	CHF	60.00		0
	Long pot	100 x 20 cm	CHF	130.00		0			Large	CHF	80.00		0

### 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](http://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

<b>Credit card</b>	<input type="text"/>	<b>Total amount in CHF to be debited</b>	
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

<input type="checkbox"/> I give the details of my credit card as a guarantee, but I wish to pay the amount mentioned by bank transfer.																	
<table border="1"> <tr> <td><b>Name</b></td> <td><input type="text"/></td> </tr> <tr> <td><b>Place and date</b></td> <td><input type="text"/></td> </tr> <tr> <td><b>Signature</b></td> <td><input type="text"/></td> </tr> </table>	<b>Name</b>	<input type="text"/>	<b>Place and date</b>	<input type="text"/>	<b>Signature</b>	<input type="text"/>	<table border="1"> <tr> <td><b>Bank</b></td> <td>UBS SA GENEVE</td> </tr> <tr> <td><b>Beneficiary</b></td> <td>Green me 5 Sarl</td> </tr> <tr> <td><b>Account number</b></td> <td>0240-739999.01P</td> </tr> <tr> <td><b>IBAN</b></td> <td>CH180024024073999901P</td> </tr> <tr> <td><b>SWIFT</b></td> <td>UBSWCHZH80A</td> </tr> </table>	<b>Bank</b>	UBS SA GENEVE	<b>Beneficiary</b>	Green me 5 Sarl	<b>Account number</b>	0240-739999.01P	<b>IBAN</b>	CH180024024073999901P	<b>SWIFT</b>	UBSWCHZH80A
<b>Name</b>	<input type="text"/>																
<b>Place and date</b>	<input type="text"/>																
<b>Signature</b>	<input type="text"/>																
<b>Bank</b>	UBS SA GENEVE																
<b>Beneficiary</b>	Green me 5 Sarl																
<b>Account number</b>	0240-739999.01P																
<b>IBAN</b>	CH180024024073999901P																
<b>SWIFT</b>	UBSWCHZH80A																

SEND BY E-MAIL

PRINT

SAVE AS

ERASE

## 12.6 HOSTESS ORDER FORM

### Temporary Staff

**KTNM** concepts  
Hôtesse d'accueil • Mannequins • Artistes  
[www.ktnm.com](http://www.ktnm.com)

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](mailto:info@ktnm.com)

Tel : + 41 (0)22 787 05 77

Fax : + 41 (0)22 787 05 78

Website [www.ktnm.com](http://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	
.....	<b>Professional hostess / host (3 languages minimum)</b> From ..... (date) to ..... (date) From ..... (hour) to ..... (hour)	..... hours	40.00	PRICE ON REQUEST	.....
.....	<input type="checkbox"/> <b>*Models:</b> see web site <a href="http://www.ktnm.com">www.ktnm.com</a>		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 ..... <b>Amount to be paid</b> 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

# General Regulations for the users of the Palexpo site

**Version March 2018**

*The French version of these Regulations is the authentic text.*

---

# Table of contents

	Page
Administrative and legal regulations .....	1
Safety and security, fire prevention .....	15
Palexpo regulations for construction.....	24
General terms and conditions of sales and rental services of Palexpo SA.....	30
Telematics.....	34
Catering .....	39
Freight handling, Transport, Customs .....	41

---

# Administrative and legal regulations

## Index

Page

1. General provisions and right of refusal .....	2
2. Smoking ban .....	2
3. Minimum age.....	2
4. Animals .....	2
5. Waste .....	2
6. Photographs.....	2
7. Advertising and promotion .....	2
8. Advertising space rental.....	2
9. Music and royalties .....	2
10. Non-competition .....	3
11. Intellectual property.....	3
12. Exhibited items, products and installations.....	3
13. Direct sales or cash-and-carry sales .....	3
14. Compulsory indication of retail prices .....	4
15. Labour law and working time .....	4
16. Withholding tax .....	4
17. Foreign staff employed at Palexpo.....	5
18. Temporary workers and recruitment (permanent and temporary employment agencies) .....	6
19. Users' liability for damage .....	6
20. Insurance .....	6
21. Financial obligations .....	7
22. Refund of value-added tax charged to buyers domiciled or headquartered abroad.....	7
23. Complaints.....	7
24. Clause nullity.....	7
25. Confidentiality.....	7
26. Settlement of disputes.....	7
 Appendix 1.13 Summary of the main provisions applicable to the exhibition industry .....	8
Appendix 2.14 Table summarizing procedures required according to country of residence.....	9
Appendix 3.14 OCPM Form .....	10
Appendix 4.19 Cash Back VAT Reclaim AG Procedure .....	12
Appendix 5.19 AFC, Form to VAT refund.....	13
Appendix 6.19 Statement of Tax status (VAT) .....	14

---

**Palexpo SA is the owner, manager and operator of the Geneva/Grand-Saconnex Exhibition and Congress Centre.**

**Organisers and exhibitors (hereinafter referred to as “the User(s)”) are responsible for ensuring that their activities conform to any legal requirements and for obtaining any authorisations required. The most important areas are mentioned below and, if necessary, Users should contact the competent authorities directly for information.**

**Palexpo SA shall not be held responsible in the event of infringement of legal provisions.**

## **1. GENERAL PROVISIONS AND RIGHT OF REFUSAL**

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 as a whole, or of any non-exhibitors attempting to conduct business on the Palexpo site.

Palexpo SA reserves the right to refuse to host any event.

Palexpo SA requires that all events comply with all legal and regulatory provisions. In this context, Palexpo SA reserves the right to prohibit all or part of an event, at any stage, for any reason whatsoever, for example in relation to legal provisions, compliance with public policy or ethics, should this be relevant. Even in the event of a cancellation, the amounts due to Palexpo SA, for whatever reason, remain due.

## **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).

## **3. MINIMUM AGE**

Children under 14 years must be accompanied by an authorised adult. Palexpo SA reserves the right to control, in particular at the cash desks and the entries.

## **4. 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](mailto:secretariat.ovc@etat.ge.ch)

<http://ge.ch/sante/consommation-affaires-veterinaires-formulaires>

However, guide dogs and other assistance dogs are allowed.

## **5. 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 (see the Waste provision in the section Palexpo SA's Services).

The price of the waste bags includes collection and disposal of waste by Palexpo SA.

## **6. 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.

## **7. 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 audiovisual 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.

## **8. ADVERTISING SPACE RENTAL**

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

- For advertising space inside Palexpo:

### **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](mailto:info@neoadvertising.com) / [www.neoadvertising.ch](http://www.neoadvertising.ch)

- For advertising space outside Palexpo:

### **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](mailto:geneve@apgsga.ch) / [www.apgsga.ch](http://www.apgsga.ch)

See also Article 3.3 of the General Terms and Conditions applying to the Sale and Rental of Services.

## **9. 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, 11 bis

CH-1007 Lausanne

Tel.: +41 (0)21 614 32 32

[suisa@suisa.ch](mailto:suisa@suisa.ch) / <https://www.suisa.ch/en/customers.html>



## 10. 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. 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/>.

## 12. EXHIBITED ITEMS, PRODUCTS AND INSTALLATIONS

### 12.1 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

Swiss Agency for Therapeutic Products  
Hallerstrasse 7 - P.O. Box  
CH-3000 Berne 9

Tel.: +41 (0)58 462 02 11

Fax: +41 (0)58 462 02 12

[questions@swissmedic.ch](mailto:questions@swissmedic.ch) /

<https://www.swissmedic.ch/index.html?lang=en>

#### Service du pharmacien cantonal (SPhC)

Rue Adrien-Lachenal 8  
1207 Genève

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

Fax: +41 (0)22 546 51 89

<http://ge.ch/sante/pharmacien-cantonal/pharmacien-cantonal-accueil>

You can find the current legislation governing therapeutic products on the website below:

<https://www.swissmedic.ch/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 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 (SPhC).

### 12.2 Foodstuffs and consumer items (e.g. cosmetics)

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

#### Federal Office of Public Health (FOPH)

Schwarzenburgstrasse 157  
CH - 3003 Bern

Tel.: +41 (0)58 462 21 11

[info@bag.admin.ch](mailto:info@bag.admin.ch)

<https://www.bag.admin.ch/bag/en/home.html>

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

[scav@etat.ge.ch](mailto:scav@etat.ge.ch)

<http://ge.ch/sante/consommation-affaires-veterinaires-formulaires>

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 20 June 2014 on foodstuffs and consumer items (LDAI) and its enforcement orders, namely the ordinance of 16 December 2017 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.

## IMPORTANT

A new Act on Foodstuffs and Consumer Items (ODAIUOs, RS 817.02) - <https://www.admin.ch/opc/fr/classified-compilation/20143388/201705020000/817.02.pdf> - has entered into force.

As of the 1st of May 2018, according to article 73 paragraph 1 of ODAIUOs, it is now necessary to appoint a responsible person with a professional address in Switzerland for each establishment in the food and consumer items sector.

The announcement form is available at the following address: <http://ge.ch/sante/consommation-affaires-veterinaires/consommation-affaires-veterinaires-devoir-dannonce-ouverture-dune-entreprise-secteur-alimentaire>.

### 12.3 Alcohol

Users 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 young people.

### 12.4 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.

### 12.5 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.

## 13. 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 for the purpose of engaging in commercial activities designed to be open and accessible to the public (exhibition/sale, clearance sale, etc.).



### 13.1 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 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.ge.ch/cct/EnVigueur/v\\_welcome.asp](http://www.ge.ch/cct/EnVigueur/v_welcome.asp)

### 13.2 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

## 14. 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 de police du commerce et de la lutte contre le travail au noir**

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](mailto:scom@etat.ge.ch) / [www.ge.ch/scom](http://www.ge.ch/scom)

## 15. 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 to take such actions in their regard and that they require the same of their own subcontractors.

### 15.1 Legislation

(see Appendix 1.13)

Staff working at Palexpo are 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 19 December 1983 on prevention of insurance (OPA).

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  
1211 Geneva 8

Tel.: +41 (0)22 388 29 29  
Fax: +41 (0)22 546 97 25  
[gtDET@etat.ge.ch](mailto:gtDET@etat.ge.ch) / [www.ge.ch/ocirt](http://www.ge.ch/ocirt)

Federal legislation may be consulted on:  
<https://www.admin.ch/opc/fr/classified-compilation/82.html>

### 15.2 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](http://www.ge.ch/sante-travail/derogation.asp)

## 16. 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 day 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  
Rue du Stand 26  
P.O. Box 3937  
CH-1211 Geneva 3

Tel.: +41 (0)22 327 71 11 (General)

Tel.: +41 (0)22 327 74 20 (Tax at source)

Fax: +41 (0)22 546 97 16 (Tax at source)

<https://demain.ge.ch/organisation/administration-fiscale-cantonale>

## 17. FOREIGN STAFF EMPLOYED AT PALEXPO

### Secondment of staff and independent service providers to Palexpo (see Appendices 2.14 and 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-27): 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, Romania; Spain, Sweden, the United Kingdom;
- of a state within the European Free Trade Association (EFTA): Iceland, Liechtenstein, and Norway;
- For the moment, transitional conditions and restrictions apply to Croatian nationals and companies based in Croatia.
- of another country.

See Summary Overview - Appendix 2.14

Two different procedures must be observed respectively:

- Notification 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 - see Appendix 3.14.

### 17.1. EU-27 or EFTA nationals

#### 17.1.1 Normal procedure: notification 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 (see Article 17.4, Registration procedure).

#### 17.1.2 Special cases: notification is required from the first day

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

- itinerant trade;
- landscaping;

- stand assembly;
- stand cleaning and industrial cleaning;
- catering;
- security and surveillance.

For these activities, notification is required from the first day, irrespective of the length of employment or secondment (see Article 17.4, Notification procedure).

### 17.2 Croatian nationals

#### 17.2.1 Special cases: a permit/notification is required from the first day

Croatian service providers or self-employed Croatians who are based in Croatia and wish to work in Switzerland for a maximum of 90 working days per calendar year must submit a notification form if the services relate to a so-called general branch.

The notification procedure must be completed at least 8 days before the work starts. Croatian nationals cannot use the notification procedure and therefore need a work permit of OCPM from the first day of activity when they provide services in one of the following specific fields of activity:

- Building construction and secondary contract work;
- Gardening and landscaping;
- Industrial cleaning;
- Surveillance and security.

Access to the employment market in these sectors (except for the seconded employees) is subject to priority for national workers. However, the common local working conditions, and salary must be respected at all times.

Palexpo SA is happy to provide Users with lists of local companies which are able to carry out such work.

### 17.3 Nationals of non-EU/non-EFTA countries

#### 17.3.1 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 OCPM at least eight days before the work planned at Palexpo commences (see Article 17.5, Permit procedure).

#### 17.3.2 Special cases: a permit is required from the first day

For the sectors listed in Article 16.1.2, nationals of these countries also require a permit from the first day, irrespective of the length of employment or secondment (see Article 16.5, Permit procedures). Access to the employment market in these sectors (except for the seconded employees) is subject to priority for national workers. However, the common local working conditions, and salary must be respected at all times.

Palexpo SA is happy to provide Users with lists of local companies which are able to carry out such work.

### 17.4 Notification procedure

Notification must take place online at least 8 days before work starts at the following address:

[https://www.sem.admin.ch/sem/en/home/themen/fza\\_schweiz-eu-efta/meldeverfahren.html](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 notification;
- 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: <https://www.admin.ch/opc/fr/classified-compilation/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 employer's responsibility.**

One single notification suffices to announce several secondment periods for the same mandate.

**Important:** OCIRT will not acknowledge receipt of the notification form. Seconded employees and independent service providers must bring along a copy of the OCIRT certificate.

### **17.5 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 47 95  
[emploi.ocpm@etat.ge.ch](mailto:emploi.ocpm@etat.ge.ch) / [www.ge.ch/ocpm](http://www.ge.ch/ocpm)

Permit applications must be submitted:

- on the relevant OCPM form (see Appendix 3.14); or
- 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](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.

### **17.6 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).

### **17.7 Remuneration**

It is mandatory to respect common local working conditions and salary. For more information on remuneration of seconded staff, see: [www.ge.ch/ocirt](http://www.ge.ch/ocirt) for the regulated professions and [www.ge.ch/ogmt](http://www.ge.ch/ogmt) for all other professions.

If work is performed by subcontractors domiciled or headquartered in Switzerland or 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.

#### **17.7.1 Collective labour agreements**

For catering, the security 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.ge.ch/cct/welcome.asp](http://www.ge.ch/cct/welcome.asp)

#### **17.7.2 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](http://www.ge.ch/legislation/rsg/f/rsg_j1_50p19.html)

## **18. 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).

## **19. USERS' LIABILITY FOR DAMAGE**

Users are liable for any damage caused to the walls, floors, pillars and installations of the Palexpo site, whether the damage was caused by themselves or by third parties contracted by them.

As such, users must take out insurance (see Article 20, Insurance).

## **20. INSURANCE**

### **20.1 Civil liability insurance**

#### **20.1.1 Damage to third parties and to premises, installations and equipment on the Palexpo 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.

### **20.2 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, 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.

## 21. 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. Pal-expo 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 Article 23, Complaints).

## 22. 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 2018, VAT rates are:

- 7.7% VAT is the standard rate for most goods and services;
- 3.7% 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 ;
- 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, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Ireland, Israel, Italy, Japan, Latvia, Lithuania, Luxembourg, Macedonia, Malta, Monaco, the Netherlands, Norway, Poland, Portugal, Romania, Saudi Arabia, Serbia, Slovakia, Slovenia, Spain, Sweden, Taiwan, Turkey, United Arab Emirates, United Kingdom, and the United States of America.

**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

Tél.: +41 (0)41 747 30 00

[info@cashback.ch](mailto:info@cashback.ch) / [www.cashback.ch](http://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 May:

- 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.

See Appendices 4.19 to 6.19.

## 23. 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 Article 20, Financial obligations, and Article 26, Settlement of disputes).

## 24. 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.

## 25. 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.

## 26. 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 trade fairs – Swift resolution of intellectual property disputes (see Article 10) if the organiser has chosen to apply them to the event.

## Enclosures:

Appendix 1.13	Summary of the main provisions applicable to the exhibition industry
Appendix 2.14	Table summarizing procedures required according to country of residence
Appendix 3.14	OCPM Form
Appendix 4.19	Cash Back VAT Reclaim AG Procedure
Appendix 5.19	AFC, Form to VAT refund
Appendix 6.19	Statement of Tax status (VAT)

## SWISS FEDERAL EMPLOYMENT LAW – WORK AND REST TIMES

### Summary of the main provisions applicable to the exhibition industry

(subject to special exceptions for restaurant and security businesses)

**Also subject to for employees more favourable conventional contractual or collective provisions or provisions for professional applications**

#### Working time

Employees may work for up to **11 consecutive days** insofar as they have at least 3 work-free days and daily rest time (83 consecutive hours of rest time) and the five-day week is on average maintained over the calendar year.

Subject to the provisions below, employees may not exceed 50 hours of actual work during the period from Monday to Sunday.

In emergencies or in cases of extraordinary additional work, a **maximum** additional working time of **two hours per employee and day** may be demanded against payment of a supplement of 25% (unless these working hours are compensated by equivalent leave, with the agreement of the employee). Additional working time, however, may not exceed 140 hours in a calendar year.

#### Wages

The wages paid to the employee must be based on the wages customarily awarded in Geneva for the same activity.

#### Daily minimum rest times

The daily rest time has been defined as a minimum of **11 consecutive hours** for adult employees, which may, however, be reduced to eight hours once a week insofar as the daily minimum rest time averages 11 hours over a period of two weeks.

#### Breaks

The work must be interrupted by breaks of at least 15 minutes during a working day in excess of 5.5 hours, of at least 30 minutes during a working day in excess of seven hours and of at least one hour during a working day in excess of nine hours. An uninterrupted working time exceeding 5.5 hours entitles to an additional break of 15 minutes.

**Note:** Breaks count as working time if the employee is not allowed to leave his workplace.

#### Day and evening work

Work during the day is regarded as work between 6.00 am and 8.00 pm, evening work is regarded as work between 8.00 and 11.00 pm

Each employee may only work for 12 ½ periods, 14 hours apart, including any breaks and additional work. The periods for day and evening work may in agreement with the employees be moved by one hour (5.00 am to 10.00 pm or 7.00 pm to midnight). The selected periods apply to all employees.

**Night work** (between 11.00 pm and 6.00 am, without this period being moved, see above)

Night work may be considered without the procurement of a permit against the payment of a wage supplement of at least 25%.

Night work may (within 24 hours) last for a maximum of nine or ten hours (under specific conditions, see art. 29 OLT 1) with breaks. Daily minimum rest periods, however, must still be observed. The provisions for night work, with the exception of the wage supplement, apply when part of the employee's working time falls within the legally stipulated times for night work.

#### Work on Sundays and public holidays

Work on Sundays and public holidays is also possible without the procurement of a permit in the event of urgent, properly demonstrated requirements or in the event of technical or economic necessity against the payment of a wage supplement of at least 50%.

Each employee must have at least 26 work-free Sundays in each calendar year, which may be distributed irregularly throughout the year insofar as at least one free Sunday is guaranteed per quarter.

A corresponding equivalent rest period must be granted in the week before or after the work on Sunday or the public holiday. This rest time period must include the daily rest time, i.e. it must be of at least 35 hours duration. The compensation rest time may be awarded en bloc for a calendar year.

#### Employee consent

The employees' consent is required for night work and work on Sundays.

#### Younger employees (below the age of 18), pregnant women or breast-feeding mothers

Special working conditions apply to employees in these categories. In such cases, we therefore request you to consult our offices where you will be provided with comprehensive information.

#### List of employees and duty of disclosure

When requested to do so, the employer will be obliged to provide comprehensive information or to provide the required documents to the authorities monitoring the law. The employer must keep a list of employees (with details about their identity, their working and their compensation rest periods).

#### Ordinance 2 of the federal law on labour (OLT2); Exemption for night's and Sunday's work

The employer is permitted to employ workers at night, on Sundays and in a continuous fashion when this relates to business conference and convention companies employing workers in the provision of services and assistance to visitors, or being engaged in maintenance activities.

This also applies to Exhibition centres when employing workers in the assembly and dismantling process, in the provision of services to exhibition stands and working on entrance desks as well as engaging in maintenance activities.

\*\*\*\*\*

The employment inspectorate (OCIRT) is at your disposal for further information.  
P.O. Box 64, CH-1211 Geneva 8 - Tel. +41 (0)22 388 29 29 - E-mail: [gtDET@etat.ge.ch](mailto:gtDET@etat.ge.ch)



TABLE SUMMARIZING THE PROCEDURES REQUIRED ACCORDING TO COUNTRY OF RESIDENCE SHORT-TERM SECONDMENT (less than 90 days)  
Company based in / Independent Service Provider national of

UE – 27 / EFTA	CROATIA (Transitional conditions until 31 December 2023 at the latest)	Other countries
Austria, Belgium, Bulgaria , Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden (EU-27) (No transitional provisions apply to them anymore). Iceland, Liechtenstein, Norway (EFTA)	CROATIA (For Croatian nationals, there are transitional conditions in place, limiting first access to the Swiss labour market, in particular to comply with priority rules in the Swiss labour market).	All other countries of the international community.

1 to 8 days of activity (within one calendar year)

Normal procedure	Special cases:	Normal procedure	Special cases:
No requirements Except for special cases	Construction, cleaning, security, catering  Online notification from the 1 <sup>st</sup> day	No requirements Except for special cases	Construction, cleaning, security, catering  Permit from OCPM from the 1 <sup>st</sup> day OCPM form

9 to 90 days of activity (within one calendar year)

Normal procedure	Normal procedure	Special cases	Normal procedure
Online notification	Online notification	Construction, cleaning, security, parks & gardens  Permit from OCPM OCPM form	Permit from OCPM OCPM form

**Application for residence and short-time work permit for  
nationals from countries other than the EU/EFTA members**

Company: ..... *If more than 8 applications, please duplicate this form !*

Address: ..... *Please return to:*

City: ..... Office Cantonal de la Population et des Migrations  
Service Etrangers  
Section Emploi  
Route de Chancy 88  
P.O. Box 2652  
CH-1211 Geneva 2

Country: ..... [emploi.ocpm@etat.ge.ch](mailto:emploi.ocpm@etat.ge.ch)

E-mail: ..... Fax: +41 (0)22 546 48 22

We hereby apply for a residence and short-time work permit for our employees listed below for the following exhibition at PALEXPO:

Exhibition: ..... From: ..... To: ..... Stand N°: .....

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

Duration of activity at PALEXPO from ..... to .....

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

Duration of activity at PALEXPO from ..... to .....

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

Duration of activity at PALEXPO from ..... to .....

Place and date: ..... Stamp and authorized signature: .....



Exhibition: .....	From: .....	To: .....	Stand N°: .....
-------------------	-------------	-----------	-----------------

Name of employee(e)	.....
First name	.....
Date of birth	.....
Address abroad	.....
Nationality	.....
Function on stand	.....
Duration of activity	at PALEXPO from ..... to .....

Name of employee(e)	.....
First name	.....
Date of birth	.....
Address abroad	.....
Nationality	.....
Function on stand	.....
Duration of activity	at PALEXPO from ..... to .....

Name of employee(e)	.....
First name	.....
Date of birth	.....
Address abroad	.....
Nationality	.....
Function on stand	.....
Duration of activity	at PALEXPO from ..... to .....

Name of employee(e)	.....
First name	.....
Date of birth	.....
Address abroad	.....
Nationality	.....
Function on stand	.....
Duration of activity	at PALEXPO from ..... to .....

Name of employee(e)	.....
First name	.....
Date of birth	.....
Address abroad	.....
Nationality	.....
Function on stand	.....
Duration of activity	at PALEXPO from ..... to .....

Place and date:	Stamp and authorized signature:
.....	.....

# Switzerland



**Mehrwertsteuer = MWST**

**Taxe sur la valeur ajoutée = TVA**

**Imposta sul Valore Aggiunto = IVA**

## Legal Base

As of 01.01.2018:

- 7.7% is the standard rate for most goods and services
- 3.7% is the rate for hotels
- 2.5% on certain exemptions as books, newspapers, food

VAT was introduced in 1995

Foreign companies must have a fiscal representative in Switzerland.

## VAT-year

January 1 – December 31.

The application for refund must be submitted at the latest 6 months after the VAT year has expired (end of the following year at the authorities). Therefore, the original invoices have to be sent to Cash Back VAT Reclaim AG latest by April 15 the following year.

## Enclosures to the application:

The claimant (s. 1e2) must enclose the following documents:

- **Application** for VAT refund including **Power of Attorney**, (German, Italian and French versions accepted), filled in, signed and with company stamp (on the front side).
- **Certificate of VAT status**, original (a cert. issued from the official tax authority in his own country. This certificate has to correspond with the address on the invoices).
- **Original Invoices**

## Original Invoices

Your invoices have to include the following details:

- Date incl. year.
- Name and address of the supplier
- VAT number of supplier
- **Name and full address of the company. Switzerland does not accept name lists.**
- VAT in percentage rate and amount
- **All invoices must be machine printed (handwritten is not accepted!!)**

**The invoices will be returned to you after the application has been verified by the authorities.**

## Minimum amount

CHF 500.-- VAT amount per application and year.

October 2017

© Cash Back VAT Reclaim AG (Copyright, all rights reserved)

**THIS IS JUST A TRANSLATION!**

**PLEASE ONLY USE THE GERMAN, FRENCH  
OR ITALIAN APPLICATION FORM**

## Application for VAT Refund

### Foreign Claimant:

1. Full name of claimant or company name: .....  
Full postal address: .....  
City, Country: .....

2. Period of the application: .....

3. Code number in Switzerland: .....  
(You can leave it empty)

4. Do you or a third party provide deliveries or services in Switzerland?  
☐ Yes, which ones? .....  
☐ No .....

5. Nature of business: .....

6. The representative certifies that the goods and/or  
services listed in this application were used by the  
claimant for the following activities: .....  
.....  
.....

7. Total amount of the application (CHF): .....

8. **Power of attorney**  
The foreign company (named no. 1) hereby authorizes:  
  
Company: **Cash Back VAT Reclaim AG** .....  
Street: **Gewerbestrasse 11** .....  
City: **CH-6330 Cham** .....  
  
to act completely on our behalf until further notices in all matters pertaining VAT against the federal tax authorities in Bern

9. Place and date: ..... Company stamp and signature (legally valid) .....

## Statement on the Tax Status (VAT)

The competent authority .....

.....

.....

.....

hereby certifies that

Name and address  
of the company .....

.....

.....

nature of business .....

is registered as a VAT taxable company under the following VAT No .....

---

Place and Date

---

Signature, stamp and name of the  
authority

---

# Safety and security, fire prevention

## Index

Page

<b>1. Safety and security.....</b>	<b>16</b>
1.1 Control centre, emergency number.....	16
1.2 Infirmary.....	16
1.3 Surveillance .....	16
1.4 Spaces to keep clear/safety zones .....	16
1.5 Safety of installations and technical equipment .....	16
1.6 Prevention of accidents at work.....	16
1.7 Hazardous products .....	17
1.8 Painting and solvents.....	18
<b>2. Fire prevention and fire-fighting equipment .....</b>	<b>18</b>
2.1 Fire extinguishers.....	18
2.2 Construction and decoration materials – standards to be observed regarding flammability .....	18
2.3 Gas cylinders provided by Users .....	19
2.4 Fuel tanks on Palexpo premises .....	19
2.5 Heat-generating appliances.....	19
2.6 Smoke-producing devices .....	19
2.7 Drones .....	19
Informative leaflet "Where am I authorised to fly my multicopter?" .....	20
"Fire Permit" - Form .....	22

## 1. SAFETY AND SECURITY

### 1.1 Control centre, emergency number

At the Palexpo Safety Service Centre, a computer continuously monitors information on the operation of the technical systems. Emergency calls should be made to the emergency number +41 (0)22 761 13 18 (**ext. 1318**).

### 1.2 Infirmary

There are two infirmaries at Palexpo:

- 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)  
ou +41 (0)22 761 11 11 (ext. 999).

### 1.3 Surveillance

#### 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)**

**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](mailto:armes@police.ge.ch) - [www.ge.ch/police/](http://www.ge.ch/police/)

#### 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.

#### 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 Palexpo's safety and security team, which will take action as unobtrusively as possible.

### 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, except in exceptional cases and after confirmation of the Palexpo's safety and security team.

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 Palexpo's 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.

## 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, Users 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](http://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 81 11  
Fax: +41 (0)21 310 81 10  
[www.suva.ch](http://www.suva.ch)

Furthermore, exhibitors are required to comply with instructions from Palexpo 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 shall not be held liable for any accidents or material damage.

#### 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)58 462 96 14  
Fax: +41 (0)58 462 83 83

## 1.6 Prevention of accidents at work

Hard hats and safety shoes must be worn by everyone setting up and dismantling events at Palexpo. 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.

#### 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 (form on page 27) 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 regulation 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 pour la Suisse Romande  
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](http://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](http://www.svsxass.ch)

Technical documents may be ordered from SUVA

<https://www.suva.ch/fr-ch/prevention>

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

## 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 <https://www.suva.ch/fr-ch/prevention>.

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

## 1.7 Hazardous products

### 1.7.1 Hazardous substances

The use of hazardous products is regulated by the federal law of 5 June 2015 on protection against hazardous substances and preparations (law on chemical products, Lchim - RS 813.11), which came into effect on 1 August 2015, 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/](http://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 the 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  
Avenue de Beau-Séjour, 24  
CH-1206 Geneva

Tél.: +41 (0)22 546 51 88  
Fax: +41 (0)22 546 51 89  
[section.toxiques@etat.ge.ch](mailto: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 organisations 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-authorised 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 <https://www.suva.ch/fr-ch/prevention>.

### 1.7.2 Ozone-depleting substances

The use and importation of such substances (CFC, HCFC, Halons, Tri-chloroethane, etc.) are prohibited in Switzerland, or otherwise subject to 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  
Avenue de Beau-Séjour 24  
CH-1206 Geneva

Tél.: +41 (0)22 546 51 88  
Fax: +41 (0)22 546 51 89  
[section.toxiques@etat.ge.ch](mailto: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.

### 1.8 Painting and solvents

The storage and handling of flammable liquids must be in compliance with CFST regulation no. 1825 and the risk of explosion contained according to the provisions 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 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.

#### Police du feu

Rue David-Dufour 5  
Case postale 22  
1211 Genève 8

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

Fax: +41 (0)22 546 66 39

[policedufeu@etat.ge.ch](mailto: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 <sub>L</sub> A2 <sub>L</sub> -s1, d0	A1 <sub>fl</sub> A2 <sub>fl</sub> -s2
RF2	cr	A2-s1, d1	A2 <sub>L</sub> -s1, d1	B <sub>fl</sub> -s1
		A2-s2, d0	A2 <sub>L</sub> -s2, d0	
		A2-s2, d1	A2 <sub>L</sub> -s2, d1	
		B-s1, d0	B <sub>L</sub> -s1, d0	
		B-s1, d1	B <sub>L</sub> -s1, d1	C <sub>fl</sub> -s1
		B-s2, d0	B <sub>L</sub> -s2, d0	
		B-s2, d1	B <sub>L</sub> -s2, d1	
		C-s1, d0	C <sub>L</sub> -s1, d0	
		C-s1, d1	C <sub>L</sub> -s1, d1	B <sub>fl</sub> -s2
		C-s2, d0	C <sub>L</sub> -s2, d0	
		C-s2, d1	C <sub>L</sub> -s2, d1	
		A2-s1, d2	A2 <sub>L</sub> -s1, d2	
		A2-s2, d2	A2 <sub>L</sub> -s2, d2	C <sub>fl</sub> -s2
		A2-s3, d0	A2 <sub>L</sub> -s3, d0	
		A2-s3, d1	A2 <sub>L</sub> -s3, d1	
		A2-s3, d2	A2 <sub>L</sub> -s3, d2	
		B-s1, d2	B <sub>L</sub> -s1, d2	C <sub>fl</sub> -s2
		B-s2, d2	B <sub>L</sub> -s2, d2	
		B-s3, d0	B <sub>L</sub> -s3, d0	
		B-s3, d1	B <sub>L</sub> -s3, d1	
		B-s3, d2	B <sub>L</sub> -s3, d2	
		C-s1, d2	C <sub>L</sub> -s1, d2	
		C-s2, d2	C <sub>L</sub> -s2, d2	
		C-s3, d0	C <sub>L</sub> -s3, d0	
		C-s3, d1	C <sub>L</sub> -s3, d1	
		C-s3, d2	C <sub>L</sub> -s3, d2	

## 2. FIRE PREVENTION AND FIRE-FIGHTING 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..

### 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.

### 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:

**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](http://www.implenla.com)

Time required: 1 to 2 days

### **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

### **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.

### **2.2.3 Important**

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

## **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;
- 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.

### **Users must not keep more than two cylinders in reserve on the stand.**

Users wishing to replace or refill them must inform Palexpo's Exhibitor Relations Office.

It is prohibited to store cylinders (whether in use or in reserve) outside the stand.

Adapters for all kinds of connections and plugs are available on-site.

## **2.4 Fuel tanks on Palexpo premises**

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

### **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.

### **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.

## **2.4.3 Vehicles with internal combustion engines**

Any holder of an internal combustion vehicle wishing to park on the Palexpo site must obtain an authorisation from the safety and security team and have the vehicle monitored by a security agency approved by Palexpo SA.

## **2.5 Heat-generating appliances**

Heat-generating appliances such as boilers, cookers and grills 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

## **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.

## **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**

### **Federal Office of Civil Aviation (FOCA)**

Tel.: +41 (0)58 465 80 39 (Tuesday and Thursday: 08h00 - 12h00)  
Fax: +41 (0)58 465 80 32  
[rpas@bazl.admin.ch](mailto:rpas@bazl.admin.ch)

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

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



Federal Office of Civil Aviation .....

## **When is the use of multicopters allowed – and when is it prohibited?**

.....



## Operation without the need for a permit



Remote controlled multicopters with a total weight of less than 30 kilograms and in permanent direct eye contact of the "Pilot"



Multicopters on model airfields and operated by participants in air shows



Multicopters on open ground and in populated areas without gatherings of people (groups of more than two dozen people). Always observe the principle of protection of privacy and never operate a drone in a nature conservation area.  
-> (See RPAS Map)

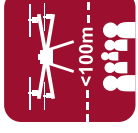
## Operation requiring a permit



Multicopters controlled with video goggles and without a second "pilot" in permanent direct eye contact



Multicopters with a total weight of more than 30 kilograms



Multicopters within a radius of less than 100 metres around gatherings of people outdoors, except at public air shows and on designated airfields for flying model aircraft



Multicopters operated within a radius of less than 5 kilometres around airfields / airports, and at an altitude higher than 150 metres above ground level in air traffic control zones; here the necessary permit has to be obtained from the airfield manager or air traffic control  
-> (See RPAS Map)



Please observe any other applicable cantonal or municipal restrictions and temporarily restricted airspace (e.g. above Davos during the World Economic Forum).

## Contact

RPAS Map: [www.bazl.admin.ch/karte-rpas](http://www.bazl.admin.ch/karte-rpas)  
Further information: [www.bazl.admin.ch/rpas](http://www.bazl.admin.ch/rpas)

E-mail: [rpas@bazl.admin.ch](mailto:rpas@bazl.admin.ch)

## Fire Permit

With the submission of this document, the person signing it (chief executive of the company or his/her representative) confirms that he/she has, in advance, taken all necessary steps to check on the layout of any hot work spots and their proximity to potential problem areas and/or substances during the work (specific risks) as well as to the chosen materials.

### CONSTRUCTION

- starting date  
.....
- date of completion (or maximum duration):  
.....
- description of intended work  
.....  
.....  
.....  
.....  
.....
- starting time: ..... / completion: .....
- location: .....
- enterprise or service organization performing the work:  
.....
- list of authorized operators:  
.....  
.....  
.....  
.....

### Mandatory validation

- in case of hot work construction of less than 1 day  
name: .....
- in case of hot work construction involving additional sites  
name: .....

### Type of hot work construction

- ☐ welding
- ☐ brazing
- ☐ cutting
- ☐ grinding
- ☐ other  
.....

### Materials used

- ☐ welding station
- ☐ blow torch
- ☐ laser
- ☐ circular/reciprocating/chain saw
- ☐ other  
.....

### SPECIFIC RISKS

(concerning products, procedures, inventory, ...)

.....  
.....  
.....  
.....

- ☐ Proximity to Atex zone (explosive atmosphere area)

### Related documents

- ☐ prevention plan
- ☐ work authorization
- ☐ access permits
- ☐ .....
- ☐ .....
- ☐ .....

### SAFETY MEASURES

	NO	YES	DONE
Evacuation of combustible substances			
Fencing / separation of work zone			
Protection of non-movable equipments / objects			
Condemnation (source of energy, flow of materials, ...)			
Dumping - Cleaning - Dusting			
Evacuation of gases (pipes, basin, tank, ...)			
Insulation of pipes			
Removal of pipes			
Delimiting of interstices			
Securing (equipment, gutters, basins, ...)			
Insulation of sprinkler loop sensors			
Insulation of sprinkler system			



## PREVENTION MEASURES

	NO	YES	DONE
<b>Protection of surroundings</b> - screens, panels - fireproof covers - water - sand - -			
<b>Forced ventilation</b>			
<b>Vapor control</b> - explosimeter - oxygen content - gas detector -			
<b>Fire fighting measures:</b> <i>in addition to any existing measures</i> - fire extinguishers: number: ..... type: ..... - active water valve / fire hydrant - fire hose			

## SAFETY SUPERVISION

- ☐ during construction:  
name: ..... signature: .....
- ☐ after construction from ..... h ..... until ..... h .....  
name: ..... signature: .....

## ALARM IN CASE OF FIRE OR ACCIDENT

Location of alarm devices:

- ☐ .....
- ☐ .....
- ☐ .....

## EMERGENCY NUMBERS

- Fire department: 118
- Contact in case of accident or fire: Safety Services Palexpo
- Telephone: +41 22 761 13 18

Persons or services	Name	Function	Signature
- Person in charge			
- Safety			
- Contact for work performed			

Fire permit granted on (date): .....

Signature of executive of exhibitor company  
or his/her qualified representative: .....

---

# Palexpo regulations for construction

## Index

Page





<b>1. Technical data for Palexpo</b>	<b>25</b>
1.1 Connection of utilities to stands	25
1.2 Floor loads (admitted: 1 kg = 10 N)	25
1.3 Access-ramp loads	25
<b>2. Stand building</b>	<b>26</b>
2.1 General recommendations	26
2.2 Floor fixings	26
2.3 Wall fixings	26
2.4 Suspended items	26
2.5 Advertising displays and official information displays	26
2.6 Stand air conditioning	27
2.7 Through-stand aisles leading to an emergency exit	27
2.8 Structures overhanging aisles	27
2.9 Exits	27
2.10 Glazing	27
2.11 Turntables	27
2.12 Balloons	27
2.13 Laser equipment, classes 1M, 2M, 3R, 3B and 4	27
2.14 Hazards due to ionising radiation	27
<b>3. Multi-storey structures</b>	<b>28</b>
3.1 Approval of plans	28
3.2 Loading calculation for structural components	28
3.3 Permissible local stress on the floor of Halls 4 and 5	28
3.4 Lifts - Temporary equipment for the transport of people	28
3.5 Stairways/Gangways/Platforms	29

## 1. TECHNICAL DATA FOR PALEXPO

### 1.1 Connection of utilities to stands

General rules on technical connections at Palexpo

Connection points are located in connection boxes at floor level. These boxes are indicated on the hall plans by the following symbols:

	= Electricity + Telecommunication + Radio + Television
	E = Water and drainage
	A = Compressed air
	E = Water

**NB:** Halls 6 and 7 have a network of cable ducts connecting the floor boxes.  
These ducts are shown on the plan.

Exhibitors are strictly forbidden to make their own connections to the floor boxes.

Floor boxes that are in use must be accessible at all times.

It is forbidden to touch the electrical equipment at the goods entrances.

Electrical equipment on the stands must comply with the Swiss law on electrical equipment (LIE), the ordinance on low-voltage equipment (OIBT) and Section 7, Chapter 11 of the Swiss standard on low-voltage equipment (NIBT), as well as with all laws and regulations in force in Switzerland.

Electrical equipment on stands shall be monitored by an official inspector with the legal authority to require alterations to be made to the equipment if these are necessary for compliance with the laws, standards and regulations listed above.

Based on the inspector's recommendations, Palexpo SA reserves the right to cut the power supply to any stand in the event of refusal to adapt the electrical equipment to ensure compliance.

Users shall bear the cost of adapting equipment that does not comply with the regulations.

Users shall be liable for any technical faults or damage that may result from non-compliance with the provisions laid down by Palexpo SA.

Users may not object to cables and pipes being laid over their stand site to supply neighbouring stands, if necessary.

Modular raised flooring consisting of standard wood frames may be rented from Palexpo to facilitate the passage of cables (see relevant order form).

In areas open to the public, a raised floor is essential for covering high-voltage electricity cables and water supply and discharge pipes.

Users must specify that their stand contractor use NON-SLIP materials to ensure that floors, floorings and other surfaces, including aisles and stairs, have non-slip surfaces.

#### 1.1.1 Electricity supply

**Electrical equipment** on stands must comply with:

- the Swiss law on electrical equipment (LIE);
- the ordinance on low-voltage equipment (OIBT);
- and the Swiss standards on low-voltage equipment (NIBT).

Stands may only be connected to the **power supply** by Palexpo SA, as per the NIBT, Chapter 7.11, **Exhibitions, shows and stands**:

#### According to Article 7.11.4.6.2, Disconnection:

**All temporary structures, such as vehicles, stands or entities, which are to be occupied by a specific User and all distribution circuits supplying external equipment must be equipped with their own disconnection switches, which must be easily accessed and identified. (...)**

Electrical control panels are fitted to each stand.

Electrical equipment on stands shall be inspected by official inspection firm Sécurelec SA, which has the legal authority to require alterations to be made to the equipment if these are necessary for compliance with the laws, standards and regulations listed above.

Based on the inspector's recommendations, Palexpo SA reserves the right to cut the power supply to any stand in the event of refusal to adapt the electrical equipment to ensure compliance.

Users shall bear the cost of adapting equipment that does not comply with the regulations.

It is forbidden to touch the electrical equipment at the goods entrances.

### 1.2 Floor loads (admitted: 1 kg = 10 N)

The following load limits apply:

#### 1.2.1 Entrance hall, Conference Centre, Hall 3 and lobby

A uniformly distributed average load of

$$p = 4000 \text{ N/m}^2 = 4 \text{ kN/m}^2.$$

#### 1.2.2 Halls 1 and 2

A uniformly distributed average load of  $p = 5 \text{ kN/m}^2$ , which may be replaced with one of the following variants, over an area of  $9.60 \text{ m} \times 9.60 \text{ m}$ :

- two concentrated 180 kN loads + one uniformly distributed load of  $1 \text{ kN/m}^2$ ;
- two axles of 180 kN + one uniformly distributed load of  $1 \text{ kN/m}^2$ ;
- one load of 240 kN, including live load + one uniformly distributed load of  $2.5 \text{ kN/m}^2$ ;
- two axles of 120 kN + one uniformly distributed load of  $2.5 \text{ kN/m}^2$ .

#### 1.2.3 Hall 4

A uniformly distributed average load, similar to that allowed for road surfaces. For all loads exceeding  $10 \text{ kN/m}^2$ , the User must obtain permission from Palexpo SA's Operations Department, which will, if necessary, seek the expert advice of the civil engineering firm T Ingenierie SA.

#### 1.2.4 Hall 5

A uniformly distributed average load of  $10 \text{ kN/m}^2$ , which may be replaced by one of the following alternatives, over areas of  $9.60 \text{ m} \times 7.20 \text{ m}$  or  $7.20 \text{ m} \times 7.20 \text{ m}$ :

- two concentrated loads of 180 kN + one uniformly distributed load of  $4 \text{ kN/m}^2$ ;
- two axles of 180 kN + one uniformly distributed load of  $4 \text{ kN/m}^2$ ;
- one load of 240 kN, including live load + one uniformly distributed load of  $6 \text{ kN/m}^2$ ;
- two axles of 120 kN + one uniformly distributed load of  $6 \text{ kN/m}^2$ .

#### 1.2.5 Hall 6

A uniformly distributed load of max.  $20 \text{ kN/m}^2$ , which may be replaced with concentrated loads of max. 500 kN spaced on a 7-m grid and giving a residual floor load of  $5 \text{ kN/m}^2$ .

#### 1.2.6 Hall 7

A uniformly distributed average load of  $10 \text{ kN/m}^2$ , which may be replaced by one concentrated load of 240 kN including live load, plus one load of  $6 \text{ kN/m}^2$ , uniformly distributed over an area of  $7.20 \text{ m} \times 7.20 \text{ m}$  around the concentrated load.

#### 1.2.7 Bars 5 and 6

Max. permitted roof load:  $5 \text{ kN/m}^2$ .

### 1.3 Access-ramp loads

The access ramp to Halls 1 and 2, gates 11, 18, 21 and 28, on the Lyon side, can carry two 180 kN axles per 9.60 m span.

The access ramp to Halls 4 and 5, gates 41, 48, 51 and 58, on the Lyon side, can carry two 180 kN axles per 9.60 m or 7.20 m span respectively.

The access ramps to Halls 5 and 6, gates 54, 55, and 617 to 624, on the Lausanne side, can accept the normal loads for roads and bridges subject to normal load tolerances (Article 9, SIA standard 160, 1970 edition).

### 1.3.1 Special equipment

Permission must be obtained from Palexpo SA's Operations Department for any special equipment, such as crane trucks or lifting gear, of which the weight exceeds one of the load limits specified above. If necessary, the expert opinion of the relevant civil engineering office will be sought:

- a) For Halls 1 to 6 :

**T Ingénierie SA**

Quai du Seujet 18  
CH-1201 Geneva

Tel.: +41 (0)22 716 08 00  
Fax: +41 (0)22 716 08 99  
[gva@t-ingenierie.com](mailto:gva@t-ingenierie.com)  
[www.t-ingenierie.com](http://www.t-ingenierie.com)

- b) For Hall 7 :

**INGENI SA Ingénierie Structurale**

Jérôme Pochat, Ingénieur civil HES  
Rue du Pont Neuf 12  
CH-1227 Carouge/Geneva

Tel.: +41 (0)22 308 88 88  
Mobile: +41 (0)79 310 66 24  
[jerome.pochat@ingeni.ch](mailto:jerome.pochat@ingeni.ch)  
[www.ingeni.ch](http://www.ingeni.ch)

## 2. STAND BUILDING

### 2.1 General recommendations

Stands must conform to basic safety standards and must not present a danger to occupants or visitors, or to the immediate environment.

Users are responsible for the construction and decoration of their stands. They should refer first to the rules of the exhibition, which prevail.

All Users must ensure that they know the location, dimensions and layout of the stand allocated to them. Palexpo SA's Operations Department can arrange visits.

Please also refer to the section Safety and security/Fire prevention.

Technical plans for stands must be submitted for approval in metric measurements.

#### 2.1.1. Stands in Hall 2 that are against the railing above Hall 4

For multi-storey stand constructions located at the railing above Hall 4, a net must be fitted to prevent objects from falling during assembly and dismantling.

### 2.2 Floor fixings

The design and construction of the stands must render them self-supporting – in other words, they must not need to be attached to the floor or the walls of the Palexpo buildings.

#### 2.2.1 All halls

It is strictly prohibited to make holes in the floor.

#### 2.2.2 Entrance hall, Hall 3, Conference Centre and lobby

Sticky tape and adhesive stickers may not be applied to the floor.

Plants put on the marble floors should be in leaktight pots. The cost of removing water stains by thorough polishing shall be borne by the User.

### 2.3 Wall fixings

#### 2.3.1 Entrance hall, Conference Centre and lobby

It is forbidden to fix anything to the walls, the floor or the ceiling.

### 2.3.2 Halls 1, 2, 3, 4, 5, 6 and 7

It is strictly forbidden to attach anything at all to the floors, partitions, walls, ceilings or structural elements of the Palexpo buildings.

It is also forbidden to carry out welding or soldering work that affects the metallic structures of the building and to attach anything whatsoever to these.

### 2.4 Suspended items

#### 2.4.1 Entrance hall, Hall 3 and lobby

Suspension is not allowed.

#### 2.4.2 Conference rooms A, B and C

A certain number of attachment points are fixed in the false ceiling. Suspension is not allowed from any other points. Furthermore, the maximum load permitted will depend on the occupancy of Hall 1.

#### 2.4.3 Halls 1, 2, 4, 5, 6 and 7

Items may be suspended from the metal framework of Halls 1 to 6 or from the hooks provided for that purpose in the wooden framework of Hall 7, on the condition that they are put there by Palexpo SA's Operations Department and a plan has been submitted that gives the following details for each suspension point:

- The distance from the edge of the stand;
- The height from the floor of the hall;
- The weight.

In borderline cases, approval shall only be given if notice is received from the relevant civil engineering firm.

#### Halls 1, 2, 4, 5 and 6

Loads suspended from the metal framework must not exceed the total average value of 30 kg/m<sup>2</sup>.

The load for each suspension point must not exceed 6 kN per point.

#### Hall 7

Authorisation must always be requested from Palexpo SA's Operations Department before suspending a load from the framework of Hall 7.

#### 2.4.4 All halls

Suspension must always be performed in line with the static loading safety standards applying in Switzerland.

Palexpo SA shall not be held liable if, for reasons outside its control, work cannot be completed before the deadline indicated on the order form.

Suspension activities are performed at the Users' risk.

Palexpo SA is only liable for the suspension cables it installs. However, it shall not be held liable for damage caused by a falling object that was suspended in a way that did not meet safety standards.

All work shall be invoiced on a cost-plus basis, even if a cost estimate was submitted for it beforehand.

#### 2.4.5 Canopies/False ceilings

Special authorisation must be obtained from Palexpo SA's Operations Department for the suspension of canopies and false ceilings to ensure that ventilation duct outlets are not obstructed.

### 2.5 Advertising displays and official information displays

When building the stand or performing any construction work, it is forbidden to completely or partially hide advertising displays or official information displays.

## 2.6 Stand air conditioning

Only water-cooled systems are allowed. All air exchange systems are prohibited for reasons of heat build-up.

A fine of CHF 2,000 per unit shall be charged for non-compliance, and the system in question shall be taken out of operation.

## 2.7 Through-stand aisles leading to an emergency exit

See also the section Safety and security/Fire prevention, Article 1.4, Spaces to keep clear/safety zones.

### 2.7.1 Carpets

When a public aisle crossing a stand leads straight to an emergency exit, Users may cover the floor with a plain carpet (no identification, no publicity) of their choice.

This carpet must:

- be of a contrasting colour;
- or be marked at the edges by strips of a different colour or by studs of at least 10 cm in diameter in a contrasting colour to the surrounding floor, set no more than 70 cm apart.

Whatever method is used, the public aisle must be easily identified as such in the view of Palexpo SA's safety and security team and upon inspection by the fire service of the Department of Planning, Housing and Energy (DALE) of the Canton of Geneva.

### 2.7.2 Other aisle coverings

All other aisle coverings must be clearly shown on the stand layout drawings: these require prior authorisation by Palexpo SA's Operations Department, which is responsible for maintaining optimal conditions for free movement in the halls, in the interest of all users.

For your information, the minimum requirements are as follows:

#### a) Quality of materials and their installation:

The overall structure of the gangway covering, including an access ramp with a 6% gradient, must be capable of carrying loads of 8 tonnes per wheel to allow fully loaded vehicles of any type to use the aisle.

#### b) Height of flooring:

- The height of the flooring may reach a maximum of 15 cm as long as this matches the height of the flooring of the stand bordering the aisle;
- Users are urged to seek agreement with adjacent standholders, where necessary, for adjusting the heights of their floorings, or for installing a connecting ramp;
- The flooring must have a clean finish and a ramp with a 6% gradient at both ends;
- This flooring should not bear any identification or advertising.

## 2.8 Structures overhanging aisles

The lowest point of structures overhanging aisles must be at a minimum height of:

- 3.20 m from hall floor, if the structures overhang aisles leading to logistics doors;
- 2.50 m from hall floor, for other aisles.

## 2.9 Exits

Stands in which a number of people can be accommodated, either in a multi-level structure or a closed space, must have the following escape routes:

- up to 50 people:  
one exit, 0.90 m wide;
- up to 100 people:  
two exits, each 0.90 m wide;
- up to 200 people:  
three exits, each 0.90 m wide, or two exits, one 0.90 m wide and the other 1.20 m wide;

- more than 200 people:

two or more exits at least 1.20 m wide, where the total exit widths must be at least:

- on the ground floor: 0.60 m wide per 100 people or part thereof;
- on the upper floors: 0.60 m wide per 60 people or part thereof.

The number of people per level, to be computed on the basis of one per square metre, is defined by the surface area of this level (the area enclosed by its perimeter), less 15 % allowance for installations.

In addition, the lighting and marking of emergency exits must conform to current safety regulations.

See also Article 3.5, Stairways/Gangways/Platforms.

## 2.10 Glazing

All glazing must be designed in safety glass, either laminated or tempered, covered with film or with visualisation elements and must conform to Swiss construction standards.

## 2.11 Turntables

Turntables must be designed and operated in such a way as to avoid creating any risk of an accident. Their perimeters must be closed off so that fingers or loose clothing cannot be caught in the machinery.

## 2.12 Balloons

Balloons may be allowed under the following conditions:

- helium-filled balloons (no other gas is allowed) are permitted for decoration purposes only;
- for all other uses (distribution, etc.) only balloons filled with compressed air are allowed.

Under all circumstances, Users must request authorisation from the Organiser and from Palexpo SA's safety and security team.

If balloons have to be recovered from the ceiling, the cost of the manlift shall be invoiced by the hour.

## 2.13 Laser equipment, classes 1M, 2M, 3R, 3B and 4

The use of laser beam equipment of classes 1M, 2M, 3R, 3B and 4 on the Palexpo site is subject to the following requirements:

- It must be authorised under the specific regulations of the event in question;
- It must be declared in advance to the police department of the Canton of Geneva, Transport and Environment Group;
- It must be installed in compliance with technical regulation CEI/TR 60825-3 (2008 edition) and with the standard SN EN 60825-1 (2007 edition).

## 2.14 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

Tél.: +41 (0)58 462 96 14

Fax: +41 (0)58 462 83 83

### 3. MULTI-STOREY STRUCTURES

#### 3.1 Approval of plans

At least two months before the exhibition opens, Users must submit a file in duplicate containing the following documents to Palexpo SA's Operations Department for approval:

- Architects' and decorators' plans showing alignments and dimensions;
- Engineering drawings, accompanied by notes of static calculations carried out by a civil engineer guaranteeing adherence to static loading standards;
- The principal hypotheses and the summary of the results must be presented in a separate file containing:
  - a summary of the calculation hypotheses in condensed form;
  - a schematic diagram for all calculations carried out;
  - a summary of the results in the form of graphics and tables showing all the loads and strains;
  - plans showing the positions, in relation to the periphery of the stand, of point loads acting at the bases of pillars.
- Users must construct the load-bearing structures in accordance with plans approved by Palexpo SA's Operations Department. The relevant civil engineering firm is responsible for checking the assembly of these structures.

#### 3.2 Loading calculation for structural components

- Levels of floor loading, which depend on the use of the premises, must not exceed the following maxima:
  - offices:  $p = 200 \text{ kg/m}^2$
  - exhibition space:  $p = 300 \text{ kg/m}^2$
  - conference rooms:  $p = 300 \text{ kg/m}^2$
  - bars:  $p = 300 \text{ kg/m}^2$

P1: average excess loading on the exhibition floor

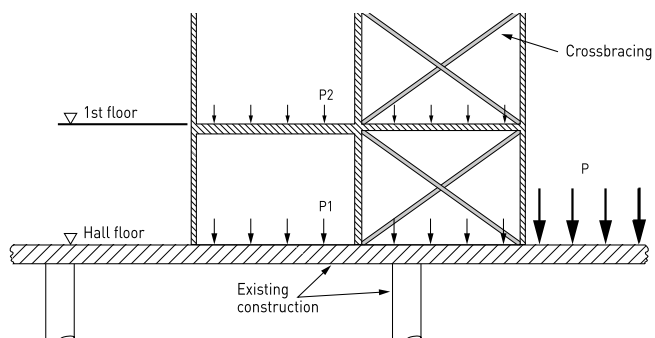
P2: average permanent loading (load-bearing structures, fittings, furniture etc.), plus average extra mobile loads

P3: average permanent loading (load-bearing structures, ceilings etc.).

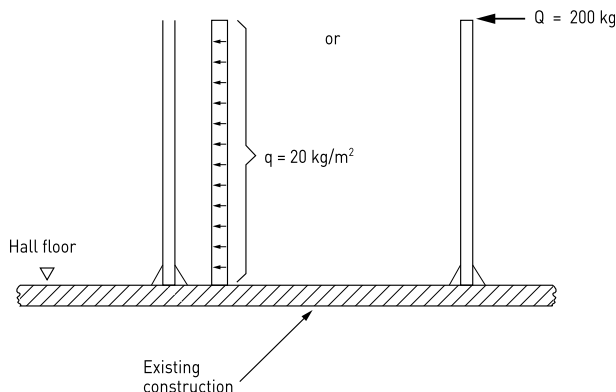
The following condition must be met:

$P1 + P2 + P3 = P$  (average uniformly distributed load, as per Article 1.2 Floor loads).

The components of load-bearing structures must be designed for the carrying capacities indicated above.



- Horizontal stability must be assured by an appropriate cross-bracing system. A horizontal load exerting a multi-directional force at floor level and equivalent to a minimum of 10% of the live load must be taken into account in the stability calculations;
- Any vertical element inside or on the periphery of a stand must withstand either a horizontal load of  $20 \text{ kg/m}^2$ , or a point load of  $200 \text{ kg}$  applied at its highest point.



#### 3.3 Permissible local stress on the floor of Halls 4 and 5

The type of flooring in Halls 4 and 5 means that the floor support plates must be calculated for permissible local stress of:

$q \text{ loc. max.} = 6 \text{ kg/cm}^2$  (for Halls 4 and 5).

#### 3.4 Lifts - Temporary equipment for the transport of people

For all mobile equipment such as lifts or service lifts (whether or not for the transport of people) and escalators:

- applications must be made to:

**Département de l'aménagement, du logement  
et de l'énergie (DALE)  
Police du feu**

Rue David-Dufour 5  
Case postale 22  
1211 Genève 8

Tel.: +41 (0)22 546 66 22  
[policedufeu@etat.ge.ch](mailto:policedufeu@etat.ge.ch)

- installation may only be carried out by a contractor approved by the DALE.

The following SIA standards apply:

- Cable lifts: standard SIA 370/10
- Hydraulic lifts: standard SIA 370/11
- Escalators: standard SIA 370/12

These standards may be obtained from the following address:

**Société suisse des Ingénieurs et des Architectes (SIA)  
Secrétariat général SIA**

Selnaustrasse 16  
Case postale  
CH - 8027 Zürich

Tel.: +41 (0)44 283 15 15  
Fax: +41 (0)44 283 15 16  
[www.sia.ch](http://www.sia.ch)

They may also be downloaded from the following website:  
<http://www.webnorm.ch/F/Groups/>

### **3.5 Stairways/Gangways/Platforms**

See also Article 2.9, Exits.

Stairways must have a minimum width of 1.20 m and be fitted with 1.00 m high handrails measured at the most dangerous point. As a general rule, stairs shall consist of straight or nearly straight flights, and the slope shall not exceed 35°.

A platform must be installed part of the way up, if the stairways are higher than 3.00m.

Openings leading to a drop must be closed off by safety rails 1.00 m high and bars close enough together to prevent a sphere 12 cm in diameter from passing between them. In addition, the bars should be so designed as to discourage people, children in particular, from climbing up them.

Gangways, platforms and ladders 50 cm or more from the ground must be fitted with handrails and safety rails 1.00 m high.

#### **3.5.1 Spiral staircases**

Spiral staircases cannot be used as the only means of escape from stands with an upper storey.

Steps must have a minimum width of 1.50 m.



---

# General terms and conditions of sales and rental services of Palexpo SA

Index	Page
1. Shop-online.....	31
2. Services available through Shop-online .....	31
3. Exclusivity .....	31
3.1 Palexpo SA catering exclusivity .....	31
3.2 Exclusivity of certain services offered by Palexpo SA .....	31
3.3 Exclusivity contracts .....	31
4. Shop-online orders/contracts .....	31
5. Orders/contracts outside Shop-online.....	31
6. Order details.....	31
7. Order rescindment/cancellation .....	31
8. Order deadlines/rates.....	32
9. Online payment .....	32
10. Online payment security .....	32
11. Payment by invoice.....	32
11.1 Invoicing by Palexpo SA.....	32
11.2 Invoicing by the Organiser.....	32
12. Compliance with terms of payment .....	32
13. Swiss value-added tax (VAT) .....	32
14. Personal data/Statistics.....	32
15. Intellectual property in connection with Shop-online .....	33
16. Liability of Palexpo SA .....	33
17. User liability .....	33

## 1. SHOP-ONLINE

Palexpo SA administers the sale of certain of its services (see Article 2) under the name Shop-online on the Internet domain gponline.ch, accessible at [www.gponline.ch](http://www.gponline.ch).

Use of Shop-online requires Users to first register with Palexpo SA or with the Organiser to obtain a username (hereinafter "login") and password.

## 2. SERVICES AVAILABLE THROUGH SHOP-ONLINE

The list and nature of services available through Shop-online are determined by Palexpo SA.

Certain services are available only on the basis of an estimate and cannot be ordered through Shop-online.

## 3. EXCLUSIVITY

### 3.1 Palexpo SA catering exclusivity

Users must respect catering exclusivity at Palexpo, as set out below:

#### Fixed catering facilities and Conference Centre catering

- a) The operation of the fixed catering facilities is to be conducted solely by Palexpo Restaurants, the official Palexpo on-site caterer, for the permanent bars and restaurants as well as for the Conference Centre.

#### Mobile catering services in the halls

- b) The following services may only be provided by Palexpo Restaurants and its approved partners\*:
  - The preparation and delivery of food and beverages to the stands;
  - The temporary set-up of restaurants and bars within the exhibition halls or elsewhere on the Palexpo site.

\* You can find the list of Palexpo SA approved catering partners at: <http://www.palexpo.ch/en/providers>

### 3.2 Exclusivity of certain services offered by Palexpo SA

The following services are to be ordered exclusively from Palexpo SA:

- a) Connections to the Palexpo networks (electricity, fresh water and waste water, air conditioning, compressed air, telephone, telecommunications, IT, Internet, radio/TV network);
- b) Work related to the buildings: suspending items from the roof structure, darkening of the halls, use of the roof (installing antennae), and so on;
- c) Transport and parking: supply of parking permits (cars, trucks, delivery vehicles) and access to Palexpo (minibuses and limousines);
- d) Ventilation, cooling and/or additional heating of the premises.

### 3.3 Exclusivity contracts

Users must respect the exclusivity contracts concluded by Palexpo SA with specific service suppliers and contractors. The following services must be ordered exclusively from such suppliers and service providers:

- a) Automatic banking facilities;
- b) Fixed and mobile advertising areas outside and inside the building, including their content, which may not be removed or concealed;
- c) Handling, loading and unloading on the Palexpo site, as well as rental of the necessary handling equipment.

## 4. SHOP-ONLINE ORDERS/CONTRACTS

The User may prepare an order as a draft ("draft order") and modify it at any time. This draft order will not be deemed final until it has been recognised as such by the User ("confirmed order").

The services offered by Shop-online merely constitute an invitation to

submit a quote. This quote is not binding.

A final order ("confirmed order") placed by a client via Shop-online constitutes a firm order placed with Palexpo SA. This order will not become binding until it has been accepted by Palexpo SA. Acceptance is understood to be acknowledgment of the order by a Palexpo SA employee, billing or supply of services, or delivery of the product.

**The automatic online order confirmation sent and received as an e-mail message does not constitute acceptance, but is merely intended as a summary of the order.**

## 5. ORDERS/CONTRACTS OUTSIDE SHOP-ONLINE

Orders other than those placed through Shop-online (i.e. by fax, e-mail, post, etc.) and deemed to be incomplete cannot be processed. Palexpo SA shall notify the User by phone or in writing.

The procedure for concluding a contract is identical to that for Shop-online orders.

If the User fills out a paper order form, it must clearly list the following information:

- a) Stand name and number;
- b) Name and address of company responsible for payment. No modification of the billing address will be accepted after receipt of the order form;
- c) Date and signature

## 6. ORDER DETAILS

By placing an order through Shop-online or by other means, the User:

- a) confirms that the information provided is accurate and true, especially with regard to technical orders;
- b) accepts and agrees to abide by the Terms and Conditions of Palexpo SA as well as the Regulations on order forms.

If necessary, the order must be supplemented by a sketch or plan indicating location(s) of any connection, which should be sent by post or e-mail to Palexpo SA as quickly as possible.

**Any omission, error or subsequent modification may result to additional charges, to be borne by the User.**

See Article 7 for order cancellation.

## 7. ORDER RESCINDMENT/CANCELLATION

All Users are entitled to withdraw the order within 7 days of placing it, if:

- a) the services sold do not match their description;
- b) the descriptions contain erroneous information.

Cancellation of orders occurring for any reasons other than the ones listed above will be billed as follows:

In case of cancellation more than 15 days prior to the build-up of the exposition:

- If the service has not been delivered 0 %
- If the service has been delivered 100 %

In case of cancellation less than 15 days prior to the build-up of the exposition:

- If the service has not been delivered 30 %
- If the service has been delivered 100 %

In the case that the cancellation takes place on the 1st day of the build-up of the exposition (or later):

- If the service has not been delivered 50 %
- If the service has been delivered 100 %

For packages a prorated billing will occur in regards to the services that have already been delivered.

For any modifications to the order, please see Article 6.

## 8. ORDER DEADLINES/RATES

When returning their orders, Users are advised to observe the deadlines listed in Shop-online and/or the order forms.

The rates charged for ordered services may vary based on the following:

- a) Preferential rates may be applied to orders received before the indicated deadline;
- b) Subsequent to this date and before the first day of build-up, orders and order changes are subject to standard rates;
- c) Orders and order changes received after the first day of build-up are subject to a surcharge; in addition, their installation can no longer be guaranteed.

All rates for services shown in Shop-online include VAT, but do not include shipping or packing (see Article 13). Exceptions are listed separately.

Rates are subject to change, due in particular to an increase in VAT rates or the price of materials.

## 9. ONLINE PAYMENT

For selected events, Users may not only order but also pay for certain services directly via Shop-online.

Payment must be made by credit card: American Express, Visa, Eurocard/MasterCard, Postcard.

## 10. ONLINE PAYMENT SECURITY

Palexpo SA's Shop-online has a highly effective security system.

Online payments are made in line with the General Terms and Conditions of Palexpo SA's payment system vendor. All information is protected and encrypted prior to transmission to the processing centre. The SSL (Secure Socket Layer) encryption protocol optimises security when transmitting sensitive data linked to methods of payment.

Palexpo SA has no access to any confidential information related to the method of payment. Users are therefore prompted to re-enter their payment details every time they place an order.

Only the Palexpo SA vendor has access to confidential information (card number, expiry date), and this information is not available to any third party.

No more than one payment shall be authorised for each order.

Regardless of the payment method, payment must be made in the name of the User who ordered the services, unless otherwise agreed by Palexpo SA.

The User's credit card shall be charged at the time of the order. The order shall be deemed paid upon acceptance of the payment by the credit card issuer. If the transaction is denied, the order shall be cancelled.

## 11. PAYMENT BY INVOICE

Services ordered from Palexpo SA without online payment shall be invoiced either by Palexpo SA or by the Organiser.

### 11.1 Invoicing by Palexpo SA

The invoices sent out by Palexpo SA are due and payable in full, net, upon receipt.

The invoicing system is made up of one or more partial invoices (installments) prepared by Palexpo SA before, during, and after the event, and one final summary invoice. Each partial invoice lists the provisional status of the orders. The final invoice corresponds to the actual status of the services rendered and concludes the invoicing process.

Payments must be made in the currency of the invoice by:

- a) bank transfer to the Palexpo SA bank account(s) mentioned on the invoice;

- b) credit card: American Express, Visa, Eurocard/MasterCard, Postcard.

Please indicate the card number, expiry date, security code, cardholder name and the amount to be debited.

### 11.2 Invoicing by the Organiser

Invoices issued by the Organiser shall be subject to the Organiser's invoicing system.

## 12. COMPLIANCE WITH TERMS OF PAYMENT

Palexpo SA is entitled to suspend, without notice, the performance of any of its obligations in the event of non-payment by the due date. Unless payment is received by the due date, the ordered services shall not be provided or the removal of goods after the end of the event shall not be permitted.

Services ordered on-site must be paid for immediately.

**Payment reminders will be billed at CHF 20.00 per reminder. In addition, an interest penalty of 5% per annum shall be applied without prior notice.**

**In the event of non-payment of an amount due by a subcontractor (stand builder, suppliers, and so on) appointed by the standholder, the latter shall pay the expenses related to the services ordered on its behalf and provided by Palexpo SA and/or its partners within the context of the event.**

If standholders wish to countersign every order placed by their subcontractors, they must notify their subcontractors and Palexpo SA accordingly. In this case, no orders placed by any of the standholder's subcontractors shall be carried out by Palexpo SA staff if the standholder has not signed off on them.

## 13. SWISS VALUE-ADDED TAX (VAT)

The services provided by Palexpo SA to its clients are subject to VAT, subject to unless an exemption is granted by virtue of Articles 143 to 150 of the ordinance of 27 November 2009 governing VAT.

Services provided to a User domiciled outside Switzerland are also subject to VAT, the place of execution of the service (Switzerland) being decisive by virtue of Article 8(2)(B) of the law of 12 June 2009 governing VAT. However, under certain conditions, Users based outside Switzerland may request a VAT refund.

Any change in the VAT rate may have immediate repercussions on our prices.

## 14. PERSONAL DATA/STATISTICS

Palexpo SA undertakes not to disclose to any third party the information provided by Users on Shop-online, except to partners duly approved by Palexpo SA. This information is confidential and shall only be used by Palexpo SA employees to process orders, consolidate and personalise communication (especially by informative letters or e-mails) and in efforts to customise the site, based on the preferences expressed by Users.

In other words, Palexpo SA does not sell, market or rent to third parties any of the information pertaining to Users. Palexpo SA reserves the right to do so in the future, in direct relation to the performance of contracts concluded by Palexpo SA with Users.

If data of a personal nature is to be transferred to or used by third parties, Palexpo SA shall notify Users in advance to allow them to exercise their right of opposition.

Palexpo SA may also provide trusted third parties with consolidated statistics related to Users and to information on Shop-online. However, such statistics shall under no circumstances contain any personal data.

Pursuant to the federal law of 19 June 1992 on data protection (LPD - RS 235.1), Users are entitled to access, modify, rectify and delete personal data concerning them by sending a request to Palexpo SA (indicating their e-mail address, last and first names and postal address). They can do so by visiting the Palexpo SA website at [www.palexpo.ch](http://www.palexpo.ch), under Ask your question, or by posting their request to the following address:

## **15. INTELLECTUAL PROPERTY IN CONNECTION WITH SHOP-ONLINE**

All texts, comments, works, illustrations and images, whether visual or sound, reproduced on the websites of the Internet domain gponline.ch are protected by copyright, trademark rights, patent rights and image rights for the whole world.

They are wholly owned by Palexpo SA.

As such and pursuant to the provisions set forth by law, only private use is authorised, subject to differing or more restrictive provisions stemming from intellectual property legislation.

Framing or deep linking must not be used to establish a hypertext link to the websites of the Internet domain gponline.ch without the prior consent of Palexpo SA. Any link, even if tacitly authorised, must be removed immediately if requested by Palexpo SA.

Unless authorised previously by Palexpo SA, any other use shall be deemed unlawful and subject to sanctions pursuant to intellectual property legislation.

The reproduction in whole or in part of Palexpo SA's services catalogue is strictly prohibited.

## **16. LIABILITY OF PALEXPO SA**

The description, information, comments, photos (if any) or other illustrations, whether visual or sound, mentioned for each service on the websites of the Internet domain gponline.ch are those provided by Palexpo SA to its clients. They are provided for information purposes only and are not binding.

Accordingly, Palexpo SA shall not be held liable for any errors these may contain. Palexpo SA shall make its best efforts to correct any errors or omissions as soon as possible after notification by Users.

In any event, the liability of Palexpo SA shall be limited to the amount of the order and shall not be assumed for simple errors or omissions that may have subsisted despite the precautions it has taken in presenting its services.

Palexpo SA shall not be held liable for any loss or damage, whether material, immaterial or corporal, which may result from malfunction or inappropriate use of Shop-online.

Palexpo SA shall not be held liable for the non-execution of the order in the event of insufficient inventory or unavailable services, force majeure or for any unforeseeable political, economic or public health events.

Similarly, Palexpo SA shall not be held liable for any inconvenience or damage related to the use of the Internet such as service interruption, the presence of computer viruses, exterior intrusions or, more generally, for any other events deemed to be force majeure by the courts.

## **17. USER LIABILITY**

Users who have received a login and password shall be solely liable, both legally and financially, to Palexpo SA for using Shop-online on their own behalf and on behalf of third parties appointed by them.

Any fraudulent use of Shop-online or any use in violation of these Terms and Conditions by the User or by any third party appointed by the User may result in the permanent denial of access to Palexpo SA's Shop-online.

## Index

Page

<b>1. General conditions for internet access .....</b>	<b>35</b>
1.1 Purpose .....	35
1.2 WiFi .....	35
1.3 SDSL .....	36
1.4 Access to Palexpo SA's Internet service.....	36
1.5 Technical support - Helpdesk .....	36
1.6 Security .....	36
1.7 Cookies.....	37
1.8 Users' commitments and responsibilities.....	37
1.9 Palexpo SA's commitments and responsibilities.....	37
1.10 Suspension/Withdrawal .....	38
1.11 Non-personal data and personal information.....	38
1.12 Force majeure.....	38
<b>2. Use of walkie-talkies.....</b>	<b>38</b>

## 1. GENERAL CONDITIONS FOR INTERNET ACCESS

### 1.1 Purpose

The purpose of this document is to define the conditions for use of wireless Internet access services (hereinafter "WiFi") and fixed Internet access services (hereinafter "SDSL") offered by Palexpo SA on its site.

### 1.2 WiFi

#### 1.2.1 Goal

The Palexpo WiFi service allows Users with a compatible PDA or laptop computer to connect wirelessly to the Internet within the area covered by the Palexpo network. The WiFi service provides basic Internet access functions. It enables Users to connect to the Internet, particularly for the purposes of communication using electronic message systems.

However, our service does not offer other features such as mail boxes, nor web page hosting.

Palexpo does not guarantee access to other systems such as company networks. Users should therefore check the technical options for connecting to their company's private network on their own.

#### 1.2.2 Accessibility

The WiFi service is accessible from any devices equipped with a Wireless LAN interface corresponding to the standard IEEE 802.11 a/g/n.

Wi-Fi in the exhibition halls is available on two frequency bands (2.4 GHz and 5 GHz).

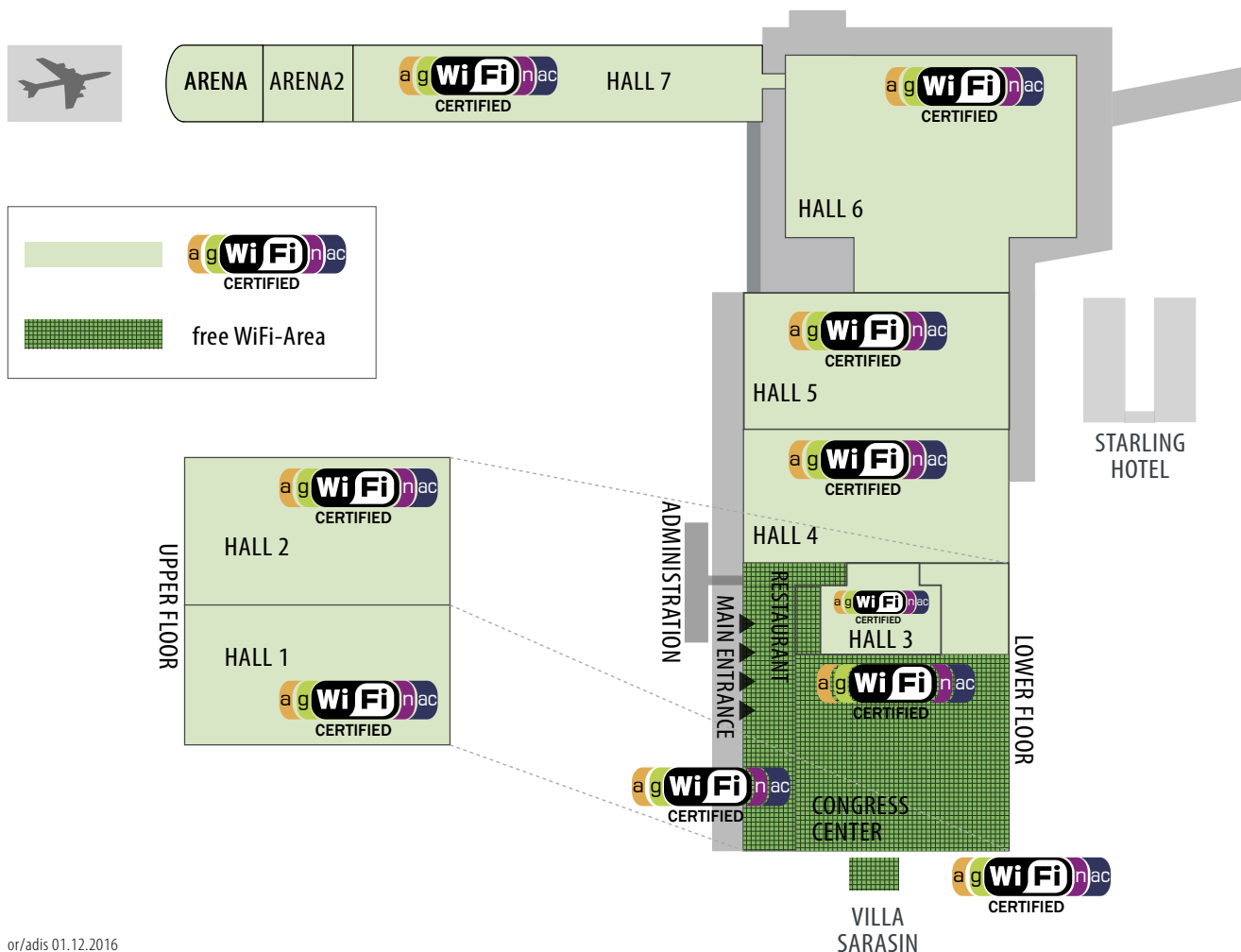
Wi-Fi at the main entrance and in the congress centre is available on two frequency bands (2.4 GHz and 5 GHz). Wi-Fi is free to access in these two areas.

Only the frequency band of 5 GHz is guaranteed.

#### 1.2.3 Minimum compulsory configuration

Palexpo SA recommends the following PC configuration:

- Windows Seven or more recent;
- Mac OS 10.5 or more recent;
- pre-equipped for WiFi or fitted with an USB WiFi **Dual Band** stick corresponding to standard IEEE 802.11 a/b/g/n.



### 1.2.4 Restriction

Palexpo SA uses and offers 802.11 a/g/n WiFi technology on its site. After being faced with paralysing disruptions of this technology, Palexpo SA has been forced to establish new terms and conditions for the service to become manageable.

**As a result, no third parties will be permitted to set up equipment operating in the frequency band of 2.4 GHz and 5 GHz within Palexpo's current buildings or in temporary structures on its property.** The installation of any WiFi equipment not provided by Palexpo SA shall not be permitted.

Transmitting on the frequencies 2.4 GHz and 5 GHz is exclusively reserved for Palexpo WiFi infrastructure. WiFi services can be purchased through our online shop or by contacting our Exhibitor Relations Office, depending on the user type.

### 1.2.5 Special authorisation

In rare situations and after a detailed request with justification in writing, Palexpo SA may authorise the use of a channel within the frequency spectrum of 2.4 or 5 GHz. Such authorisation is only valid for equipment which has WiFi as a basic function.

Any other requests for the use of WiFi systems for purposes such as such as remote controls, ad hoc connections or remote operations shall not be granted.

Please submit your request for special authorisation by e-mail to the Palexpo SA's Information Technology Department at address [telematics@palexpo.ch](mailto:telematics@palexpo.ch). The following information must be provided:

- a. The event, the name and number of your stand;
- b. Contact information for a person responsible for the equipment;
- c. Make and model of the system transmitting and receiving WiFi;
- d. SSID of the equipment in question (broadcasting not permitted);
- e. Reason for your request for special authorisation;
- f. A plan of your stand, showing the positioning of the equipment;
- g. Transmission strength (a maximum of 10 mW);
- h. Standard and radio channel authorised: channel 13 for 802.11 b/g/n, or automatic mode for 802.11 a/n.

All requests for special authorisation must be submitted at least 3 weeks before the event begins.

### 1.2.6 Non-compliance with these regulations

Any WiFi 802.11 a/b/g/n equipment on the Palexpo site that does not comply with these regulations, and hence disrupts service, must be turned off at the explicit request of Palexpo SA.

Under all circumstances, all costs for locating non-compliant equipment and the costs linked to damages resulting from non-compliance shall be borne by the relevant stand and/or the organiser.

Furthermore, Palexpo SA reserves the right to automatically disconnect any User who is connected to WiFi transmitters not complying with these regulations.

## 1.3 SDSL

### 1.3.1 Goal

The Palexpo SDSL service enables Users with a computer equipped with 10/100/1,000 Mbps network card to connect to the Internet through its Ethernet interface in areas covered by the Palexpo network.

The SDSL service provides basic Internet access functions. It enables Users to connect to the Internet, particularly for the purposes of communication using electronic message systems.

However, our service does not offer other features such as mail boxes, nor web page hosting

Palexpo does not guarantee access to other systems such as company networks. Users should therefore check the technical options for connecting to their company's private network on their own.

### 1.3.2 Accessibility

The SDSL service can be accessed from any compatible computer.

### 1.3.3 Recommended configuration

Palexpo SA recommends the following PC configuration:

- Windows Seven or more recent;
- Mac OS 10.5 or more recent;
- pre-equipped with a 10/100/1,000 Mbps Ethernet card.

## 1.4 Access to Palexpo SA's Internet service

### 1.4.1 Access to the WiFi service

In principle, WiFi service is available around the clock at Palexpo. However, it is subject to the opening hours of the site, in accordance with the limits and conditions of the WiFi service purchased by the User from Shop-online, the Exhibitor Relations Office, or by credit card online. Users must identify themselves in order to use the service.

### 1.4.2 Access to the SDSL service

In principle, SDSL service is available all time at Palexpo. However, it is subject to the opening hours of the site.

## 1.5 Technical support - Helpdesk

The Palexpo SA technical department is available during the event's opening hours via the technical coordinator or directly at +41 (0)22 761 12 34. An Organiser noting general operational problems shall inform Palexpo's technical department without delay.

Our Exhibitor Contact staff is also at your disposal to register your support requests for all Palexpo services or for any questions about our services.

## 1.6 Security

In principle, communications carried out using these services have the same level of security as standard Internet communications. If Users wishes to reinforce the security level, they may install security software such as a firewall or VPN (Virtual Private Network) themselves. However, Users must ensure that such security software does not prevent access to services.

As this security software is third party software, Palexpo does not take responsibility for its functioning. Absolute protection against intrusion or eavesdropping cannot be guaranteed. Palexpo SA shall not be held liable for any such occurrences.

Users are reminded that the Internet is not a secure network. In view of this, it is up to Users to take all the necessary measures to protect their own data and/or software, especially against infection by any viruses on the Internet or intrusion by a third party into their computer's system (desktop PC and laptop PC) for any purpose, and to back up their PCs before and after using the service.

Users also acknowledge that they are fully aware that there are flaws in the reliability of the Internet, particularly in terms of the insecure nature of data transfer and the fact that performance cannot be guaranteed as regards the volume and speed of data transfer.

**Palexpo SA shall not be held liable for anything that goes wrong during data transfer.**

Users acknowledge that they are fully aware having been informed that the integrity, authentication and confidentiality of any kind of information, files or data transferred over the Internet cannot be guaranteed on this network. Therefore, Users should not use the Internet to transfer any messages that must be kept absolutely confidential.

**Palexpo SA shall not be held liable for any loss or corruption of information and/or data stemming from using our services or for any impact that the use of our services may have on Users' equipment and/or software.**



## 1.7 Cookies

It may happen that files known as cookies are stored on Users' computers when they use our Internet services. These files facilitate browsing for Users and enable Palexp SA to provide better service. Cookies memorise Users' data so that Users do not have to re-enter them during subsequent visits. Users have the option of disabling them or deleting them from their hard drives.

However, Users should be aware that certain services offered on the Internet will not be accessible – or will only be partly accessible – if they do not enable cookies. If Users wish to be informed (with a warning message) every time a cookie is installed or prevent cookies from being saved to their computers, they must configure their Internet browsers accordingly.

## 1.8 Users' commitments and responsibilities

### 1.8.1 General principles

The use of Palexp SA's WiFi or SDSL services is subject to the User's compliance with the following principles, it being understood that any use of one or other of the services requires irrefutable approval of the following principles by the User, without a signature being necessary and notwithstanding compliance with the applicable laws and regulations.

The provisions below apply to all Users of services, regardless of whether access is free or paid or whether payment was made to Palexp SA, a partner or a third party.

### 1.8.2 Access codes

The access codes for WiFi or SDSL services allow Users to connect to WiFi or SDSL services. These access codes are personal and confidential. Users promise to keep these access codes secret and not disclose them in any form whatsoever. Using of these access codes grants Users individual, exclusive access to the service, so they are not allowed to give the codes to third parties. Users are fully liable for any access to WiFi or SDSL services made using their access codes. Palexp SA shall not be held liable in this regard.

### 1.8.3 Service use

Users are solely responsible for all direct or indirect, material or immaterial damage caused to third parties and/or to Palexp SA as a result of their use of WiFi or SDSL services. Users are solely responsible for the use of their login or password. Any use of these services (e.g. data transfer) made via the User's login and password user is assumed to have been initiated by the User.

**Users agree not to use the services for illicit, prohibited or illegal purposes.**

Use of the services by the User is considered as confirmation that the User accepts Palexp SA's regulations on the matter in their entirety, without any option for modification. Any communications from Users with the intent of modifying the applicability of these regulations or their content shall be void, regardless of whether Palexp SA received/responded to them.

### 1.8.4 Applicable legislation

In this regard, Users must comply with the applicable legislation on the following matters (this list is not exhaustive):

- respect for the privacy of all people;
- copyright and intellectual and industrial property, especially in relation to multimedia creations, software, texts, press articles, photographs, sounds, pictures of all kinds, trade marks and brands, patents, drawings and models, it being noted that any mention relating to the existence of rights on these elements and/or data and/or files may not be deleted and that any reproduction of a work or one of these elements and/or files and/or data without the consent of the holder of the rights constitutes counterfeiting;
- automatic processing of personal data, particularly the federal law of 19 June 1992 on data protection (LPD - RS 235.1);

- respect for the rules of public order with regard to the content of information that may be made available on the Internet and that undermines the integrity or feelings of the network users by accessing provocative messages, pictures or texts;
- confidentiality of correspondence and the ban on intercepting communications made by means of telecommunications.

### 1.8.5 Other commitments by the User

Within the context of their use of WiFi or SDSL services, Users also undertake not to:

- mine or collect information about third parties without their consent;
- defame, disseminate, harass, stalk or threaten anyone, or violate others' rights;
- create a false identity;
- attempt to obtain unauthorised access to a service and/or piece of information and/or file;
- spread or allow downloading of any elements containing software or other items protected by intellectual property rights, unless the Users themselves hold those rights or have received the necessary authorisation;
- send undesirable messages or engage in spamming;
- send messages and/or electronic messages with content that is illicit, improper, insulting, defamatory or indecent or undermines any rights, especially human rights and the protection of minors;
- transmit viruses, Trojan horses, logic bombs or any other harmful or destructive program to third parties and/or other Users;
- attempt to acquire unauthorised access to an automated data processing system or to remain there;
- disrupt the services and/or content and/or data they access;
- send chain letters or offer snowball or pyramid sales;
- send advertising, promotional messages or any other form of unwanted solicitation to other Users.

It is up to Users to check that they have the necessary hardware, software and browsers to use the service; Palexp SA may not, under any circumstances, be held liable for responsible for the aforementioned equipment, which was chosen by Users. Users are also responsible for the security and protection of their own equipment.

If Users wish to restrict access to certain sites, servers or data, it is up to them to acquire the relevant products from Internet security providers.

## 1.9 Palexp SA's commitments and responsibilities

Palexp SA does everything in its power to provide the services mentioned above.

Services are made available as described in Article 4 above, excepting interruptions for technical reasons, which Palexp SA shall attempt to remedy with all reasonable means and in a timely manner.

### 1.9.1 Content

Palexp SA shall not be held liable for any content accessible over the Internet and any damage resulting from its use, unless this damage was caused deliberately by Palexp SA.

Since private correspondence must be kept confidential, Palexp has no control over the content or characteristics of data received or transmitted by the Users on the network and/or on the Internet. Nevertheless, to ensure good management of the access system for Palexp's Internet services, Palexp SA reserves the right to delete any message or prevent any activity by Users that is likely to disrupt the operation of the network or Internet, or that does not comply with the rules of operation, the applicable legal standards, ethical standards or ethical practice.

Exceptions to this rule of confidentiality may be made within the limits allowed by law at the request of the public and/or legal authorities.

### 1.9.2 Liability

Palexpo SA shall not be held liable for the use of data and information that Users introduce on the Internet network.

Palexpo SA shall not be held liable for extreme, fraudulent or excessive use of the Internet by Users, especially intentional or unintentional blockage of e-mail servers or e-mail addresses by indiscriminate direct mail advertising (spamming, bulk e-mail, junk e-mail or mail bombing), or blockage of its network, or the dissemination of teasing or trolling messages that generate an excessive number of answers and are thus able to disturb the availability of the aforementioned servers or network.

**In particular, Palexpo SA shall not be held liable in the event of:**

- use of equipment not approved by Palexpo SA;
- incompatibility or dysfunction of a wireless LAN network card (IEEE 802.11) with the Palexpo SA WiFi network (especially where this is due to the settings on the laptop computer or the wireless LAN network card being different from those on the network);
- incompatibility or dysfunction with e-mail systems or with applications created and/or operated by third parties;
- incorrect use of WiFi or SDSL services by Users;
- incorrect installation and/or poor configuration and/or dysfunction of Users' laptop computers or PDAs and/or the wireless LAN network cards (IEEE 802.11);
- Users' non-fulfilment of their obligations;
- inability to access a company's private virtual network over the Internet;
- use of the WiFi service following disclosure, loss or theft of the access codes, and more generally, use of the aforementioned service by a non-authorised person where this is not the result of an error by Palexpo SA;
- disruptions or interruptions;
- disruptions and/or complete or partial unavailability and/or interruption of some or all of the services on networks operated by third parties.

Palexpo SA shall play no part in any disputes between Users and third parties.

More generally, Palexpo SA may not, under any circumstances, be called upon to remedy any direct and/or indirect harm suffered as a result of Users' use of services. Users hereby acknowledge that Palexpo SA cannot be held liable for the content Users access, and that access to content and service is not guaranteed and may be suspended without prior warning.

### 1.10 Suspension/Withdrawal

Palexpo reserves the right to suspend and/or withdraw WiFi or SDSL Internet access services if the User fails to meet one of its obligations, especially in the event of piracy or attempted illicit use of information circulating on the network where this act or attempt originates from the User's account. Palexpo SA may not be held liable in this event, and the User may not claim any compensation or remedy.

Palexpo reserves the right to provisionally or permanently suspend use of WiFi or SDSL services if asked to do so by a third party and/or competent authority. Palexpo SA may not be held liable in this event, and the User may not claim any compensation or remedy.

### 1.11 Non-personal data and personal information

Palexpo SA may save and process some data like the type of browser used or the location from which the User connects. These data shall be saved and processed by Palexpo SA, either acting directly or via a third party. Under no circumstances do these data enable a link to be made with the User, and Palexpo SA shall use them exclusively to obtain information enabling it to offer efficient internet access or develop other related commercial services.

Palexpo SA may transfer some or all of these non-personal data to third parties, primarily in order to inform the owners and operators of web pages linked by access-related services about the number of Users accessing them. Under no circumstances can these data be linked to the User.

Within the framework of the use of WiFi or SDSL services, for its own ends Palexpo SA gathers data relating to the traffic generated by the User and then stores, retains and processes this information on the User's communications. In principle, these communications data do not permit the User to be identified. Palexpo SA does not process these data with a view to enabling it to identify the User. However, there is no ruling out the possibility of some cross-referencing between information ultimately enabling a User to be identified on the basis of the data in question. By using the access services provided, the User consents to the collection of data and the processing thereof as set out above.

In the event that the data referred to in the preceding paragraphs intrinsically include personal information and if future technological advances permit these personal data to be identified and processed, Palexpo SA shall strictly comply with the mandatory data protection standards applicable at the time. In this regard, by using access services, the User consents to Palexpo SA's future processing of these personal data, either directly or via a third party, in line with the objective set out in the present document.

More generally, Palexpo SA shall be entitled, if need be via a third party and in the context of marketing follow-up associated with access services, to collect personal data such as surnames, first names, telephone numbers and e-mail addresses. These data shall be collected directly from each User, who shall have the choice of divulging this information or not. Should the User provide all or some of these personal data, they may be transferred, in full or in part, to third parties organising the event in which the User participated, for marketing purposes accepted by the User.

To the extent required by the application of mandatory standards, Users shall be entitled to exercise their rights regarding any personal data concerning them, first and foremost the right to access and the right to rectify incorrect data stored by Palexpo SA.

Independently of the content of the provisions of the present document, Palexpo SA shall comply with any decision (judgement, administrative ruling) that may be reached by any competent authority and is binding on Palexpo SA, without suffering any form of reproach whatsoever made against it by the User.

### 1.12 Force majeure

Palexpo SA shall not be held liable for non-fulfilment or partial fulfilment of its obligations if this non-fulfilment or partial fulfilment results from a situation beyond its control or a case of force majeure.

## 2. USE OF WALKIE-TALKIES

Anyone providing a telecommunications service must notify the Federal Office of Communications (OFCAM) of this. The Office registers telecommunications service providers who have notified and assigns the radio frequencies. See Telecommunications Act and its regulations.

All requests must be done in advance in order to ensure that the requested frequencies are available and approved.

<https://www.admin.ch/opc/en/classified-compilation/19970160/index.html>

For rental of walkie-talkies or compliance of your own devices to the norms, Palexpo SA can put you in contact with the approved partner SECRA SA, a specialist in radio communication at events.

[info@secra.ch](mailto:info@secra.ch)

<https://www.secra.ch/prestations/>

---

# Catering

## Index

Page

1. Permanent restaurants and bars, Conference Centre and Villa Sarasin ..... 40
2. Temporary restaurants and bars, catering services and food stands ..... 40

## 1. PERMANENT RESTAURANTS AND BARS, CONFERENCE CENTRE AND VILLA SARASIN

With regard to permanent foodservice at existing Palexpo restaurants and bars and snack bars and foodservice at the Conference Centre and Villa Sarasin, Palexpo Restaurants has the exclusive right to operate permanent foodservice facilities:

### Palexpo Restaurants

Route François-Peyrot 30  
CH-1218 Le Grand-Saconnex / Geneva

Tel.: +41 (0)22 761 15 00

Fax: +41 (0)22 798 01 43

[restaurants@palexpo.ch](mailto:restaurants@palexpo.ch)

<http://www.palexpo.ch/en/palexpo-restaurants-1>

The restaurants, bars and other food and beverage services have been designed with maximum variety and flexibility in mind. The following facilities operated by the official caterer Palexpo Restaurants are available:

### Halls 1 to 7

- Le [.]Central (\*), located in the entrance hall / seating capacity: 200 diners / self-service or table service depending on the event taking place at Palexpo / open year-round;
- Le Poivrier (\*), located in the entrance hall / seating capacity: 100 diners / French restaurant with table service / only open for certain events;
- "The Everest" located on the mezzanine of hall 5 ; open based on the requirements of each event;
- Three multi-purpose rooms, V, W and X, located in the entrance hall / total seating capacity: 900 diners / open based on the requirements of each event;
- Hall 3 and room P (\*);
- Five snack bars distributed across the halls, plus a lounge bar / open based on the requirements of each event;
- Le Panoramique, a restaurant located over 6 m above Hall 7, affording an excellent view of the airport runway and the Jura mountains. It can be accessed via a staircase or a lift. There is a walkway linking it directly to the VIP area of the Geneva Arena auditorium. / seating capacity: 200 diners / open based on the requirements of each event, or upon request;
- A snack bar located in Hall 7 / open based on the requirements of each event.

(\*) Le [.]Central and Room P can be connected giving a greater seating capacity.

### Conference Centre

- All the conference rooms can also be used for receptions or banquets, capable of accommodating up to 1,500 people.

### Villa Sarasin

#### *Magnificent four-storey 19th century mansion*

On the lower ground floor, a restaurant / seating capacity: 100 diners / open based on the requirements of each event, or upon request;

- On the ground floor, five interlinked rooms plus an entrance hall, allowing meals to be organised for up to 180 diners / open upon request;
- On the top floor, a beautiful attic room with a bar and lounge area / open upon request;
- Capacity of Villa Sarasin: between 50 and 300 guests, depending on the event (e.g. reception, private party, wedding).

## 2. TEMPORARY RESTAURANTS AND BARS, CATERING SERVICES AND FOOD STANDS

With regard to mobile foodservice, Palexpo SA has appointed several catering partners in addition to Palexpo Restaurants. They may be chosen by event organisers to operate temporary restaurants and bars, deliver food and beverages to the stands or create food stands.

For a list of Palexpo SA's foodservice partners, please visit the Palexpo site and click on Organiser and exhibitor services – List of service companies: [www.palexpo.ch/en/Services/Fournisseurs/fournisseurs\\_categories.php](http://www.palexpo.ch/en/Services/Fournisseurs/fournisseurs_categories.php)

"Barista" services must be provided exclusively by Palexpo Restaurants.

Palexpo Restaurants and its partners will be happy to help you, whatever your requirements for mobile foodservices may be: a short coffee break, a reception on a stand or a gourmet banquet for several thousand guests.

---

# Freight handling, Transport, Customs

## Index

Page

1. Exclusive on-site handling agent .....	42
2. Freight forwarder .....	42
3. Transport of goods .....	42
3.1 Special regulations for trucks .....	42
3.2 Arrival and departure of goods .....	42
3.3 Traffic within the buildings .....	42
4. Customs .....	42
4.1 Palexpo's Customs Office .....	42
4.2 Surety for Swiss import duties/ATA document .....	42
4.3 Goods admitted for temporary importation .....	43
4.4 Duty-free goods .....	43
4.5 Goods subject to taxes .....	43
4.6 Other import restrictions .....	43
4.7 Goods of animal origin .....	43
4.8 Plant protection .....	43
4.9 Items made of precious metals .....	44
Appendix 1. Documentation on MANUTEXPO consortium .....	45

## 1. EXCLUSIVE ON-SITE HANDLING AGENT

All handling activities and use of handling plant and equipment or lifting platforms on the Palexpo 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 (Appendix 1).

## 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 and/or for customs clearance.

## 3. TRANSPORT OF GOODS

### 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

### 3.2 Arrival and departure of goods

The Palexpo 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 through the gate nearest the relevant stand.

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

#### 3.2.1 Halls 1, 2, 4, 5 and 6

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

#### 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.

## 3.3 Traffic within the buildings

### 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.

### 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, 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.

## 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.

### 4.1 Palexpo's Customs Office

There is a Customs Office on the Palexpo premises:

**Inspection de douane Genève-Aéroport  
Subdivision Palexpo**

P.O. Box 1097

CH-1211 Geneva 5 Airport

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

Fax: + 41 (0)58 484 20 55

[palexpo-cs.geneve-aero-id@ezv.admin.ch](mailto:palexpo-cs.geneve-aero-id@ezv.admin.ch)

#### 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

<https://www.ezv.admin.ch/ezv/en/home/kontakt/contact-companies.html>

### 4.2 Surety for Swiss import duties/ATA document

#### 4.2.1 With ATA document

The ATA document (ATA standing for Admission Temporaire – 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 Customs Office;
  - Two white sheets for clearance at the Palexpo Customs Office;
  - Two blue 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 Customs Office, by submitting the ATA document.**

#### **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 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 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 Customs Office, by submitting the bond note.

#### **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 month maximum.

#### **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 Customs Office.**

#### **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;
- 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.

#### **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.

#### **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 Customs Office:

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

Fax: +41 (0)58 484 20 55

<https://www.ezv.admin.ch/ezv/en/home.html>

<https://www.blw.admin.ch/blw/en/home.html>

#### **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.

#### **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.html](http://www.blv.admin.ch/blv/en/home.html)

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](mailto:info@blv.admin.ch)

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

#### **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:

<https://www.blv.admin.ch/blv/en/home/import-und-export/import/importe-artengeschuetzte-tiere-pflanzen.html> 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)58 464 33 88

Fax: +41 (0)22 717 82 84

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

<https://www.blw.admin.ch/blw/en/home/import-und-export/import/importe-artengeschuetzte-tiere-pflanzen.html>

#### **4.9 Items made of precious metals**

Items made of or plated with precious metals, or imitations of any kind, may not be offered for sale unless they comply with the federal law of 20 June 1933 on the control of the trade in precious metals and items made of precious metals (LCMP - RS 941.31).

They must therefore be submitted to the Precious Metals Inspection Service:

**Precious metals control Geneva**

P.O. Box 1025  
CH-1211 Geneva 15 Airport

Tel.: +41 (0)58 480 66 82

<https://www.ezv.admin.ch/ezv/en/home/the-fca/organization/precious-metal-control.html>

**Enclosure:**

Appendix 1.                      Documentation on MANUTEXPO consortium

# MANUTEXPO

Manutentionnaire exclusif de PALEXPO

Rte François-Peyrot 30 – CH 1218 Grand-Saconnex – Tél. +41 22 788 01 40 – Fax +41 22 788 01 41

DHL LOGISTICS (SUISSE) SA

INTER EXPOLOGISTICS SA

PELICHET EXPOSITIONS SA

## Appendix 1

The Consortium **MANUTEXPO**, formed by the following three Companies

**DHL LOGISTICS (SUISSE) SA**

Contact: David Krebs

**INTER EXPOLOGISTICS SA**

Contact: Roberto Fumani  
Manuel Mazzini  
Sibylle Flory  
David Strippoli  
Nicolas Strippoli

**PELICHET EXPOSITIONS SA**

Contact: Nicolas Malherbe  
Valérie Martin

acts on behalf of PALEXPO SA as

## EXCLUSIVE ON-SITE FREIGHT HANDLER

Its members manage and carry out all on-site handling operations of cargo and this for any event taking place at PALEXPO.

The exclusivity of **MANUTEXPO** covers services such as **unloading resp. reloading** of goods as well as the rental of equipment such as

- Forklifts
- Cranes
- Cherry pickers
- as well as any kind of other lifting equipment and the respective labour.

For further information please contact the persons in charge of the three aforementioned Companies.

### Membres

**DHL LOGISTICS (SUISSE) SA**  
Rte François-Peyrot 30 - 1218 Gd-Saconnex  
Tél. 044 864 33 20 - Fax 022 788 02 05  
fairs.geneva@dhl.com - www.dhl.com

**INTER EXPOLOGISTICS SA**  
Rte François-Peyrot 30 - 1218 Gd-Saconnex  
Tél. 022 798 13 28 - Fax 022 798 13 87  
info@iel.ch - www.iel.ch

**PELICHET EXPOSITIONS SA**  
Rte François-Peyrot 30 - 1218 Gd-Saconnex  
Tél. 022 791 85 90 - Fax 022 823 08 18 / 022 791 85 99  
v.martin@pelichetexpositions.ch - n.malherbe@pelichetexpositions.ch  
www.pelichetexpositions.ch