



EUROPEAN LUNG CANCER  
CONFERENCE

Geneva, Switzerland  
**13-16 APRIL 2016**

**Join us!**



# EXHIBITOR MANUAL

## IMPORTANT DEADLINES:

- |                        |                                 |
|------------------------|---------------------------------|
| <b>8 January 2016</b>  | Company and product description |
| <b>1 February 2016</b> | Submissions of the booth layout |
| <b>2 March 2016</b>    | Orders of additional services   |
| <b>16 March 2016</b>   | Exhibitor registration          |



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### Attachments:

- *Exhibitor Registration Excel Template*
- *Short Company Description Template*
- *Freight forwarder and Customs Affairs- Shipping Instructions Inter ExpoLogistics*
- *Lead System/Badge Scanner (Webges)*
- *Hostess booking form - KTNM*



## 1) CONGRESS VENUE

### 1.1. VENUE ADDRESS

**Palexpo**

Route François-Peyrot 30  
CH-1218 Grand-Saconnex, Geneva, Switzerland  
Web: [www.palexpo.ch](http://www.palexpo.ch)

(Please refer to access and situation plans on page 4 to 6)

### 1.2. DELIVERY ADDRESS

Palexpo, Hall 1, elcc 2016

**Access for exhibitors and standbuilders**

- **Pedestrian access:** access to Hall 1 from the front of the venue via the Entrance Hall, Doors E3/E4 (No vehicles)
- **Goods entry / vehicle access:** access to Hall 1 from the back of the venue, via parking lot P13, Gate 14

**Trucks can drive into the hall and deliver goods but no parking in the hall!**

**Forwarding agent / Storage and customs affairs:**

Inter ExpoLogistics Ltd.  
Palexpo Genève  
30 Route François Peyrot  
CH - 1218 Grand Saconnex, Geneva, Switzerland

**Mr. David Strippoli**

Tel.: +41 (0) 22 798 13 28

Fax: +41 (0) 22 798 13 87

E-Mail: [info@iel.ch](mailto:info@iel.ch) or [david.strippoli@iel.ch](mailto:david.strippoli@iel.ch)

Notify: elcc 2016 / Exhibitors Name / Hall / Stand Number

### 1.3. PARKING

**Truck parking:**

Free parking during assembly & dismantling (P13, if available, or P49) from Monday to Wednesday 12.00. Paying if stay during exhibition (CHF 60.- / exhibition day, i.e. total elcc CHF 180.- )

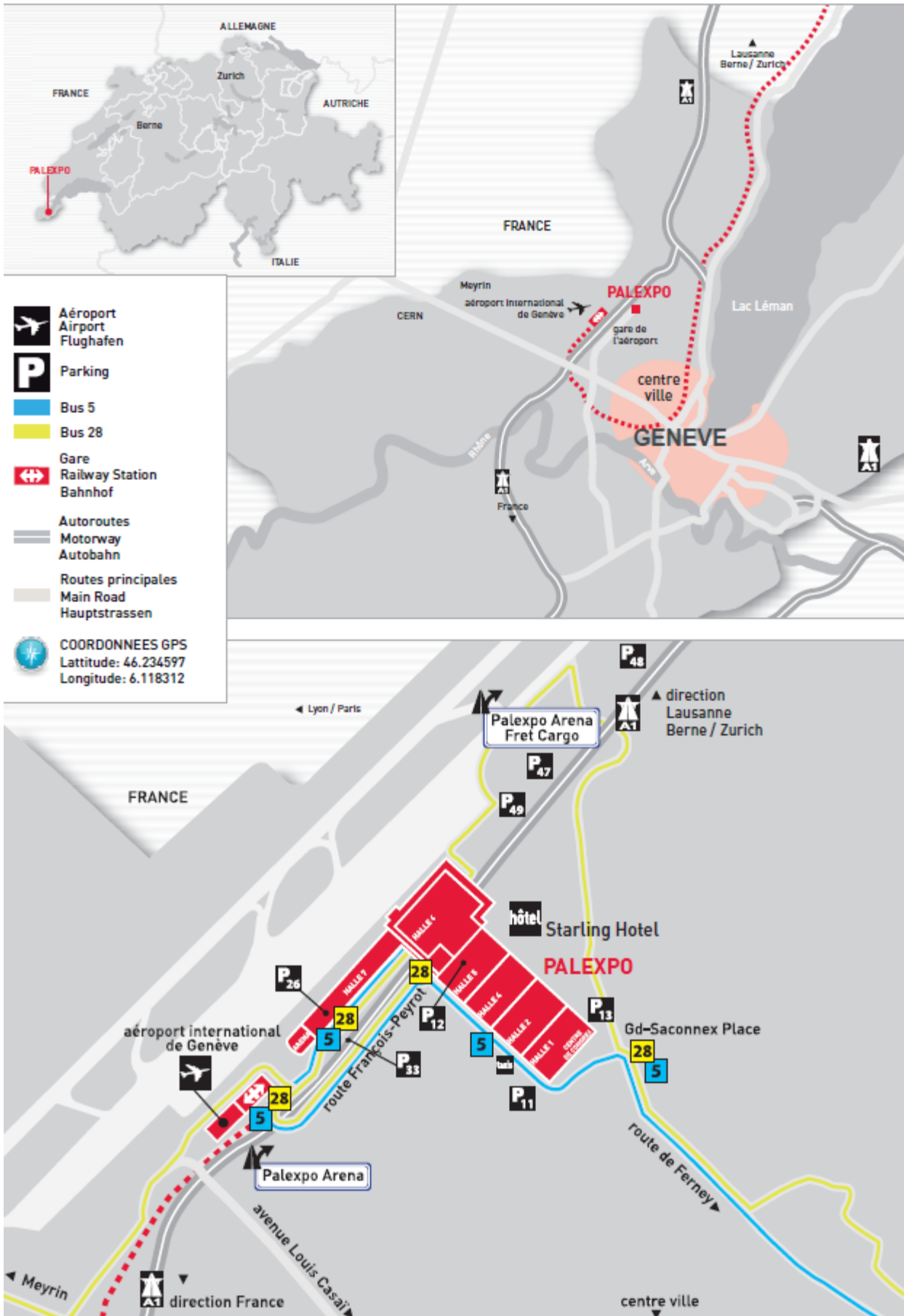
Tickets are available on site at the Palexpo Exhibitors' Contact, 1<sup>st</sup> Floor Administration Building (across from Door E13, open 08.00-12.00 / 13.30-17.30 weekdays)

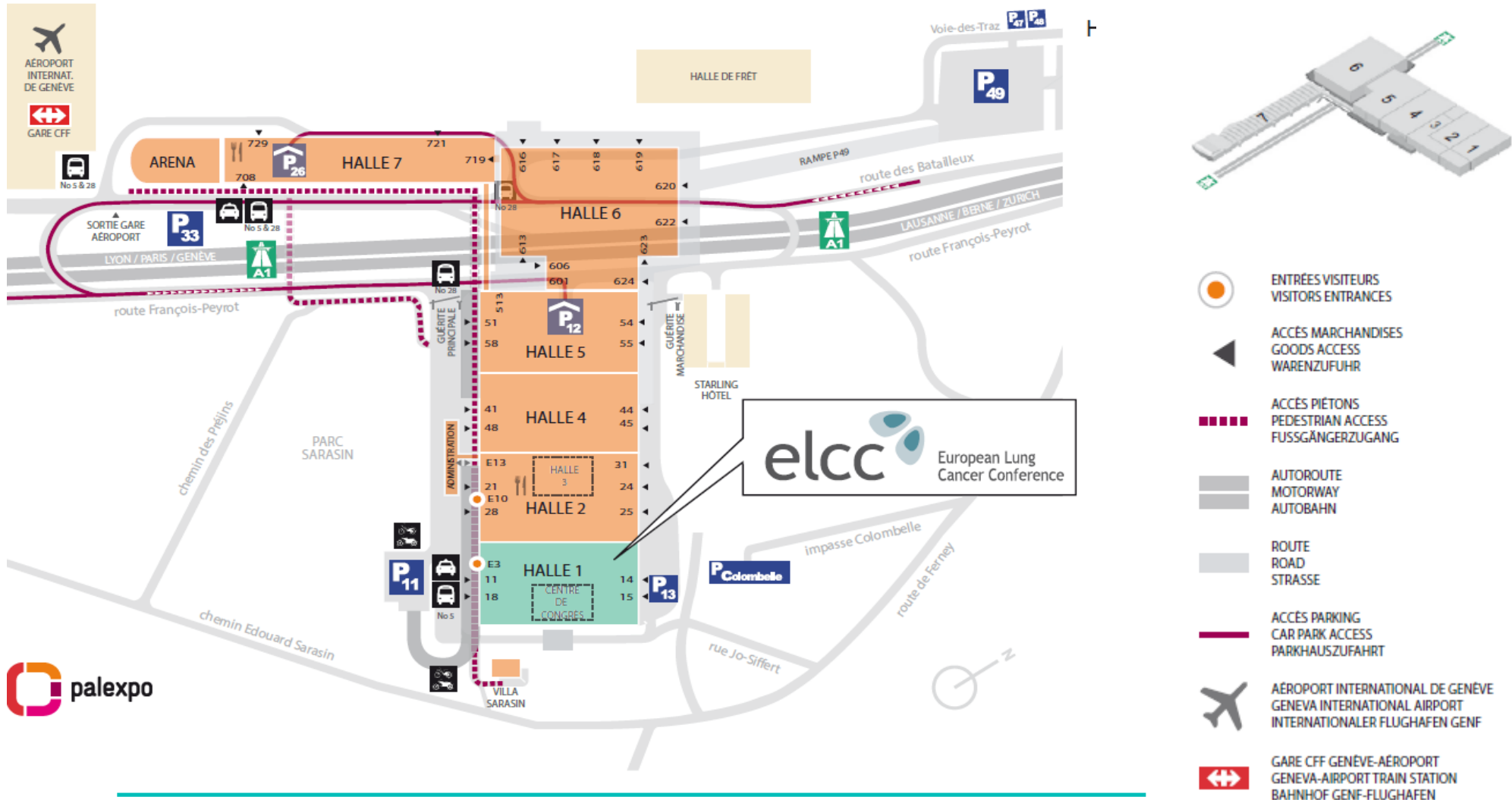
**Car parking:**

Cars up to 2 m always have to park in covered parking P12, CHF 18.- /exhibition day, i.e. total elcc CHF 54.-, parking permit needed for assembly/exhibition/dismantling but charged only for exhibition days

Cars above 2 m have to park on parking lot P13, CHF 35.-/exhibition day, i.e. total elcc CHF 105.- but also covers assembly & dismantling.

Tickets are available on site at the Palexpo Exhibitors' Contact, 1<sup>st</sup> Floor Administration Building (across from Door E13 - open 08.00-12.00 / 13.30-17.30 weekdays).









ELCC areas:



<p><b>Registration area:</b></p> <ul style="list-style-type: none"> <li>Main entrance hall foyer</li> </ul>	<p><b>Session halls:</b></p> <ul style="list-style-type: none"> <li>A → 650 seats</li> <li>B → 1000 seats</li> <li>C → 650 seats</li> <li>W → 400 seats</li> <li>X → 400 seats</li> </ul>	<p><b>Meet the investigator Studio:</b></p> <ul style="list-style-type: none"> <li>G → 80 seats</li> </ul> <p><b>Exhibition area, Poster area, Business Lounges and Food Court:</b></p> <ul style="list-style-type: none"> <li>Hall 1</li> </ul>	<p><b>Meeting rooms</b></p> <ul style="list-style-type: none"> <li>Room E</li> <li>Room F</li> <li>Room K</li> <li>Room L</li> <li>Offices 4, 5 and 6</li> </ul>
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## 2) IMPORTANT ADDRESSES

### 2.1. EXHIBITION MANAGEMENT & EXHIBITOR REGISTRATION

MAW (Medizinische Ausstellungs- und Werbegesellschaft)

International Exhibitions & Advertising

Freyung 6

1010 Vienna, Austria

**Ms. Barbara Winder** - ext. 62 (general planning, logistics, additional orders and exhibitor registration, company description)

**Ms. Andrea Etz** - ext. 42 (general planning, stand approval, logistics)

Tel.: +43 (0) 1 536 63 + direct exts.

Fax: +43 (0) 1 535 60 16

E-mail: [maw@media.co.at](mailto:maw@media.co.at)

The following services will be handled by MAW:

- Stand approval
- Additional services for the booth (electricity, furniture etc. please refer to the order forms)
- Exhibitor badges
- Company and product description

As of Monday, April 11, 2015 the Exhibition Service Desk at Palexpo will be open, and from this time on you can reach us at our mobile phone numbers:

Barbara Winder +43 (0) 664 811 04 99

Andrea Etz: +43 (0) 664 46 30 448

### 2.2. CONGRESS MANAGEMENT

ELCC Conference Secretariat

c/o ESMO Head Office

Via Luigi Taddei 4, 6962 Viganello-Lugano, Switzerland

Tel.: +41 (0) 91 973 19 94

Fax: +41 (0) 91 973 19 18

Web: <http://www.esmo.org/Conferences/ELCC-2016-Lung-Cancer>

#### **Industry relations, Sponsorship and Exhibition sales**

Nikolaj Tomma [nikolaj.tomma@esmo.org](mailto:nikolaj.tomma@esmo.org) +41 (0) 91 973 19 90

Tosca Codiroli <mailto:tosca.codiroli@esmo.org> +41 (0) 91 973 19 01

#### **Organisations management**

Chantal Cornu [chantal.cornu@esmo.org](mailto:chantal.cornu@esmo.org) +41 (0) 91 973 19 94

#### **Registration Management**

Nicole Bullo [nicole.bullo@esmo.org](mailto:nicole.bullo@esmo.org) +41 (0) 91 973 19 39

#### **Scientific Programme Management**

Debora Asta [debora.asta@esmo.org](mailto:debora.asta@esmo.org) +41 (0) 91 973 19 95

#### **Media Relations**

Thomas Balasso [media@esmo.org](mailto:media@esmo.org) +41 (0) 91 973 19 07

#### **Travel grants**

Valentina Meier [travelgrants@esmo.org](mailto:travelgrants@esmo.org) +41 (0) 91 973 19 63



### 2.3. ACCOMMODATION, OPTIONAL TOURS

Kuoni Global Travel Services  
Geneva Business Center  
Av. des Morgines 12  
CH - 1213 Petit Lancy, Switzerland  
Tel.: +41 (0) 58 702 65 98  
Fax: +41 (0) 58 702 64 52  
E-mail: [esmo@ch.kuoni.com](mailto:esmo@ch.kuoni.com)

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

Inter ExpoLogistics Ltd.  
Palexpo Genève  
30 Route François Peyrot  
CH - 1218 Grand Saconnex, Geneva, Switzerland  
**Mr. David Strippoli**  
Tel.: +41 (0) 22 798 13 28  
Fax: +41 (0) 22 798 13 87  
E-Mail: [info@iel.ch](mailto:info@iel.ch) or [david.strippoli@iel.ch](mailto:david.strippoli@iel.ch)

### 2.5. CATERING (EXCLUSIVE) FOR EXHIBITION STANDS & HOSPITALITY SUITES

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

**Contact for on-stand deliveries: Patricia Putois**  
Tel.: +41 (0) 22 761 1514  
E-mail: [patricia.putois@palexpo.ch](mailto:patricia.putois@palexpo.ch)

**Contact for Catering services** (coffee breaks, cocktails, etc. served on stands): **Gontrand Toulet**  
Tel.: +41 (0) 22 761 1505  
E-Mail: [gontrand.toulet@palexpo.ch](mailto:gontrand.toulet@palexpo.ch)

### 2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH  
Nussdorferstraße 20/22  
1090 Vienna, Austria  
Ms. Tamara Dworschak  
Tel.: +43 1 319 69 99  
Fax: +43 1 319 69 99 33  
Email: [t.dworschak@ctimeetingtech.com](mailto:t.dworschak@ctimeetingtech.com) oder [leadssystem@ctimeetingtech.com](mailto:leadssystem@ctimeetingtech.com)

### 2.7. HOSTESS SERVICES

KTNM Concepts, Sàrl  
211 Route de Ferney  
CH-1218 Le Grand-Saconnex, Geneva, Switzerland  
**Ms. Katrin D. Niehaus,**  
Tel.: +41 (0)22 787 05 77  
Fax: +41 (0)22 787 05 78  
E-mail: [info@ktnm.com](mailto:info@ktnm.com)





### 3) TIME SCHEDULE

#### 3.1. EXHIBITION

**IMPORTANT INFORMATION:** wearing helmets and safety shoes are required during build-up and dismantling of any event inside of Palexpo. Further measures have to be adapted to article 82 BUV/LAA (RS 832.20 Federal legislation for accident insurance).

#### SET-UP

Monday, April 11 08.00 - 20.00

Tuesday, April 12 08.00 - 17.00

**ATTENTION!** Please note that all constructions must be completed by 17.00, goods must be removed from aisles as carpets will be installed from 17.00 hrs on.

Wednesday, April 13 08:00 - 12.00

**ATTENTION!** Only light stand decoration possible. No crates are allowed to be brought in.

**VERY IMPORTANT:** Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included. Every exhibitor / standbuilder has to take care of their waste removal. Official garbage bags & containers can be ordered at extra costs. Please refer to the appropriate order form.

MAW reserve the right to charge exhibitors / standbuilder who do not remove their waste for the extra costs that will occur for the cleaning and removal of their waste.

#### EXHIBITION HOURS

Wednesday, April 13 13.00 - 17.00

Thursday, April 14 08.30 - 16.30

Friday, April. 15 08.30 - 16.30

**Access times for Exhibitors:** Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.00 hrs.

#### DISMANTLING

Friday, April 15 19.00 - Saturday, April 16 08.00

From 17.30 hrs very limited dismantling possible - delivery of only small quantity of empties (small cases) - **No big crates before 19.00 hrs**

Dismantling on Saturday upon request- please contact MAW!

#### COFFEE BREAKS AND POSTER LUNCHES\*

Wednesday, April 13 13.00 - 13.30 and 16.00 - 16.30

Thursday, April 14 10.30 - 11.00, 12.30 - 13.00 and 16.15 - 16.45

Friday, April 15 10.30 - 11.00, 12.30 - 13.00 and 16.15 - 16.45

Saturday, April 16 10.50 - 11.00\*

Coffee and lunches can be purchased in the exhibition area, **\*except for Saturday.**

*\*Times are subject to changes. For final times please refer to the onsite programme book*



### 3.3. EXHIBITION SERVICE DESK - opening hours

Monday, April 11	08.00 - 20.00
Tuesday, April 12 to Friday, April 15	08.00 - 17.00

### 3.4. EXHIBITION REGISTRATION - opening hours

Wednesday, April 13	10.00 - 18.00
Thursday April 14 to Friday, April 15	07.30 - 18.30

### 3.5. WELCOME RECEPTION

All participants attending the Congress are welcome to attend the official Welcome Reception on Wednesday, April 13 from 13:00 - 13:30, in the exhibition area.

## 4) EXHIBITOR REGISTRATION

Owners, representatives and employees of exhibiting firms are entitled to request an unlimited number of "exhibitor" badges free of charge. Beside the exhibition, the "exhibitors" badge authorizes access to the Industry Satellite symposia.

To order your exhibitor badges and register your staff, please fill out the attached excel template and return it by e-mail to: [maw@media.co.at](mailto:maw@media.co.at) by **March 16, 2016**.

The printed exhibitor badges will show the first and last names, the company name and the country (obligatory entry).

Exhibitor badges are distributed onsite only at the Exhibitor Registration Desk (in the main entrance). They will be handed over all together to one company representative who will be responsible to distribute the badges to the staff members.

**Important:** do not keep the badges at the booth, distribute them immediately, as otherwise your staff cannot enter the exhibition area. **NO ENTRANCE without a badge will be allowed!!**  
**No reprints of badges or exceptions for entry will be made!**

Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.00 hrs.

Staff holding congress registration badges are only allowed to enter the exhibition hall during the official opening times of the exhibition.

Exhibitor badge **does not authorize entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates**. To register fully to the Congress, please visit the registration section:

<http://www.esmo.org/Conferences/ELCC-2016-Lung-Cancer/Registration>



## 5) 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 [maw@media.co.at](mailto:maw@media.co.at) the company details by **January 8, 2016**, as follow:

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

Please refer to the attached template.

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 program book.

## 6) VENUE SPECIFICATIONS

### 7.1. VENUE SPECIFICATIONS / HALL INFORMATION

Hall 1 - Exhibition Hall

Hall height:	12.00 m
Max. Standbuilding height:	please refer to 7.1.2.
Maximum floor load:	500 kg /sqm
Floor:	concrete slab, Rodal floor covering

#### Flooring

##### a) Carpets

When laying carpet/mats only easy to-remove two-sided adhesive tape which does not leave residues on the floor are allowed. **Carpet or any other floor covering is obligatory!**

##### 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. The flooring must have a clean finish and a 6% ramp at both ends. This flooring should not bear any identification or advertising.

#### Floorboxes

All services (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied from the closest possible floorbox. In cases of installing wooden flooring or another type of elevated or technical flooring in the surface of the stand, please make sure that the floorbox used for your supply can be accessed in case of an issue with the connection.

#### **IMPORTANT:**

Water connection: Not feasible in all areas, therefore on request! If the connection must be laid from a neighbouring stand and this stand does not have a double floor – **the cost for a wooden platform must be covered by the company requesting the water connection.** Please provide detailed drawings with the exact position.



## 7) STANDBUILDING RULES

### 7.1. STANDBUILDING 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 MAW 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.

#### 7.1.1. 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 / MAW and have the approval of appropriate authorities.
- All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give aways' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval of MAW. ESMO and MAW reserve 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.

#### 7.1.2. STAND BUILDING HEIGHTS

Standard Stand building height: 2.50 m

Maximum Stand building height:

Stand height allowance is in direct proportion to the sqm floor area of each stand and is subject to stand design approval by MAW:

- 9 sqm - 24 sqm: maximum 2.5 m
- 25 sqm - 45 sqm: maximum 3 m
- 46 sqm - 66 sqm: maximum 3.5 m
- 67 sqm - 87 sqm: maximum 4 m
- 88 sqm - 100 sqm: maximum 5 m

Generally speaking, should MAW consider that an item of the stand will obstruct visibility of neighbouring stands, MAW reserves the right to ask for any modification.

#### 7.1.3. SEPARATION WALLS

All stands **must be separated from the neighbouring stand(s) by means of a separation wall.** The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs. This separation wall shall be finished on the inside as well as on the outside.

#### 7.1.4. SUSPENSION FROM THE CEILING

For ELCC 2016, exhibitors with a stand **size larger than 63 sqm** will be able to benefit from the possibility of having a portion of their stand design suspended.

Upper edge of the banner: 6,0 m

Max. allowed height of the banner: 1,0 m

In case of a truss the truss will be fixed at: 7,0 m

Lighting can be placed within the supporting truss / banner structure as long as the light is focused / points on the designated stand space and does not affect neighbouring stands or the aisles.



### 7.1.5. SUBMISSION OF CONSTRUCTION PLANS / STAND DESIGN

Every exhibitor must submit an exact statement of the dimensions of their stand, as well as plans and descriptions of their stand.

This information must be sent to MAW by email to [maw@media.co.at](mailto:maw@media.co.at) before **February 1, 2016**.

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
- a SCALED side view drawing
- a three-dimensional drawing (or photograph)

Indicating the various heights and the open / transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.

No approval by MAW means no permission to construct the stand - resulting costs are entirely at the exhibitors' expense.

The aisles in the exhibition hall will be carpeted and therefore it's important for all stands to be well finished.

**Carpet or any other floor covering is obligatory.**





### 7.1.6. TYPE OF STAND / SPACE

- **Row stand**

The standard height of side and back walls is according to the height table 7.1.2. (including platform / raised floor). These separation walls shall be finished on the inside as well as on the outside.

Individual stand elements within the booth area (please refer to 7.1.5.) may be planned with the maximum height. **Stand construction has to be approved by MAW - please refer to 7.1.5.**

- **Corner stand**

According to international custom, a corner booth shall be built open on 2 sides.

At the 2 open sides, any solid walls should not be longer than 1/3 of the length of the sides and inset by 30 cm within the stand perimeter. Exceptions are only allowed with special permission from MAW and only if they do not interfere with other exhibitors. Therefore construction plans for approval are required as soon as possible. The standard height of side and back walls is according to the height table 7.1.2. (including platform / raised floor). These separation walls shall be finished on the inside as well as on the outside.

Individual stand elements within the booth area (please refer to 7.1.5.) may be planned with the maximum height. **Stand construction has to be approved by MAW - please refer to 7.1.5.**

- **Peninsula stand**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides. At the 3 open sides, any solid walls are only allowed with special permission of MAW. Any solid walls should not be longer than 1/3 of the length of the sides and inset by 30 cm within the stand perimeter. MAW 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 (exceptions possible depending on the location of the stand and only after approval by MAW). 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 is likely to be approved. Therefore construction plans for approval are required as soon as possible.

The standard height of side and back walls towards neighbouring booths is according to the height table under 7.1.2. (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Approval by MAW needed.

Individual stand elements within the booth area (please refer to 7.1.5.) may be planned with the maximum height. **Stand construction has to be approved by MAW - please refer to 7.1.5.**

- **Island stand**

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides. Any solid walls should not be longer than 1/3 of the length of the sides and inset by 30 cm within the stand perimeter. MAW 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 (exceptions possible depending on the location of the stand and only after approval by MAW). 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 is likely to be approved. Therefore construction plans for approval are required as soon as possible.

The standard height of side and back walls towards neighbouring booths is according to the height table under 7.1.2. (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Approval by MAW needed.

Individual stand elements within the booth area (please refer to 7.1.5.) may be planned with the maximum height. **Stand construction has to be approved by MAW - please refer to 7.1.5.**



### 7.1.7. FURTHER CONSTRUCTION REGULATIONS

- MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organisers, they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- MAW reserves the right to issue further instructions concerning the design of stands.

### 7.1.8. FIRE CERTIFICATES

All material used to set up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof. Depending on how they are used, the materials must respond to the follow reaction to fire classes:

- Class 1: walls, curtains, false ceilings and ceilings, platforms and their coverings
- Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.

Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof they must be specially treated with fireproofing products.

**Please bring the appropriate certificates on site for all the materials you use.**

### 7.1.9. RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

The following regulations are essential to reduce the frequency of slip and trip incidences. General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by MAW before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.



## 8) LIABILITY / INSURANCE

### 8.1. LIABILITY

Neither ESMO nor MAW 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 MAW nor PALEXPO, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor MAW 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 MAW 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 MAW 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 ELCC Conference 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.

### 8.2. 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.



## 9) GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ELCC 2016 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 ELCC 2016 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 ELCC 2016 will be subject to a 10% penalty fee on the total sponsorship investment.

### REFUNDS

Any refunds of deposits paid will be made after ELCC 2016 but not later than 31 December 2015. 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 ELCC 2016 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 ELCC 2016 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

### LIMITATION OF LIABILITY OF ESMO

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





### **BANKRUPTCY OR LIQUIDATION**

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

### **SECURITY AND INSURANCE**

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

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should acquire his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

### **ENFORCEMENT OF RULES**

Applies equally to all. All companies investing in sponsorship at ELCC 2016 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 ELCC 2016. 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 ELCC 2016.

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**

ELCC 2016 is a non-smoking event.

### **FINAL CLAUSE**

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



## 10) GENERAL REGULATIONS FOR THE USERS OF THE PALEXPO SITE

All Appendixes can be downloaded here:

[http://www.palexpo.ch/externe/PdfsShop/General\\_Regulations.pdf](http://www.palexpo.ch/externe/PdfsShop/General_Regulations.pdf)

### 10.1. ADMINISTRATIVE AND LEGAL REGULATIONS

#### 10.1.1. HOUSE RULES

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

#### 10.1.2. SMOKING BAN

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

#### 10.1.3. ANIMALS

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

For an application form, please contact:

**Service de la consommation et des affaires vétérinaires (SCAV)**

Quai Ernest-Ansermet 22

P.O. Box 76

CH - 1211 Geneva 4

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

Fax: +41 (0)22 546 56 96

[secretariat.ovc@etat.ge.ch](mailto:secretariat.ovc@etat.ge.ch)

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

However, guide dogs and other assistance dogs are allowed.

#### 10.1.4. WASTE

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

#### 10.1.5. PHOTOGRAPHS

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



#### 10.1.6. ADVERTISING AND PROMOTION

All sales promotion activities, surveys, distribution of publicity materials or any other form of publicity are only authorised at exhibitors' stand, providing the organiser has given prior authorisation. Exhibitors are strictly prohibited from using 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.

#### 10.1.7. 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.com](http://www.neoadvertising.com)
- 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@apgsa.ch](mailto:geneve@apgsa.ch) / [www.apgsa.ch](http://www.apgsa.ch)

#### 10.1.8. MUSIC AND ROYALTIES

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

#### SUISA

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

#### 10.1.9. NON-COMPETITION

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



#### 10.1.10. INTELLECTUAL PROPERTY

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

#### 10.1.11. EXHIBITED ITEMS, PRODUCTS AND INSTALLATIONS

##### 10.1.11.1. MEDICINAL PRODUCTS

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

##### Swissmedic

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

##### Service du pharmacien cantonal (SPC)

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

You can find the current legislation governing therapeutic products on the website below: <https://www.swissmedic.ch/?lang=fr>

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



### 10.1.11.2. FOODSTUFFS AND CONSUMER ITEMS (E.G. COSMETICS)

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

#### Office fédéral de la santé publique (OFSP)

CH - 3003 Berne

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

Fax: +41 (0)31 323 37 72

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

[www.bag.admin.ch/index.html?lang=fr](http://www.bag.admin.ch/index.html?lang=fr)

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

#### Service de la consommation et des affaires vétérinaires (SCAV)

Quai Ernest-Ansermet 22

P.O. Box 76

CH - 1211 Geneva 4

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

Fax: +41 (0)22 546 56 96

[secretariat.ovc@etat.ge.ch](mailto:secretariat.ovc@etat.ge.ch)

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

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

### 10.1.11.3. ALCOHOL

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

### 10.1.11.4. INSTALLATIONS AND TECHNICAL EQUIPMENT, HAZARDOUS PRODUCTS, GAS BOTTLES AND HEAT-PRODUCING EQUIPMENT

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.





#### 10.1.11.5. INFRINGEMENTS OF VARIOUS LEGAL PROVISIONS

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

#### 10.1.12. DIRECT SALES OR CASH-AND-CARRY SALES

(Exhibition/sale, clearance sale, etc.)

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

##### 10.1.12.1. OPENING HOURS

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

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

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

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

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

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

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

Exemptions remain subject to the collective labour agreements applicable to the retail trade sector, see: [http://www.geneve.ch/cct/EnVigueur/v\\_welcome.asp](http://www.geneve.ch/cct/EnVigueur/v_welcome.asp)

##### 10.1.12.2. SALES BY PRIVATE INDIVIDUALS, MERCHANTS OR BUSINESSES

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

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

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



### 10.1.13. COMPULSORY INDICATION OF RETAIL PRICES

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

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

Service du commerce (SCom)  
Bandol Centre  
Rue de Bandol 1  
CH-1213 Onex  
Tel.: +41 (0)22 388 39 39  
Fax: +41 (0)22 388 39 40  
[scm@etat.ge.ch](mailto:scm@etat.ge.ch) / [www.geneve.ch/scm](http://www.geneve.ch/scm)

### 10.1.14. LABOUR LAW AND WORKING TIME

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

#### 10.1.14.1. LEGISLATION

(see Appendix 1.13)

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

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

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

For more information, Users may contact:

**Office cantonal de l'inspection et des relations du travail (OCIRT)**  
Rue David-Dufour 5  
P.O. Box 64

1211 Geneva 8  
Tel.: +41 (0)22 388 29 29



Fax: +41 (0)22 546 97 25

[reception.ocirt@etat.ge.ch](mailto:reception.ocirt@etat.ge.ch) / [www.geneve.ch/ocirt](http://www.geneve.ch/ocirt)

Federal legislation may be consulted on: [www.admin.ch](http://www.admin.ch)

#### 10.1.14.2. WORKING TIME

(see Appendix 1.13)

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

The legal provisions are summarised on the site: [www.ge.ch/sante-travail/derogation.asp](http://www.ge.ch/sante-travail/derogation.asp)

#### 10.1.15. WITHHOLDING TAX

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

1. foreign workers who do not hold a C permit i.e. those with an A, B or L permit, asylum seekers, and so on ;
2. cross-border workers of Swiss or foreign nationality;
3. seasonal workers;
4. foreigners who hold a limited-stay permit that allows them to be gainfully employed in Switzerland without taking up residence (90 or 120 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

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

Rue du Stand 26

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

P.O. Box 3937

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

CH-1211 Geneva 3

<http://ge.ch/impots>

#### 10.1.16. FOREIGN STAFF EMPLOYED AT PALEXPO

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

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

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

- of a member state of the European Union before its enlargement (EU-25): Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Slovakia, Slovenia, Portugal, Spain, Sweden, the United Kingdom;
- of a state within the European Free Trade Association (EFTA): Iceland, Liechtenstein, and Norway;
- of one of the two new member states of the European Union (EU-2): Bulgaria, Romania;
- of another country.



- See Summary Overview - Appendix 2.14

Two different procedures must be observed respectively:

- Registration, for which the OCIRT is the authority responsible (online registration); or
- Application for short-term residence and work permits, for which the Canton Immigration Authority (OCPM) is the authority responsible - see Appendix 3.14.

#### 10.1.16.1. EU-25 OR EFTA NATIONALS

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

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

**Special cases: registration is required from the first day**

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

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

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

#### 10.1.16.2. EU-2 NATIONALS

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

Registration is only obligatory if employment exceeds eight days in the same calendar year.

In such cases, independent service providers and employees seconded by companies based in other countries must contact the OCIRT at least eight days before the planned start of work at Palexpo (see Article 10.1.16.4, Registration procedure).

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

For the sectors listed in Article 16.1.2 as well as the parks and gardens sector, an application for a permit is obligatory from the first day, irrespective of the length of employment or secondment. This application must be made to the OCP (see 10.1.16.5, Permit procedures). Access to the employment market in these sectors is subject to priority for national workers, checks on working conditions and payment as well as the requirement of a good professional qualification.

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

#### 10.1.16.3. NATIONALS OF NON-EU/NON-EFTA COUNTRIES

**10.1.16.3.1. Normal procedure: a permit is only required if employment exceeds eight days**

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





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

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

#### 10.1.16.4. REGISTRATION PROCEDURE

Registrations must be submitted to the OCIRT at the following address:

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

Rue David-Dufour 5

P.O. Box 64

CH-1211 Geneva 8

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

Fax: +41 (0)22 546 97 25

[reception.ocirt@etat.ge.ch](mailto:reception.ocirt@etat.ge.ch) / [www.geneve.ch/ocirt](http://www.geneve.ch/ocirt)

- Registration must take place online at the following address:  
[www.bfm.admin.ch/bfm/fr/home/themen/fza\\_schweiz-eu-efta/meldeverfahren.html](http://www.bfm.admin.ch/bfm/fr/home/themen/fza_schweiz-eu-efta/meldeverfahren.html)
- **Independent service providers** are legally bound to present the following documents during an inspection designed to verify that they are indeed acting independently at the place where their service is being rendered (applicable since 1 January 2013).
  - A copy of the proof of registration
  - The social security certificate (form A1) (proof of the Legal Regulations applicable to social security)
  - A copy of the mandate and/or contract concluded with the customer or principal:  
[www.admin.ch/opc/fr/classifiedcompilation/19994599/index.html](http://www.admin.ch/opc/fr/classifiedcompilation/19994599/index.html)
  - These documents must be submitted in one of the official languages.

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

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

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

#### 10.1.16.5. PERMIT PROCEDURE

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

**Office cantonal de la population et des migrations (OCPM)**

Service étrangers

Secteur emploi

Route de Chancy 88

P.O. Box 2652

1211 Geneva 2

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

Permit applications must be submitted on the relevant OCPM form (see Appendix 3.14); or





- a. 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
- b. on the individual permit application form (which may be downloaded from: <http://www.ge.ch/etrangers-confederes/fr/?rubrique=formulaires> .

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.

#### 10.1.16.6. SUBSEQUENT CHANGES TO A REGISTRATION OR PERMIT

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

#### 10.1.16.7. REMUNERATION

For more information on remuneration of seconded staff, see: [www.geneve.ch/OCIRT/](http://www.geneve.ch/OCIRT/)

If work is performed by subcontractors domiciled or headquartered in Switzerland abroad, the contracting company, as the sole, general or main contractor, must require, by contract, that its subcontractors comply with the provisions above. It may be held liable for non-compliance with these rules. It must also ensure that the subcontractors observe the working conditions and the minimum wage in Geneva.

#### **Collective labour agreements**

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

Please refer to [www.geneve.ch/cct/welcome.asp](http://www.geneve.ch/cct/welcome.asp)

#### **Model employment contract**

For staff employed to assemble and dismantle exhibition stands, please refer to model employment contract J 1 50.19, valid from 1 April 2014. [www.ge.ch/legislation/rsg/f/rsg\\_j1\\_50p19.html](http://www.ge.ch/legislation/rsg/f/rsg_j1_50p19.html)

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

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

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

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



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

#### 10.1.17. TEMPORARY WORKERS AND RECRUITMENT

(permanent and temporary employment agencies)

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

Clients of such companies also expose themselves to the risk of criminal prosecution if they knowingly use companies which they know not to be in possession of the required permit. Users shall therefore ensure that they use only agencies or service providers duly authorised to conduct business.

Private employment or recruitment agencies based abroad are not permitted to provide staff in Switzerland. The use of an employment agency based in Switzerland is obligatory. It is the responsibility of temporary employment agencies which provide staff for trade-fair stands (e.g. hostesses, models) to directly contact the OCPM for applications for permits or registrations (for European Union nationals) or the OCIRT for applications (for other workers).

#### 10.1.18. 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 10.1.19, Insurance).

#### 10.1.19. INSURANCE

##### 10.1.19.1. CIVIL LIABILITY INSURANCE

##### **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.

##### 10.1.19. 2. FIRE, EXHIBITION AND TRANSIT INSURANCE

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

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



Palexpo SA shall not be held liable in the event of loss or damage to goods belonging to Users or third parties which are placed on the premises of Palexpo, 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.

#### 10.1.20. FINANCIAL OBLIGATIONS

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

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

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

#### 10.1.21. REFUND OF VALUE-ADDED TAX CHARGED TO BUYERS DOMICILED OR HEADQUARTERED ABROAD

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

From 1 January 2011, VAT rates are:

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

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

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



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

**Cash Back VAT reclaim AG**

Gewerbestrasse 11

CH-6330 Cham

Tel.: +41 (0)41 630 44 49

Fax: +41 (0)41 630 45 48

[info@cbmanagement.ch](mailto:info@cbmanagement.ch) / [www.cbmanagement.ch](http://www.cbmanagement.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 CB Management 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).

CB Management 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.

**10.1.22. COMPLAINTS**

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

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

**10.1.23. CLAUSE NULLITY**

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

**10.1.24. CONFIDENTIALITY**

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

**10.1.25. SETTLEMENT OF DISPUTES**

Any disputes shall be subject to Swiss law alone.

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





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

## 10.2. SAFETY AND SECURITY FIRE PREVENTION

### 10.2.1. SAFETY / SECURITY

#### 10.2.1.1. CONTROL CENTRE, EMERGENCY NUMBER

At the Palexpo Security service centre, a computer continuously monitors information on the operation of the technical systems. Emergency calls should be made to the emergency Tel No +41 (0) 761 13 18 (ext. 1318).

#### 10.2.1.2. 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) or +41 (0)22 761 11 11 (ext. 999).

#### 10.2.1.3. SURVEILLANCE

##### 10.2.1.3.1. Private guard service

Any person providing a guarding, surveillance or security service must be accredited by:  
**Commissariat de Police**  
**Service des Armes, Explosifs et Autorisations (SAA)**

##### 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.geneve.ch/police](http://www.geneve.ch/police)

##### 10.2.1.3.2. Theft risk

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

##### 10.2.1.3.3. Suspicious objects, threats

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

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





#### 10.2.1.4. SPACES TO KEEP CLEAR/SAFETY ZONES

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

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

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

#### **All halls:**

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

All aisles must be at least 3.00 m wide.

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

#### 10.2.1.5. SAFETY OF INSTALLATIONS AND TECHNICAL EQUIPMENT

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

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

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

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

SUVA

SUVA - Division sécurité  
au travail pour la Suisse  
Romande

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)

Avenue de la Gare 23  
CH-1001 Lausanne  
Tel.: +41 (0)21 310 80 40  
Fax: +41 (0)21 310 80 49

Furthermore, exhibitors are required to comply with the 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.

#### **10.2.1.5.1. Hazards due to ionising radiation**

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

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



## OFSP

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

### 10.2.1.6. PREVENTION OF ACCIDENTS AT WORK

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

#### **10.2.1.6.1. Welding**

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

For all hot work (welding, grinding, and metal-cutting), Users must fill out a fire permit (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 directives 690.1.

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

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

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

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

Details of the above are obtainable from:

#### **SUVA**

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

[www.suva.ch/waswo](http://www.suva.ch/waswo)

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

#### 10.2.1.6.2. Working at height

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

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

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

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

Technical information is available on the site: [www.suva.ch/waswo](http://www.suva.ch/waswo).

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

#### 10.2.1.7. HAZARDOUS PRODUCTS

##### 10.2.1.7.1. Hazardous substances

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

Various information relating specifically to Lchim (official certification, classification, labelling etc.) is available on the site of the Swiss Society of Toxic Substance Inspectors (ChemSuisse) at [www.chemsuisse.ch/](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 necessary information. This person must have the necessary qualifications both at the technical level and in terms of operations. The person's name must be communicated to the Cantonal Pharmacist's Office.

**Service du pharmacien cantonal (SPC)**

Section des toxiques et des substances  
dangereuses pour l'environnement

24, avenue de Beau-Séjour

CH-1206 Geneva

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

Fax: +41 (0)22 546 51 89

[section.toxiques@etat.ge.ch](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 organizations and industry
- Users must hold a general permit issued by the Inspectorate of the canton in which they are domiciled, or, if they are not Swiss, from the Toxic Substances Department of the Cantonal Pharmacist's Office for the canton of Geneva, following approval of the products they wish to exhibit by the Toxic Substances Division of the Federal Office of Public Health in Bern.



- Users must store substances and preparations in a way that takes account of the instructions on the packaging and, where applicable, on the safety data sheet, which must be retained for as long as the product is in use. This safety data sheet must be easily accessible in case of accident.

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

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

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

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

These documents are available on [www.suva.ch/waswo](http://www.suva.ch/waswo).

#### 10.2.1.7.2. Ozone-depleting substances

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

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

#### Service du pharmacien cantonal

Section des toxiques et des substances  
dangereuses pour l'environnement

24, avenue de Beau-Séjour

CH-1206 Geneva

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

Fax: +41 (0)22 546 51 89

[section.toxiques@etat.ge.ch](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.

#### 10.2.1.8. PAINTING AND SOLVENTS

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

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





Chemical substances used on the Palexpo 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.

### 10.2.2. 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.

#### 10.2.2.1. FIRE EXTINGUISHERS

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

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

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

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 are allowed (classes 5 and 6):

- fabrics, wallpapers, fibreboard panels, Pavatex, Plexiglas or acrylic glass (min. 4 mm thick), wall carpeting and other coverings.

For ceilings, only flame-retardant or fireproof materials, with the exception of all flexible synthetic substances (soft PVC foils, vinyl), are acceptable.

As a general rule, the following materials are not allowed (classes 3 and 4):

- easily flammable synthetic materials;
- foam polyester of any quality or thickness (Sagex, Styropore);



- non-fireproof straw and reeds.

### Fire resistance classes and tests

Swiss standards                      French equivalent

Class 3	Burns easily	M 3
Class 4	Average combustibility	M 2
Class 5	Difficult to burn	M 1
Class 6	Non-flammable	M 0

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

Addresses of approved laboratories:

#### TÜV SUED

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

#### EMPA

Swiss Federal Laboratories for Materials Testing and Research  
Lerchenfeldstrasse 5  
CH-9014 Saint-Gall  
Tel.: +41 (0)58 765 74 74  
Fax: +41 (0)58 765 74 99  
[contact@empa.ch](mailto:contact@empa.ch)  
[www.empa.ch](http://www.empa.ch)

Time required: 1 week

#### Laboratoire Implenia 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.implenia.com](http://www.implenia.com)

Time required: 1 to 2 days

#### 10.2.2.2.1. Quick test

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

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



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

#### 10.2.2.2.2. Tip

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

#### 10.2.2.2.3. Important

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

#### 10.2.2.3. GAS CYLINDERS PROVIDED BY USERS

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

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

The following conditions must therefore be satisfied:

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

**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.

#### 10.2.2.4. FUEL TANKS ON PALEXPO PREMISES

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

##### 10.2.2.4.1. Thermal and electrical vehicles

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

- fuel tanks must be locked and leak-proof;
- batteries must be disconnected.

##### 10.2.2.4.2. Planes/helicopters

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

- fuel tanks must be locked and leak-proof;
- batteries must be disconnected.

#### 10.2.2.5. HEAT-GENERATING APPLIANCES

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



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

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

#### 10.2.2.6. SMOKE-PRODUCING DEVICES

All forms of pyrotechnics are prohibited.

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

### 10.3. FREIGHT HANDLING, TRANSPORT, CUSTOMS

#### 10.3.1. 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).

#### 10.3.2. FREIGHT FORWARDER

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

#### 10.3.3. TRANSPORT OF GOODS

##### 10.3.3.1. SPECIAL REGULATIONS FOR TRUCKS

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

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

Vehicles used for passenger transport are exempt from this prohibition

##### 10.3.3.2. 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 onsite handling agent may be used on the Palexpo site. This concerns the following plant in particular: forklift trucks, cranes, aerial work platforms.



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

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

#### 10.3.3.2.2. Hall 7

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

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

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

### 10.3.3.3. TRAFFIC WITHIN THE BUILDINGS

#### 10.3.3.3.1. Exhibition halls

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

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

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

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

#### 10.3.3.3.2. Entrance hall, Hall 3, Conference Centre, lobby and mezzanine

The following vehicles are allowed:

- vehicles without engines, with plastic wheels (nylon);
- hand carts (may be hired from Palexpo, 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.

### 10.3.4. CUSTOMS

Exhibits, goods for sale, stand material, brochures, promotional gifts, and so on must be cleared. We recommend carrying out customs formalities at Palexpo's Customs Office.

#### 10.3.4.1. 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)22 788 77 90  
[palexpo-cs.geneve-aero-id@ezv.admin.ch](mailto:palexpo-cs.geneve-aero-id@ezv.admin.ch)

#### 10.3.4.1.1. Customs clearing times

- Monday to Friday: 8.00 - 11.30 am and 1.30 - 5.30 pm
- Saturday and Sunday: closed

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

For further information on customs-related matters and opening times, please call the customs office at Geneva Airport:

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

Fax: + 41 (0)22 717 77 07

#### 10.3.4.2. SURETY FOR SWISS IMPORT DUTIES/ATA DOCUMENT

##### 10.3.4.2.1. 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 ATA document may not be used for goods imported for sales purpose.

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 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.**



#### 10.3.4.2.2. Without an ATA document

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

In principle, a DDAT can be issued only at the Palexpo 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.

#### 10.3.4.2.3. Validity of ATA documents and DDATs

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

#### 10.3.4.3. GOODS ADMITTED FOR PROVISIONAL IMPORTATION

The following goods can be cleared for provisional 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 provisional importation may not be removed from the exhibition premises without authorisation from the Palexpo Customs Office.**

#### 10.3.4.4. DUTY-FREE GOODS

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

- products temporarily imported for erecting and decorating foreign stands, such as nails, paints, lacquers, wallpaper, and so on;
- consumable goods, such as paints, lacquers or washing powders, that are to be demonstrated themselves or are required to demonstrate foreign products;
- printed advertising material for foreign exhibits. This material must be stored at Palexpo
- samples of foreign goods on exhibition, recognisable as such, of no commercial value, supplied free of charge, and available for tasting or as gifts to stand visitors.

#### 10.3.4.5. DUTIABLE GOODS

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 offered 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.

#### 10.3.4.6. OTHER IMPORT RESTRICTIONS

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

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

Fax: +41 (0)22 788 77 90

Or by the customs office at Geneva Airport:

Tél.: +41 (0)22 717 77 77

Fax: +41 (0)22 717 77 27

[www.ezv.admin.ch](http://www.ezv.admin.ch)- [www.blw.admin.ch](http://www.blw.admin.ch)

#### 10.3.4.7. GOODS OF ANIMAL ORIGIN

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

##### **10.3.4.7.1. Veterinary inspection**

Regulations for import or re-export of animals and animal goods may be downloaded from the official Federal Veterinary Office:

[www.blv.admin.ch/index.html?lang=en](http://www.blv.admin.ch/index.html?lang=en)

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)- [www.blv.admin.ch](http://www.blv.admin.ch)

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

#### 10.3.4.8. PLANT PROTECTION

Importation of any sort of plant must comply with the regulations in force as they appear in Notice 1 of the Federal Agriculture Office:

[www.blw.admin.ch/themen/00012/01153/01155/index.html?lang=en](http://www.blw.admin.ch/themen/00012/01153/01155/index.html?lang=en) and must be mentioned clearly in the customs declaration.

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

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



For further information, please contact:

**Service phytosanitaire fédéral**

Geneva Airport

Voie-des-Traz 20

P.O. Box 1089

CH-1211 Geneva 5

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

Fax: +41 (0)22 717 82 84

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

#### 10.3.4.9. 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 Inspection Department of Geneva**

Rue des Gares 12

P.O. Box 2294

CH - 1211 Geneva 2 Cornavin

- In Town:

Tél.: +41 (0)22 748 28 28

Fax +41 (0)22 748 28 29

- In Geneva Airport:

Tél.: +41 (0)22 717 77 81

Fax +41 (0)22 717 77 83

[www.controle-metaux-precieux.admin.ch](http://www.controle-metaux-precieux.admin.ch)