

# ESHRE 2017

## EXHIBIT MANUAL



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## 1. General Information

### 1.1 Contact Information

✓ **ORGANISING SECRETARIAT:**

ESHRE Central Office

Address: Meerstraat 60, 1852 Grimbergen, Belgium

Contact: Bruno Van Den Eede / Veerle De Rijbel

Email: [exhibit@eshre.eu](mailto:exhibit@eshre.eu)

Tel: +32 476 74 62 97 or +32 474 51 08 31

Congress website: <https://www.eshre2017.eu/Exhibit-and-Sponsors.aspx>

✓ **FORWARDING AGENT:**

Company name: **KRISTAL**

Address: Brucargo Building 829a, 1830 Machelen, Belgium

Contact: Geert Frère

Email: [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)

Tel: +32 2 751 46 80

Website: [www.kristal-logistics.com](http://www.kristal-logistics.com)

✓ **CONGRESS VENUE:**

Name: **PALEXPO**

Address: Route François-Peyrot 30, 1218 Grand-Saconnex, Switzerland

Website: <http://www.palexpo.ch/en/agenda/33rd-annual-meeting-european-society-human-reproduction-and-embryology>

*For all technical requests, please contact our exhibitors service on +41(0)22 761 11 11 (8h00 - 12h00 / 13h30 - 17h30) or [exhibitorscontact@palexpo.ch](mailto:exhibitorscontact@palexpo.ch) or Mrs Michelle Jermann: [michelle.jermann@palexpo.ch](mailto:michelle.jermann@palexpo.ch) ; phone: +41 22 761 1130 (8h00 - 12h00 / 13h30 - 17h30)*

✓ **EXHIBIT STAND CONSTRUCTOR:**

Company name: **MATHYS**

Address: Chemin Delay 11, 1214 Geneva, Switzerland

Email: [info@mathys.pro](mailto:info@mathys.pro)

Tel: + 41 22 306 40 00

*Shell scheme orders can be placed with **MATHYS** on the "Online Webshop" or directly with **MATHYS** → see also **Addendum 3 "Exhibitor Guide"***

**MATHYS** is also able to customise Exhibitors' stands

✓ **CONCIERGE SERVICE**

Company name: OT Swiss

Email: [concierge@otswiss.com](mailto:concierge@otswiss.com)

Tel: +41 22 979 46 00

*You can turn to OT Swiss for services that can be convenient or necessary for your presence in Geneva, such as: Restaurants, bars and nightclubs recommendations and bookings - Private transfers and shuttles - Flight bookings - Airport assistance (fast track, boarding pass printing, online check-in, etc...) - Deluxe transportation: private jets, yachts, helicopters...- Activities, concerts, shows, event tickets/access - Car rental - Event planning - Courier service - Staff: personal assistant, interpreter, drivers - Beauty requests: Spas, wellness, beauticians, hairdressers, etc... - Personal shopping*

## 1.2 Plan your trip

Visit our website to find more information on how to plan your journey to and stay in Geneva → see <https://www.eshre2017.eu/Plan-your-trip.aspx>

✓ **ACCOMMODATION**

ESHRE appointed **MCI Suisse SA** as the only Exclusive Housing Company for the Annual Meeting. MCI offers special reduced rates for Exhibitors and Attendees.

For more information please go to: <https://b-com.mci-group.com/EventPortal/Information/ESHRE2017/HOTELINFORMATION.aspx>

Beware of agencies and websites offering services linked to the Annual Meeting in Geneva (mostly registration and accommodation). These organisations have not been appointed by ESHRE and are using our name and /or logo without authorisation. Note that [www.eshre.eu](http://www.eshre.eu) and [www.eshre2017.eu](http://www.eshre2017.eu) are the only official websites. If you suspect you are being targeted by a fraudulent website or receive alleged scam e-mails, feel free to let us know.

✓ **VISA REQUIREMENTS FOR ENTRY INTO SWITZERLAND**

In principle, anyone travelling to Switzerland must have a valid passport. Visa are required for a (continuous) stay of more than three months. If your stay is shorter than three months you only need to bring your valid passport with you. This applies to citizens of the following countries: countries of the American Continent (except Belize, Dominican Republic, Haiti, Colombia and Peru), Europe, Japan, Australia and New Zealand. Travel documents of third-country nationals for a short stay not exceeding 90 days in any period of 180 days, must:

- ❖ be valid for at least three months after the planned departure from Switzerland and
- ❖ have been issued within the previous ten years.

The date of issue of the travel document is what counts, regardless of any official extension. More information about entry requirements and how to obtain a visa, can be found on the website of the **State Secretariat for Migration SEM**. See → <https://www.sem.admin.ch/sem/en/home/themen/einreise.html>

### 1.3 Scientific Programme

The scientific programme of the congress can be found here →

<https://www.eshre2017.eu/Programme.aspx>

It is advisable to check for regular updates of the programme.

## 2. The Venue

ESHRE 2017 will be held at the Palexpo. The Palexpo site is located at a 10-minute walk from Geneva Airport and its railway station and a 15-minute bus ride from the city centre. Trains operating at regular intervals take only 10 minutes to run between the airport and the centre. More information about access and parking can be found here →

<http://www.palexpo.ch/en/access-parking>

Address for direct deliveries:

Palexpo – Hall 2

Route François-Peyrot 30

1218 Grand-Saconnex

Switzerland

**PARKING P13 (doors 24 + 25) for unloading the lorries/trucks, the GPS is: 46° - 14' – 03,44'' N / 6° - 07' – 16,54'' E**

Please note! Direct deliveries with trucks to the venue are restricted. Consult the information on freight forwarding and deliveries below or **contact our official freight forwarding company Kristal** for more information.

More information about access/parking can be found on the Palexpo website → see

<http://www.palexpo.ch/en/exhibitor-access-parks>

**The exhibit will be held in Hall 2 of Palexpo.**

Some general features of Hall 2:

- ❖ column-free exhibition space except at hall perimeter
- ❖ visitor access to/from Entrance Hall via escalators, elevators or stairs
- ❖ road access at ground level (loading/unloading) on both sides of the building
- ❖ access to restaurants via Entrance Hall
- ❖ direct access to multipurpose rooms via escalators, elevators and stairs

**Full details of Hall 2 can be found in Addendum 1**

### 3. Set-up and Dismantling Days/Times

#### ***Exhibit build-up***

- |                          |                     |
|--------------------------|---------------------|
| ❖ Thursday, 29 June 2017 | from 07:00 to 22:00 |
| ❖ Friday, 30 June 2017   | from 07:00 to 22:00 |
| ❖ Saturday, 1 July 2017  | from 07:00 to 22:00 |
| ❖ Sunday, 2 July 2017    | from 07:00 to 17:00 |

#### ***Exhibit dates and hours***

The exhibit hall will be open to visitors on the following dates/time:

- |                          |                           |
|--------------------------|---------------------------|
| ❖ Sunday, 2 July 2017    | from 20:00 to 22:00/23:00 |
| ❖ Monday, 3 July 2017    | from 08:30 a.m. to 17:00  |
| ❖ Tuesday, 4 July 2017   | from 08:30 a.m. to 17:00  |
| ❖ Wednesday, 5 July 2017 | from 08:30 a.m. to 14:00* |

#### ***Exhibit dismantling***

- |                          |                                |
|--------------------------|--------------------------------|
| ❖ Wednesday, 5 July 2017 | from 15:00* until midnight     |
| ❖ Thursday, 6 July 2017  | from 08:00 a.m. until midnight |

\*The exhibit will be closed to visitors as of 14:00 on Wednesday, 5 July 2017 (end of the last lunch break). Dismantling can only start once the exhibit hall has been cleared of all visitors at 15:00.

#### ***Welcome reception, coffee and lunch breaks***

Make sure you are ready for the Welcome Reception on Sunday, 2 July 2017, which will be held in the exhibit hall to mark the official start of the congress and opening of the exhibit.

Coffee and lunch breaks will be held in the exhibit hall throughout the three congress days and are likely to generate more traffic than on any other time during congress. On Monday, 3 July and Tuesday, 4 July coffee breaks are held in the morning from 09:30 a.m. until 10:00 and in the afternoon from 16:30 until 17:00. On Wednesday, 5 July there will only be a morning coffee break from 09:30 a.m. until 10:00. Lunch breaks will be held on each day (Monday, Tuesday, Wednesday included) from 13:00 until 14:00.

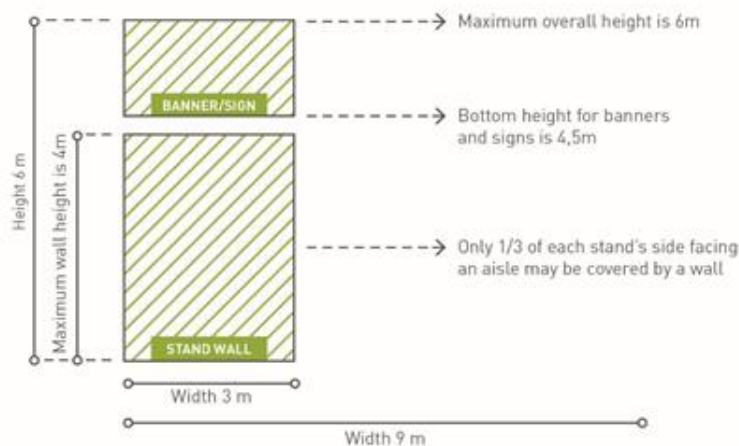
### 4. Building restrictions

To create an open environment at the exhibit, only 1/3 of each stand's side facing an aisle may be covered by a wall (i.e. 2/3 see-through effect).

The maximum building height for custom-made booths will be restricted to 4m for stand-alone constructions. The back wall height of an in-line booth may not exceed 2.5m.

The bottom rigging points will be 4.5m. Banners or signs cannot be higher than 1.5m, which bring the overall maximum height up to 6m.

## BUILDING RESTRICTIONS



### 5. Freight Forwarding

**Kristal** have been appointed as the official freight forwarder, customs clearance agent and official drayage contractor for ESHRE 2017

The range of service provided by our company include:

- ✓ Transportation, national and international
- ✓ Temporary and permanent customs clearance
- ✓ On-site handling, labour, forklift and crange
- ✓ Labelling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition
- ✓ Accessible storage for brochures and give-away items during the event
- ✓ On-site assistance & supervision

It is advisable to use Kristal to ensure exhibit materials arrive on time and in good condition for the opening of the exhibition.

**More information can be found in addendum 2 of this manual.**

## 6. Technical Support and Booth Orders – Online Shop

Order all items for your booth easily through the Palexpo Online Shop and take advantage of their experienced onsite staff.

All orders will be verified by the Palexpo exhibitor contact, who will contact you if your order needs to be modified. No payment will be requested while you place your order – you will receive an invoice from the Palexpo accounting, which has to be paid before the show.

Through the Online Shop exhibit materials can be ordered, including:

### EQUIPMENT & STAND BUILDING

Flooring, screens, audio-visual, accessories, visuals and prints, signage

### FURNITURE & DECORATION

Furniture, accessories, domestic / household appliances

### ELECTRICITY

Switchboards, meters, sockets, cabling, adaptors

### LIGHTING

Lighting packages, structures, spots, lights

### PLANTS & FLOWERS

Floral arrangements, plant rental

### WATER, AIR, GAS & PLUMBING

Connecting of appliances, supplies of water, compressed air and gas

### AIR CONDITIONING

Supply of cold water, connection and installation of appliances, rental of material

### CATERING

On stand delivery, organisation of events on the stand or outside

### RIGGING

Suspended elements, visual packages, truss / beams, angles, crosses, hanging points, motors or chain hoists

### TELECOM & INTERNET

Wi-Fi, cabled connections, telephones, video security



## CLEANING & WASTE

Stand cleaning

## LOGISTICS

Parking cards, access, longer stay etc.

## SECURITY

On stand security, insurances, protection material

## AUDIOVISUAL

Photographers and film-makers, rental of material

## HOSTESSES & SERVICES

Temporary staff, concierge services

### ***How to use the Online Shop?***

#### ***Step 1 - Sign in***

- ✓ Access the shop via the link that you received from ESHRE or find the open shops on <http://www.palexpo.ch/en/exhibitor-area>
- ✓ Enter your email address and password in case you have received it and click on "Sign in"
- ✓ If you do not yet have a password, enter your email address and click on "Send password to my e-mail"
- ✓ You will receive a system-generated password by email (you may want to check your spam folder as well!)
- ✓

#### **SIGN IN**

E-Mail :

Password :

Remember me on this computer


**SIGN IN**

Forgot your password or didn't receive any yet? [Send password to my e-mail](#)

Click here if your e-mail address has changed since your last visit on our website.

*For all technical requests, please contact our exhibitors service on +41(0)22 761 11 11 (8h00 - 12h00 / 13h30 - 17h30) or [exhibitorscontact@palexpo.ch](mailto:exhibitorscontact@palexpo.ch).*

In the event that you receive an error message, it may be that no access has been created for you or you used a different e-mail address when signing up. Kindly contact the exhibitor service [exhibitorscontact@palexpoch](mailto:exhibitorscontact@palexpoch)

**The following problems have occurred:**

- There is no existing account with this user ID. Kindly contact our exhibitor-service.

E-Mail :

hello@hello.com

Password :

### Step 2 - Select Account

- ✓ Select the associated account (This screen only shows up if your email is related to multiple accounts)

**SELECT ACCOUNT**

Select an account from the list below; If your account is not found select None Of The Above to continue and logon.


	Account	Contact
<input type="radio"/>	PALEXPO SA	DEMO, Exposant
<input type="radio"/>	SOCIETE TEST EBUSINESS	DEMO, Exposant

None of the above

CONTINUE

### Step 3 - Enter your booth number

- ✓ Enter your assigned booth number



Not DEMO, Exposant?

**STAND NUMBER**

Enter your stand number and continue


Event:

EUROPEAN SOCIETY OF HUMAN REPRODUCTION AND EMBRYOLOGY - ESHRE 2017 (02.07.17 - 05.07.17) ▾

Stand :\*

Continue

For all technical requests, please contact our exhibitors service on [+41\(0\)22 761 11 11](tel:+410227611111) (8h00 - 12h00 / 13h30 - 17h30) or [exhibitorscontact@palexpoch](mailto:exhibitorscontact@palexpoch).

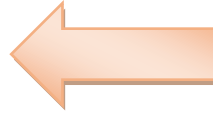
 **palexpoch** Palexpoch SA - CP 112 - CH-1218 Grand-Saconnex +41 22 761 11 11 - Fax +41 22 798 01 00

## Step 4 - Portal page

### Options



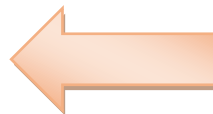
Order for another stand



Change the booth you are ordering for (e.g. if you are managing multiple stands)



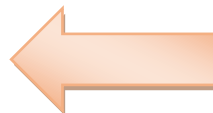
Add Order



New order



Edit Order



Visualize your orders and modify the orders placed as "draft"

### 1<sup>st</sup> Option: Order for a different stand



Order for another stand

You will be redirected to the previous screen and will be able to enter a different booth number

#### STAND NUMBER

Enter your stand number and continue

Event:

Stand :\*

Continue

For all technical requests, please contact our exhibitors service on [+41\(0\)22 761 11 11](tel:+41227611111) (8h00 - 12h00 / 13h30 - 17h30) or [exhibitorscontact@palexpo.ch](mailto:exhibitorscontact@palexpo.ch).




palexpo Palexpo SA - CP 112 - CH-1218 Grand-Saconnex +41 22 761 11 11 - Fax +41 22 798 01 00

## 2<sup>nd</sup> Option: Place an order



Add a new order

### 1. You have now reached the Online Shop



[Home](#)  
[Caddy](#)  
[VAT refund](#)

Stand construction

Electricity  
Water • Air • Gas

Stand equipment  
Decoration

Logistics  
Parking


Cleaning  
Waste

Internet  
Telecom  
Audiovisual

Security  
Surveillance  
Insurance

Catering  
Events

Services  
Concierge



**Partner services**  
Security, billboard advertising, hostesses,  
material handling, video/audio

Order until **May 30th 2017** to benefit from our Early-Bird Rate and **save 20%!**

After this deadline, the service prices will be charged at the standard rate.


**Contact**  
Mrs Michelle Jermann  
Tel. +41 22 761 11 30  
Email: [michelle.jermann@palexpo.ch](mailto:michelle.jermann@palexpo.ch)

**Place your online orders in a few steps:**

- Category menu**  
Hover the mouse over the icons to open the dropdown menu and choose the desired service.
- Add the products to the cart**  
Follow the instructions on the webpage and indicate the desired quantity (and dates), then add the article(s) to the cart at the bottom of the page.
- Your shopping cart**  
You can continue your shopping by choosing from the top icons or you choose to confirm your order.
- General terms & finalising your order**  
Add a purchase order number if needed. Please read and confirm the terms and your order.
- Confirmation of your order & payment**  
An email will be sent with your order confirmation.  
You will receive an invoice after the order has been checked and confirmed by Palexpo. The invoice will have to be settled before the exhibition.

To get a personalised estimate, do not hesitate to contact us: [Email contact](#)

*Non binding photos.*



### Regulations

We kindly ask you to carefully read the documents and pay attention to the deadlines in order to avoid price increases due to delayed orders.

[General regulations at Palexpo](#)

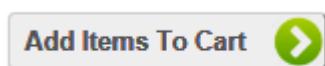
2. Hover your mouse pointer over the icons to reveal the drop down menu and chose the category you want to open

The screenshot shows the PALEXPLO website interface. At the top is a banner for the "33rd ANNUAL MEETING" of the European Society of Human Reproduction and Embryology, held in Geneva, Switzerland, from 2 to 5 July 2017. To the right of the banner are three buttons: "Home", "Caddy", and "VAT refund". Below the banner is a horizontal menu with icons and labels for various services: Stand construction, Electricity Water • Air • Gas (highlighted with a blue background and an orange arrow pointing to its dropdown menu), Stand equipment Decoration, Logistics Parking, Cleaning Waste, Internet Telecom Audiovisual, Security Surveillance Insurance, Catering Events, and Services Concierge. The dropdown menu for "Electricity Water • Air • Gas" is open, showing two columns of services: "Electricity" (Power supplies - 1 to 10 kW, Power supplies - more than 10 kW, Equipment for sale, Equipment for rent, Lighting, Lighting packages / Truss structure) and "Water supply • Air • Gas" (Water supply / Waste drain, Air-cooling systems, Compressed air, Gas Cylinders, Equipment for sale). Below the menu is a section titled "Stand delivery - special events" with a photo of a stand. To the right of this section is contact information for Mrs Michelle Jermann, including a phone number (+41 22 761 11 30) and an email address (michelle.jermann@palexpo.ch). At the bottom of the page is a section titled "Place your online orders in a few steps:" with a numbered list: "1. Category menu" and a sub-instruction: "Hover the mouse over the icons to open the dropdown menu and choose the desired service." To the right of this section is a green button with a white icon of a document.

3. Follow the instructions on the page and indicate the quantity and duration you would like book

**ATTENTION!** Some articles do have a regressive pricing. Chose the quantity and installation dates for which you would like to order the service. Add the article to the cart and you will then be able to see the final rate in the caddy.

4. Scroll down to the bottom of the page and click on “Add items to cart”



5. Once your articles are added, the cart will show up automatically.

1 Cart
 >
 2 Review
 >
 3 Confirmation

[Not DEMO, Expositant?](#)

## Shopping Cart

**Account:** SOCIETE TEST EBUSINESS  
**Contact:** DEMO, Expositant  
**Event:** EUROPEAN SOCIETY OF HUMAN REPRODUCTION AND EMBRYOLOGY - ESHRE 2017 (14276)  
**Event Dates:** Sunday, 02.07.17 - Wednesday, 05.07.17  
**Booth Number:** TEST

**Shopping Cart**  
 Please carefully review the contents of the shopping cart before you submit your order.  
 Advance pricing is enabled.

▶ Shopping Cart Details

**Grand Total:** 403.20

---

**Order Details - Subject to modification by our teams after internal verification.**  
 Items marked with a blue (Auto) tag have been automatically added by the system when another item was added.

### PARKING PERMITS

Item	Quantity/Price	Day(s)	Item Total
<a href="#">Edit</a> <a href="#">Remove</a> * Cars and vans (max. 3.5 t.): Parking permit P-12 <i>Maximum height of the vehicles: 2.00 m</i>	2 x CHF18.00 Piece	7 - Day	CHF252.00
<b>Parking Permits Total:</b>			CHF252.00

### PLANTS

EQUIPMENT RENTAL - TO BE ORDERED AT LEAST 15 DAYS BEFORE THE EVENT

Item	Quantity/Price	Day(s)	Item Total
<a href="#">Edit</a> <a href="#">Remove</a> Podocarpus 150 cm	1 x CHF70.00 Piece		CHF70.00
<a href="#">Edit</a> <a href="#">Remove</a> Podocarpus 150 cm	1 x CHF70.00 Piece		CHF70.00
<b>Plants Equipment rental - to be ordered at least 15 days before the event Total:</b>			CHF140.00

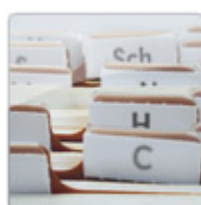
**SUB - TOTAL:** CHF362.00

VAT 8% (8.00%): CHF18.65  
 (8.00%): CHF0.00

**GRAND TOTAL:** CHF403.20

*Then proceed to checkout form and place your order.*

### 3<sup>rd</sup> Option: Modify an existing order



Edit or visualize order

Here you can view your orders and modify the ones placed as draft.

## 7. Shell schemes / Booth design & construction

**MATHYS SA** has been appointed as official contractor for shell scheme stands. Exhibitors who wish to customize their booths can also use the services of **MATHYS**.

Exhibiting companies can order shell schemes with **MATHYS** through the Online Shop or directly with **MATHYS** – see addendum 3 for more detailed information

## 8. Exhibit / Scientific Programme Admission Badges

Access to the ESHRE 2017 Meeting premises is only possible at the production of a valid admission badge. As such, admission badges should be worn by all participants – including exhibitors and their members of staff - at all times during the ESHRE 2017 Annual Meeting, during the Precongress Courses, in the exhibit area and within other areas of the Palexpo.

All exhibitors and their members of staff shall be required to register.

There are two types of admission badges:

- ✓ **Exhibitor Badge** → allows admission to the exhibition area, during the official exhibit hours; the company symposia and other company related sessions; all other areas, with the exception of the official scientific sessions.
- ✓ **Scientific Programme Badge** → allows admission to same areas as the “Exhibitor Badge” and also includes admission to the official scientific programme, however, excluding participation in the pre-congress courses, which are organized on the Sunday prior to the Main Scientific Programme.

Four **Exhibitor Badges** will be offered for each unit of per 9m<sup>2</sup> exhibition space. If the amount of exhibitor badges – included in the price for the exhibition space – is insufficient, extra exhibitor badges can be ordered at a price of 75 Euro (excluding 8% VAT). Cancellation of extra ordered exhibitor badges, should be done in writing and implies no right for the Exhibitor/Sponsor to claim a refund.

Two **Scientific Programme Badges** will be offered free of charge for an exhibition space with a minimum size of 9m<sup>2</sup> and up to maximum 36m<sup>2</sup>. Four **Scientific Programme Badges** will be offered free of charge for an exhibition space of more than 36 m<sup>2</sup>. If the amount of such badges (based upon the size of the exhibition space) would be insufficient, additional name badges offering access to the official scientific programme must be order through the normal registration procedure for the Annual Meeting.

### Important!

- Each admission badge is non-transferable due to its personalized character;
- False certification of individuals, misuse of the personalized admission badges, any method of assisting unauthorized persons to gain access to the Annual Meeting, or any other inappropriate or unauthorized conduct shall lead to the repossessing by ESHRE of these admission badges of all individuals involved, and they shall be refused admission to the Annual Meeting without ESHRE's obligation to refund any fees.



## 9. Lead retrieval scanners

Our dedicated ITC provider – **COVR** - will offer lead retrieval systems.

### EventLead – Advanced Lead Retrieval for Exhibitors

#### *Before the congress*

#### ORDER

- **Order COVR Lead Retrieval Services online through the link at the bottom of this document.**
- You have the possibility to order the EventLead Application with a **handheld scanner or an iPad with iScan.**
- Your order guarantees the highest possible performance in barcode scanning.
- After receiving your order, we will send you a **username & password** by e-mail to login to the **EventLead portal to configure your EventLead app.**
- You will also receive a user manual with a step-by-step explanation of how to use the EventLead portal & App before, during & after the conference.



#### *Before & during the congress*

#### CONFIGURE

- Once you are logged in to the EventLead portal, you can start **setting up your qualifiers** (products, services ...).
- The onsite COVR crew will make sure your qualifiers and all delegate information are **available on your device(s) when you pick them up onsite.**
- **Your qualifiers and delegate database will automatically be synchronized onsite.** (provided the device has Wi-Fi / data access)
- Your qualifiers can be updated at any time.

#### *During the Congress*

#### SCAN & MANAGE

- **After having entered the activation code, the device is ready for use!**
- No Wi-Fi / data is needed for the actual scanning onsite.
- **After scanning a badge you will see all available delegate data on your device.**
- If needed, you can add more data or even make changes to the presented delegate data.
- **For each scan you can select your qualifiers and additional comments.**
- You remain in full control of all your scanned leads. At any



moment you can display any scan you made with your device and make changes.

- **Lead data will be synchronized continuously with the EventLead Server if Wi-Fi is available.**
- At the end of the conference you return the device to the onsite COVR Crew.

## DOWNLOAD & EXPLOIT

### During & after the Congress

- **Once you synchronized all your leads** with the EventLead portal you can:
  - **export them from the portal**
  - **start using the information gathered to optimize your sales efforts.**
- Your lead data will remain available on the EventLead portal after the conference for 6 weeks.

## EventTrack – Attendee registration scanner for Symposiums

To provide symposium organizers with a fast way to scan participants at the entry of the meeting room, COVR offers the EventTrack Symposium Scanner. The EventTrack app is optimized for speed so that each participant can be scanned in a fraction of a second. Due to the continuous mode, the device is ready to scan the next participant as soon as the previous scan has been made.

## ORDER

### Before the congress

- **Order your EventTrack Symposium Scanner through the congress web site.**
- Consider ordering multiple scanners so that several persons can be present at the session room entrance to ensure all participants can be scanned swiftly.
- **Your EventTrack scanner(s) will be fully configured for your symposium(s). Absolutely no preparation needed from your side!**





### During the Congress

- Pick up your scanners at the COVR service desk one hour before your symposium.
- Your scanners will be fully configured to scan and log participants for your symposium only
- The COVR representative will give you a short briefing on how to use the scanners
- Scan participants at the session room entrance
- Return the scanner(s) to the COVR service desk
- In case you rented scanners for several symposiums, pick up your next sets before each symposium. Our staff will ensure they are prepared for each session particularly.



### After the Congress

- You will receive a link and log-in details for your personal EventTrack portal
- The portal will list the session(s) for which you used EventTrack scanning
- Your scan results can be downloaded in excel format on a per-session basis, giving you accurate information of who attended each session
- Scan results contain full contact details as made available by the congress organizer
- Your data will remain available on the EventTrack portal after the congress for 6 weeks.

### Terms, Conditions & Pricing

- **Order deadline** - After the ordering deadline of **07/06/2017**, COVR does not accept orders automatically but will confirm acceptance upon availability. For confirmed orders after **07/06/2017** a surcharge of €100,00 per device will be added.
- **Rental rates** are per EventLead/EventTrack set and include a high-performance barcode scanner, an iPod Touch or an iPad and the EventLead/EventTrack software with an unlimited number of scans. Rates for EventLead cover the duration of the event. Rates for EventTrack are per symposium, starting one hour before the scheduled symposium time.
- **Terms of payment** - Upon receipt of order, an invoice representing the total amount due (quoted prices are net excluding Belgian VAT of 21%) will be sent by COVR. Payment has to be done by credit card during the online order process.
- **Cancellation** - Orders can be cancelled until **07/06/2017** without any fees. After **07/06/2017** there is a cancellation fee of 50%.
- **Pick up/Return** — The rented EventLead equipment must be collected at the exhibitors' desk on **Saturday, 1 July 2017**, between **13:00 and 19:00** and returned on

Wednesday, 5 July, before 15:00. Exhibitors are responsible for the proper use and safe keeping and will pay for any damage occurred during the rental. EventTrack symposium scanners must be picked up one hour prior to the symposium and returned immediately following the end of the symposium.

Items failed to be returned onsite must be sent by courier to COVR bvba (Oude Tramstraat 5, 2490 Balen, Belgium) within 5 working days after the last day of conference. The cost of lost, damaged or not completely returned hardware will be €500,00 per scanner, €300,00 per iPod Touch and €1.000,00 for an iPad.

▪ **Data retrieval and protection**

Each lead will contain the contact information as provided by the participant or the group registration contact person on the registration form (name, full address, telephone, fax, email and lead codes). Hence the quality of the delegates' contact details – collected by the organizer - will ultimately define the value of the lead retrieval system. Neither the congress organizer nor COVR can be held liable for incorrect data.

The company renting the scanners hereby agrees to respect the data privacy policy imposed by the congress organizer. The EventLead application will however, display the available info immediately after scanning and give you the opportunity to complete the data on the spot.

▪ **Pricing**

	Orders before 16/05/2017	Orders between 17/05/2017 & 07/06/2017
Rental of EventLead scanner	€ 500	€ 575
Rental of EventLead scanner set with Ipad	€ 650	€ 750
Rental of EventTrack symposium scanner (2hrs rental)	€ 350	€ 450
Rental of API/Webservice for integration with own app	€ 400	€ 500
Cancellation fees	0%	50%

Prices excl. 21% Belgian VAT.

Please use the following link to place your order:

<https://eventscan.covr.be/eshre17>

Orders can only be placed online and require online credit card payment.

After acceptance of your order, COVR will send you a confirmation and invoice.

<b>10. Addenda</b>
--------------------

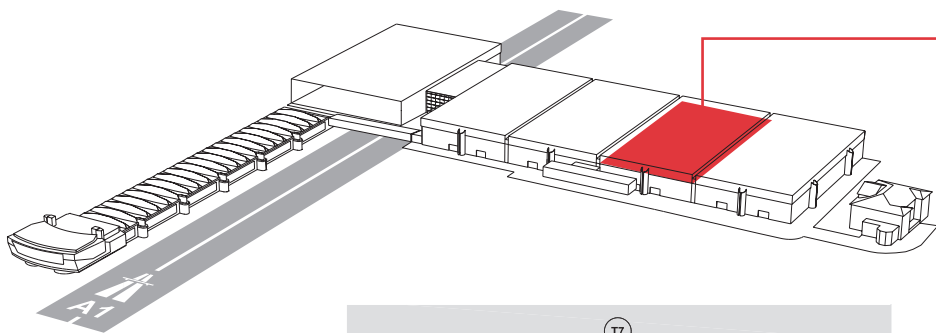
Addendum 1 – TECHNICAL FILE OF HALL 2

Addendum 2 - KRISTAL

Addendum 3 – MATHYS

Addendum 4 – PALEXPO IN-HOUSE RULES & REGULATIONS

Addendum 5 – ESHRE TERMS & CONDITIONS



# HALL 2

Hall 2 can be used either alone or in combination with the adjacent Halls 1 and 4, the restaurants and the Conference Centre.

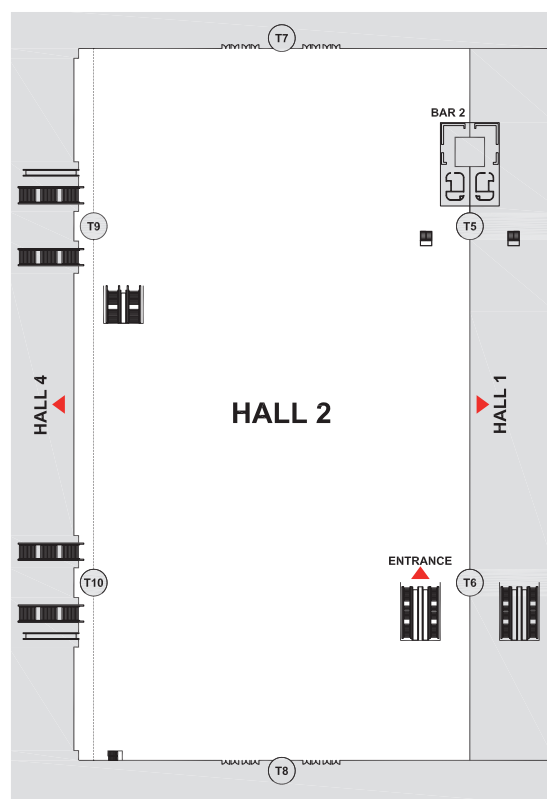
## Features

- all under one roof
- column-free exhibition space except at hall perimeter
- visitor access to/from Entrance Hall via escalators, elevators or stairs
- road access at ground level (loading/unloading) on both sides of the building
- access to restaurants via Entrance Hall
- mobile partition walls for the separate use of Hall 2 located between Halls 1 and 4
- direct access to multipurpose rooms via escalators, elevators and stairs and as required by organizer when combining exhibitions, seminars, conferences or banquets
- glass-walled multipurpose room (180 m<sup>2</sup>) at Entrance Hall level, between Halls 1 and 2

## Technical data

- |                      |   |
|----------------------|---|
| ■ gross area         | 16'500 m <sup>2</sup>                             |
| ■ length             | 172.54 m  |
| ■ width              | 95.78 m   |
| ■ floor              | concrete slab, Rodal anti-slip floor covering     |
| ■ floor loading      | 500 kg/m <sup>2</sup>                             |
| ■ height             | 12 m to roof (9.50 m useful height)               |
| ■ overhead fixtures  | anywhere  |
| – load limit         | 1'000 kg per suspension point                     |
| ■ freight access     | 4 gates (9.60 x 6.00 m)                           |
| ■ electrical         | large capacity                                    |
| – switchboard        | upon request                                      |
| ■ lighting           | 300 lux   |
| ■ floor boxes        | 156 floor boxes every 9.60 m                      |
| – electricity        | power as required                                 |
| – telecommunications | telephone, IT/Internet access, fiber optic cables |

- |                                     |   |
|-------------------------------------|---|
| – water and drainage                | 4 bar/Ø 13 mm + Ø 60 mm                       |
| – compressed air                    | 8 bar/Ø 1/2"                                  |
| ■ radio and TV                      | cable radio/TV                                |
| ■ satellite dishes                  | rooftop platform for satellite dishes         |
| ■ venting and heating               | 32 central and peripheral units every 22 m    |
| ■ fire prevention                   | fire extinguishers                            |
| ■ public-address system             | available for calls and announcements         |
| ■ toilet facilities                 | access near towers 5 and 6 beneath escalators |
| ■ permanent food-service facilities | bar 2   |





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## SHIPPING GUIDELINES ESHRE 2017 - GENEVA

### Introduction

KRISTAL , have been appointed by the organizers as the official freight forwarder, customs clearance agent and official drayage contractor.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Geneva. Please follow these instructions closely.

The range of service provided by our company include :

- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labor, forklift and craneage
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

### General

<u>Build-up :</u>	Thursday	29 June 2017	07.00 to 22.00
	Friday	30 June 2017	07.00 to 22.00
	Saturday	1 July 2017	07.00 to 22.00
	Sunday	2 July 2017	07.00 to 17.00

Empty packaging need to be removed and aisles to be cleared on 2 July at 12.00.

<u>Dismantling :</u>	Wednesday	5 July 2017	15.00 to 24.00
	Thursday	6 July 2017	08.00 to 24.00

Vehicles bigger than a van will not be allowed in the loading area on 5 July before 17.00 and this to allow the removal of the carpets and return delivery of the empty boxes to the stands.

If you use your own transport company to pick-up your goods after the exhibition, please note that all goods not evacuated on 6 July at 24.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

**International Coordinators**

Kristal  
Brucargo Building 829a  
B-1830 Machelen

Contact : Geert Frère  
Tel : + 32 (0)2 7514680  
e-mail: [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)

**Consigning instructions****AIR FREIGHT**

AWB consigned to : Inter Expologistics Ltd  
30 Route François-Peyrot  
CH-1218 Grand Saconnex ( Geneva)  
Att Roberto Fumani  
Tel + 41 22 7981328  
For ESHRE 2017  
Name Exhibitor / Stand nr

Goods to reach Geneva Airport not later than 20 June 2017 .

**ROAD FREIGHT/COURRIER shipments to the advanced warehouse**

Consigned to : Inter Expologistics Ltd  
30 Route François-Peyrot  
CH-1218 Grand Saconnex ( Geneva)  
Att Roberto Fumani  
Tel + 41 22 7981328  
For ESHRE 2017  
Name Exhibitor / Stand nr

Customs office Palexpo Geneva ( NCTS code : CH006521 )  
Goods to reach advanced warehouse between 25 and 29 June 2017.  
**All goods arriving before 25 June will incur storage charges.**

**DIRECT DELIVERIES**

Address : Palexpo, 30 route François Peyrot, CH- 1218 Geneva

Direct deliveries with trucks to the venue are restricted.  
Direct shipments to the booth at exhibition site will only be accepted on move-in dates and hours.  
Vehicles need to be removed immediately once unloading / reloading operations have been completed.  
**To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a van.**

Please fill in the attached form to obtain move-in / move-out schedule and return by email to [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com).  
All trucks arriving without an unloading slot, will be unloaded once the full schedule has been completed.  
On arrival all trucks need to register to the Kristal / Inter Expologistics desk at the entrance of hall 1 and this approx. 1 hour prior to the confirmed slot.



If the truck does not arrive at the booked time, slot will automatically be given to the next in the queue.

For the dismantling on Wednesday 5 July vehicles bigger than a van will not be allowed in the loading area before 17.00 and this to allow us to remove the carpets and to arrange the return delivery of the empty crates to the stands.

### **Customs**

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

To facilitate customs clearance we strongly advise to use ATA Carnet for temporary import.

It is not allowed to include items for permanent import on an ATA Carnet.

Permanent items, printed matter such as catalogues for free distribution at the show can be imported duty-free. This also refers to CD-rom catalogues. Give-away items such as pens, lighters, T-shirts, ..., are subject to payment of duties and VAT. So does any kind of foodstuff or alcoholic beverages.

### **Documentation**

#### For Temporary items :

ATA Carnet or commercial invoice.

In case of commercial invoice document needs to show values of each item, description of the goods, serial numbers , addressed to ESHRE 2017 c/o Inter Expologistics, Exhibitors name & stand number, Geneva Palexpo, 1218 Grand-Saconnex, Switzerland.

#### For Permanent items :

We will need a separate invoice for all permanent items such as give-away items, brochures, etc.... addressed to ESHRE 2017 c/o Inter Expologistics, Exhibitors name & stand number, Geneva Palexpo, 1218 Grand-Saconnex, Switzerland.

### **Courrier Shipments**

Because of temporary Import Bonds, we discourage the use of Couriers to ship any material directly to the booth at the show site. Courier companies will not be able to clear your goods and will have difficulties to deliver your goods in time. To avoid this, it is advisable to consign the goods to the advanced warehouse address. You will be liable for customs and handling charges but this ensures your goods are delivered to your booth.

### **Shipping pre-advice**

Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading have to be send upon departure to Kristal by email to : [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com).

### **Case Marking**

All cases must be clearly marked/stenciled on two (2) sides with the following information :

Your Company Name \_\_\_\_\_

ESHRE 2017--- \_\_\_\_\_

Booth number \_\_\_\_\_

Case Number ( ex. 1/3 – 2/3 ) \_\_\_\_\_

Gross Weight \_\_\_\_\_



**Insurance**

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

**Return transport**

We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations.

**Terms & Conditions of Trading**

All business is undertaken by owner's risk. Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice. Contracting Kristal bvba or their agents implies acknowledgement and acceptance of Kristal bvba conditions of trading.

**Terms of payment**

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bvba or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.

Any disputes or queries relating to invoices originating from this office should be notified to Kristal bvba within seven days of invoice date.



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BIC - KRED8EBB  
IBAN - BE44 4448 6245 2145

ESHRE GENEVA 2017

## STAND CONTRACTOR INFORMATION FORM

Exhibitor name : .....

Stand nr : .....

( ) We ordered a shell scheme, through organizers / exhibition centre,  
we do not have a stand building contractor

( ) We will use the stand building contractor below

Company name : .....

Contact person : .....

Address : .....

.....

.....

VAT nr : .....

Tel nr : .....

Fax nr : .....

e-mail : .....

Please return completed form by e-mail **before 2 May 2017**

To Kristal Logistics

Att. Geert Frère

e-mail : [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)



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## ESHRE 2017 MATERIAL HANDLING AND FREIGHT INFORMATION FORM

Company name : .....  
Contact : .....  
Email : .....  
Tel nr : ..... Fax : .....  
Hall nr : ..... Stand nr : .....

1. We have no materials to be shipped to Geneva ( )  
We will take our goods in our luggage or with our car ( )

2. We would like to ship our materials by your company, please send us an offer without any engagement :  
Pick-up address : .....  
.....  
.....  
Estimated volume / weight : ..... m<sup>3</sup> .....  
Transport by : ( ) ocean ( ) air ( ) road  
Return transport : ( ) yes ( ) no  
Value of the goods :

3. We will ship our material :  
By transport company : .....  
Tel. : ..... Ctc : .....  
Estimated volume / weight : .....  
Transport by : ( ) ocean ( ) air ( ) road  
Directly to show site ( ) To the advanced warehouse ( )

4. Storage empty crates during the exhibition: Estimated volume (m3): .....

5. On site handling requirements  
( ) forklift 3T ( ) labour ( ) pallet truck

6. Remarks : .....  
.....

7. Invoicing address : .....  
.....  
.....  
VAT nr : .....  
Signature : .....

Please return completed form by e-mail **before 1 June 2017**  
To Kristal Logistics  
Att. Geert Frère  
e-mail : [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)



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ESHRE 2017

UNLOADING / RELOADING SCHEDULE

FORM FOR DIRECT DELIVERIES TO GENEVA

Company name : .....
Contact : .....
VAT nr : .....
Email : .....
Tel nr : .....
Fax nr : .....
Hall nr : ..... Stand nr : .....

We would like to have following unloading/reloading slots :

Build-up

Date : .....
Hour : .....
Estimated volume – m3 : .....
Truck license number : .....

Dismantling

Date : .....
Hour : .....
Estimated volume – m3 : .....
Truck license number : .....

Slots will be given on a first come / first served base.

Trucks need to report to the Kristal desk at the entrance of the hall and this minimum 1 hour before the confirmed slot.

Final slots will be confirmed to you 3 days before start of build-up.

Please return completed form by e-mail **before 23 June 2017**

To Kristal Logistics

Att. Geert Frère

e-mail : [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)



EXHIBITIONS  
CONGRESSES  
INTERIORS

MANUEL EXPOSANT  
*EXHIBITOR GUIDE*

## Shell scheme stand | Description



*Non-contractual images*

### The Standard Shell Scheme Stand includes:

- White walls L100xH250cm
- Fascia board(s) on open side(s)
- Grey carpet on the stand surface
- 1 oval nameboard L220cm with standard text or logo
- 2 LED Spotlights (electricity to be ordered separately)
- 1 triple socket, Swiss plug (electricity to be ordered separately)
- Build-up and dismantling

### Shell scheme stand structure available upon request at [locastrand@mathys.pro](mailto:locastrand@mathys.pro)

Price per sqm starting at CHF 60.- Excl. VAT (floor space not included)

Electricity & cleaning are not included in your shell scheme stand and must be ordered via Palexpo ShopOnline:

<https://www.palexpo.ch/en/exhibitor-area>

Catering, flowers, Internet can also be ordered via this ShopOnline.

Thanks to this guide, you will find various additional fittings that will give you the opportunity to personalise your space:

- Page 2: Customize your nameboard
- Page 3: Different graphic options for your stand walls
- Page 4: Various accessories such as shelves, carpet or doors
- Page 5: Furniture package for shell scheme stands

### IMPORTANT INFORMATION

Panel, decoration and fascia boards are property of Mathys SA and must not be altered. Damages will be invoiced. The recommended fixing systems are double-sided velcro pads or S shape hook + chain.

Company name: .....

Stand number: .....

## Shell scheme stand | Signboard

Each shell scheme stand is equipped with one signboard, in standard black lettering or logo. Additional signs can be ordered thanks to the accessories order form. All signboards remain the property of Mathys SA.

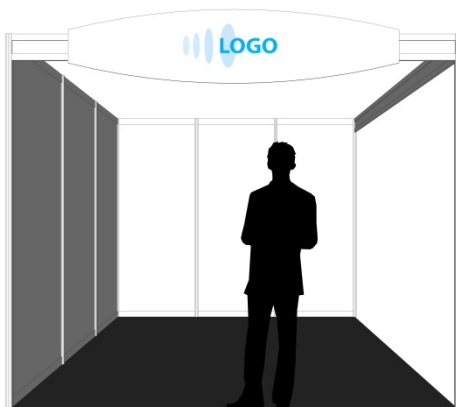
### ☐ Option 1: Signboard in standard lettering



*Non-contractual image*

Thanks for filling in the below information. You can have up to 16 letters per line (spaces included). The letter height will depend on your text length.


### ☐ Option 2: Signboard with logo



*Non-contractual image*

Logos (high resolution or EPS, vectorised) can be sent to [locastand@mathys.pro](mailto:locastand@mathys.pro). Please specify your company name as well as the name of the exhibition as a reference

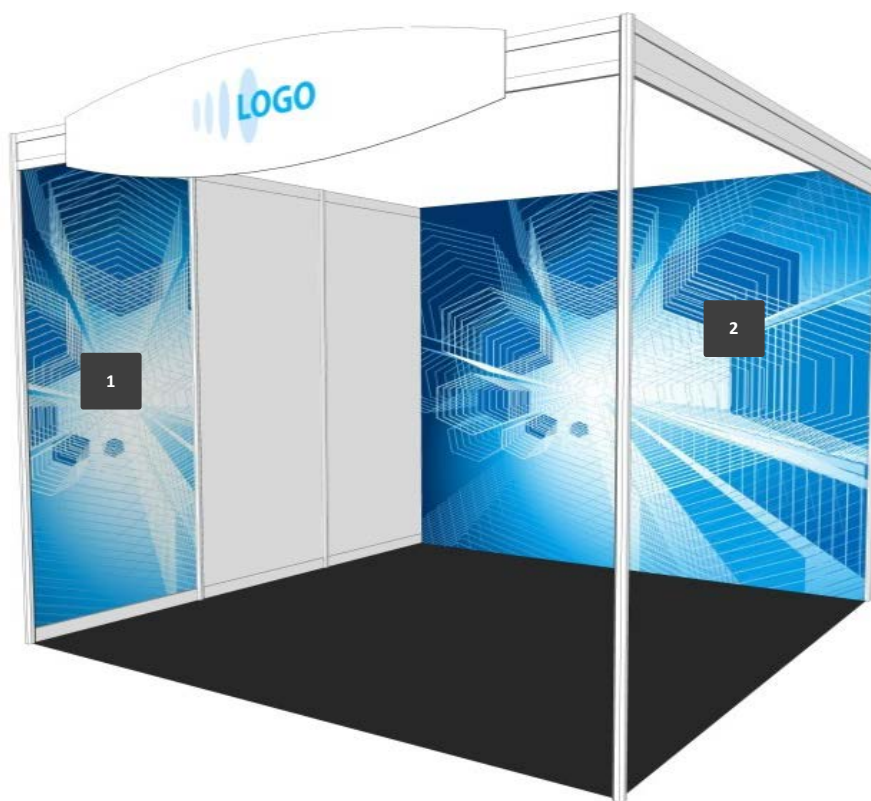
**All logos will be accepted without any extra cost until Thursday, June 1st 2017.** Passed this date, all signboard will be in standard lettering.

■ Deadline for confirming your nameboard information: **Friday, June 9th 2017.**

Company name: .....

Stand number: .....

## Shell scheme stand | Graphics



*Non-contractual image*

Réf	n°	Description	Qty	Price CHF	Total
VI_IMPR100	1	Digital graphic for straight white wall L100xH250cm		319.-	
VI_IMPR300	-	Digital graphic for straight white walls L300xH250cm ⚠ Pillars will remain visible between each panel		933.-	
VI_IMTR300	2	Printed fabric L300xH250cm		1'256.-	
VI_IMTR400		Printed fabric L400xH250cm		1'511.-	
VI_IMTR500		Printed fabric L500xH250cm		1'833.-	
VI_IMTR600		Printed fabric L600xH250cm		2'167.-	
VI_CL100	-	Lightbox L100xH250cm		951.-	
Total Excl. VAT, CHF					.....

Banners can be kept by the exhibitors during the dismantling. However, the hanging system remains the property of Mathys SA.

- All graphic orders must be sent before Thursday, June 1st 2017.

At the reception of your order, templates will be sent in .ai format

- All graphic files must be sent ready to print by Friday, June 9th 2017.

**All prices are exclusive of 8% VAT and are valid for the duration of the event. Any orders received passed Thursday, June 1<sup>st</sup> 2017 will incur a 20% surcharge and will be subject to availability.**



Company name: .....

Stand number: .....

## Shell scheme stand | ACCESSORIES



Palette coloris standards  
Standard colors palette



Spot LED 33W



*Non-contractual image*

Ref	N°	Description	Qty	Prices / unit	Total
ACC_PMOQS	1	Standard carpet: <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Anthracite		CHF 25.-/sqm	
ACC_PA100	2	Additional white wall, <input type="checkbox"/> L50cm <input type="checkbox"/> L100cm		CHF 54.-	
ACC_PO	3	White door L100cmxH200cm, lockable, with top white panel		CHF 255.-	
ACC_PAC100	4	Change of colour on existing panel (L100xH250) <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Anthracite		CHF 61.-	
ACC_EH	5	Set of 3 flat shelves, L100xP30cm, fixed to the wall		CHF 105.-	
ACC_RIG	6	Light grey curtain, L100cmxH200cm, with top white panel		CHF 84.-	
ACC_EI	7	Set of 3 sloping shelves, L100xP30cm, fixed to the wall		CHF 105.-	
ESG_TEXTE	8	Additional signboard with standard text or logo		CHF 235.-	
EC_ST1	9	Stemlight to fix on top of a panel		CHF 75.-	
EC_RA3	10	Additional rail with 2 LED spotlights		CHF 133.-	
EC_SP1	11	1 additional spotlight to be added on the existing rail		CHF 63.-	
ACC_PLT	12	Stretched ceiling, white		CHF 49.-/sqm	
ACC_PM	13	Coat rack, L100cm, fixed to the wall		CHF 35.-	
Total in CHF, Excl. VAT					.....

Prices are exclusive of 8% VAT and valid for the duration of the event. They will be applied to any order confirmed by Friday, June 9th 2017. Passed this date, all orders will incur a 20% surcharge and will be subject to availability.

Company name: .....

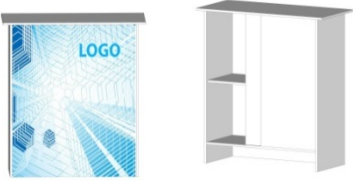

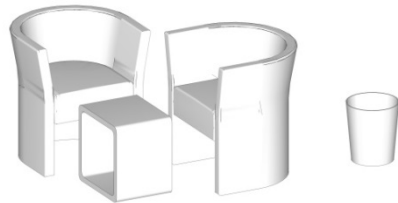
Stand number: .....

## Shell scheme stand | Furniture rental



*Non-contractual image*

Ref	N°	Description	Qty	Prices / unit	Total
MOB_CD	1	Reception desk, white		CHF 244.-	
MOB_SH	2	White high stool (the model can vary according to our availability)		CHF 44.-	
TN.O10.B	3	Genève   Square white wooden table		CHF 44.-	
SC.O01.B	4	Anières   White wooden chair		CHF 44.-	
AD.O13.PL	-	Bin		CHF 9.-	
Total in CHF, Excl. VAT					.....

RECEPTION DESK WITH LOGO	FOLDING DISPLAY	LOUNGE PACKAGE
 <p>CHF 411.- Excl. VAT per item</p>	 <p>CHF 100.- Excl. VAT per item</p>	 <p>CHF 241.- Excl. VAT per set</p>
<p>Description:</p> <ul style="list-style-type: none"> <li>■ Straight reception desk, white &amp; lockable H110 x L100 x D46cm</li> <li>■ Logo on the front panel</li> </ul>	<p>Description:</p> <ul style="list-style-type: none"> <li>■ Cartigny Folding display in Plexiglass, A4 format H150 x L25 x D40cm</li> </ul>	<p>Includes:</p> <ul style="list-style-type: none"> <li>■ 1 Nendaz Cubic couch table in white wood</li> <li>■ 2 Avenche White artificial leather armchair</li> <li>■ 1 bin</li> </ul> <p>Available in black</p>
Qty	Qty	Colour Qty

For any other request, do not hesitate to contact us at [locastand@mathys.pro](mailto:locastand@mathys.pro)

The insurance of the equipment once delivered on the stand is the exhibitor responsibility. In case of damage or disappearance during the exhibition, replacement costs will be invoiced. See General Terms and Conditions of Mathys S.A.

**Prices are exclusive of 8% VAT and valid for the duration of the event. They will be applied to any order confirmed by Friday, June 9th 2017. Passed this date, all orders will incur a 20% surcharge and will be subject to availability.**



## EXHIBITOR DETAILS

Company name: .....

## Billing information

Contact: .....

.....

Email: .....

Email: .....

Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

Tel: .....

Tel: .....

Address: .....

Address: .....

Postcode: ..... City: .....

Postcode: ..... City: .....

Country: .....

Country: .....

The exhibitor expressly consents to the digital processing and transmission of its personal data received by Mathys Sa, and that this said data will be made available for purposes of direct advertising, including companies in which Mathys SA is a shareholder, within the limits of the law. Otherwise, thank you to check the following box: ☐

The payment of your order must be settled before the beginning of the exhibition.

BANK TRANSFER  
(IN CHF)

AMERICAN EXPRESS

□ MASTERCARD/EUROCARD



| || || || || || || || || || || || || || || ||

Expiration date:  / 

Verification code: **UUU**

Cardholder's name :

Signature:

Full address of the cardholder:

**Bank details:** Credit Suisse, 1211 Genève 70

### Swiss Wire Transfer:

IBAN : CH44 0483 5016 1579 3100 0

CCP 80-500-04 / Clearing: 4835

**International Wire Transfer:**

IBAN : CH44 0483 5016 1579 3100 0

SWIFT : CRESCHZZ12G

Please reference Exhibition name & stand number so we can properly credit your account.

NB: Customers are responsible for any bank processing fees.

Date: .....

Signature: .....

- You may place your order by fax +41 22 306 40 10 or by email at [locastand@mathys.pro](mailto:locastand@mathys.pro).
- For every order below CHF 500.-, a lumpsum of CHF 35.- is invoiced for administration fee (including coordination & follow-up, ...).
- By submitting this form or ordering materials or services from Mathys, you agree to be bound by all our terms & conditions.



Interested in customizing  
your space?

Our team is available to help  
you with your project:

[locastand@mathys.pro](mailto:locastand@mathys.pro)  
[www.mathys.pro](http://www.mathys.pro)

**MATHYS**  
expressing your brand

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# Administrative and legal regulations

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

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

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

## 1. 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.

## 2. SMOKING BAN

Smoking is strictly prohibited inside Palexpo premises.

All Users of the Palexpo site are asked to comply with the smoking ban inside Palexpo premises, and to ensure that others comply with it.

This ban also applies to any device with similar usage and effects to a cigarette – whether the similarity be due to the technical characteristics, the usage procedure or the substances involved – or that may produce smells that could bother third parties (e.g. e-cigarettes).

## 3. 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.

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

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

## 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.

## 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.

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

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

## 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

[suisa@suisa.ch](mailto:suisa@suisa.ch) / [www.suisa.ch](http://www.suisa.ch)

## 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. INTELLECTUAL PROPERTY

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

## 11. EXHIBITED ITEMS, PRODUCTS AND INSTALLATIONS

### 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 - P.O. 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 Geneva

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 List E (certain plants or essential oils, for example), they do not fall under Categories A - D and their use requires no specialist advice.

Additional information, as well as a copy of List E, can be obtained from the Cantonal Pharmacist's Office (SPC).

### 11.2 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  
[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  
[scav@etat.ge.ch](mailto:scav@etat.ge.ch)  
<http://ge.ch/dares/service-consommation-affaires-veterinaires/accueil.html>

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 (ODAIU).

Signage and labelling concerning products offered for sale must therefore be sufficient to allow appropriate use of the product, remain within the boundaries stipulated by the legislation and not be misleading.

Certain foodstuffs are subject to prior authorisation from the OFSP, and exhibitors are therefore requested to contact SCAV, which will be able to provide all the necessary information and advice.

### 11.3 Alcohol

Users are reminded that, in accordance with the Geneva law on restaurant services, the sale of drinks and accommodation (LRDBH), it is forbidden to serve alcoholic drinks to adolescents under the age of 16, unless accompanied by an adult responsible for them, or to inebriated persons.

Furthermore, in accordance with the Ordinance of the Federal Department for the Interior on alcoholic beverages, it is forbidden to publicise alcoholic drinks, particularly amongst young people under 18 years of age, namely during events of a cultural, sporting or other nature principally frequented by young people.

### 11.4 Installations and technical equipment, hazardous products, gas bottles, heat-producing equipment and air compressors

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

### 11.5 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.

## 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.).

### 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)

## 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

## 13. COMPULSORY INDICATION OF RETAIL PRICES

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

The retail price of all goods on display for sale to customers must be indicated.

The net sales price must be indicated clearly and legibly in Swiss Francs.

This provision extends not only to exhibitors but also includes sales points dealing in tobacco, newspapers, books, postcards, postage stamps, sweets, etc. as well as catering establishments serving drinks or food.

Goods designed mainly for further development, conversion or sale to third parties in the practice of their trade, are not subject to this provision.

**Exhibitors who fail to comply with this provision must answer to the authority mentioned below.**

Please direct any application for exemption or request for further information to:

### Service du commerce (SCom)

Bandol Centre  
Rue de Bandol 1  
CH-1213 Onex

Tel.: +41 (0)22 388 39 39  
Fax: +41 (0)22 388 39 40  
[scom@etat.ge.ch](mailto:scom@etat.ge.ch) / [www.geneve.ch/scom](http://www.geneve.ch/scom)

## 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.

## 14.1 Legislation

(see Appendix 1.13)

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

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

## 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)

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

Tel.: +41 (0)22 327 71 11 (General)  
Tel.: +41 (0)22 327 74 20 (Tax at source)  
Fax: +41 (0)22 546 97 16 (Tax at source)  
<http://ge.ch/impots>



## 16. FOREIGN STAFF EMPLOYED AT PALEXPO

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

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

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

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

### 16.1. EU-27 or EFTA nationals

#### 16.1.1 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 16.4, Registration procedure).

#### 16.1.2 Special cases: registration is required from the first day

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

- itinerant trade;
- landscaping;
- stand assembly;
- stand cleaning;
- catering;
- security.

For these activities, registration with OCIRT is required from the first day, irrespective of the length of employment or secondment (see Article 16.4, Registration procedure).

### 16.2 EU-2 nationals

#### 16.2.1 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 OCPM (see Article 16.5, Permit procedures). Access to the employment market in these sectors (except for the seconded employees) is subject to priority for national workers, 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.

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

#### 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 OCPM at least eight days before the work planned at Palexpo commences (see Article 16.5, Permit procedure).

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

For the sectors listed in Article 16.1.2, nationals of these countries also require a permit from the first day, irrespective of the length of employment or secondment (see Article 16.5, Permit procedures). Access to the employment market in these sectors (except for the seconded employees) is subject to priority for national workers, 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.

### 16.4 Registration procedure

Registration must take place online at the following address:  
[https://www.sem.admin.ch/sem/en/home/themen/fza\\_schweiz-eu-efta/meldeverfahren.html](https://www.sem.admin.ch/sem/en/home/themen/fza_schweiz-eu-efta/meldeverfahren.html)

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

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

### The legal duty to register workers is the 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 a copy of the attestation from the OCIRT.

### 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 47 95  
[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:

- a. on the relevant OCPM form (see Appendix 3.14); or
- b. 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
- c. on the individual permit application form (which may be downloaded from:  
[http://ge.ch/population/media/siteofficielpopulation/files/imce/Formulaires/formulaire\\_td\\_travailleurs\\_detaches.pdf](http://ge.ch/population/media/siteofficielpopulation/files/imce/Formulaires/formulaire_td_travailleurs_detaches.pdf)).

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

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

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

## 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).

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

### 16.7.1 Collective labour agreements

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

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

### 16.7.2 Model employment contract

For staff employed to assemble and dismantle exhibition stands, please refer to model employment contract J 1 50.19, valid from 1 April 2014.

[www.ge.ch/legislation/rsg/f/rsg\\_j1\\_50p19.html](http://www.ge.ch/legislation/rsg/f/rsg_j1_50p19.html)

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).

## 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).

## 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 Article 19, Insurance).

## 19. INSURANCE

### 19.1 Civil liability insurance

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

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

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

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

### 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.

## 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 Article 22, Complaints).

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

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

From 1 January 2011, VAT rates are:

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

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

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

**As a Swiss tax representative is required by law**, we recommend that you file your refund application through a specialist company.

We can recommend the following company:

### Cash Back VAT Reclaim AG

Gewerbstrasse 11  
CH-6330 Cham

Tél.: +41 (0)41 747 30 00

Fax: +41 (0)41 747 31 00

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

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

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

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

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

See Appendices 4.19 to 6.19.

## 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 Article 20, Financial obligations, and Article 25, Settlement of disputes).

## 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.

## 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.

## 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.

**Enclosures:**

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

## SWISS FEDERAL EMPLOYMENT LAW – WORK AND REST TIMES

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

(subject to special exceptions for restaurant and security businesses)

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

#### Working time

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

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

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

#### Wages

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

#### Daily minimum rest times

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

#### Breaks

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

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

#### Day and evening work

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

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

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

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

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

#### Work on Sundays and public holidays

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

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

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

#### Employee consent

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

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

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

#### List of employees and duty of disclosure

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

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

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

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

\*\*\*\*\*

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

# TABLE SUMMARIZING THE PROCEDURES REQUIRED ACCORDING TO COUNTRY OF RESIDENCE

## SHORT-TERM SECONDMENT (less than 90 days)

### Company based in / Independent Service Provider national of

EU – 27 / EFTA		Other country
Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden ( <b>EU-27</b> ) (No transitional provisions apply to them anymore). Iceland, Liechtenstein, Norway ( <b>EFTA</b> )		All other countries of the international community including Croatia.

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

Normal Procedure	Special cases: Construction, cleaning, security, catering	Normal Procedure	Special cases: Construction, cleaning, security, catering
<b>No requirements</b> Except for Special cases	Registration with OCIRT from the 1 <sup>st</sup> day - Online registration	<b>No requirements</b> Except for Special cases	a) Permit from OCPM from the 1 <sup>st</sup> day <b>OCPM form</b> b) Registration with OCIRT from the 1 <sup>st</sup> day
		<b>No requirements</b> Except for Special cases	Permit from OCPM from the 1 <sup>st</sup> day <b>OCPM form</b>

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

Normal Procedure	Special cases: Construction, cleaning, security, parks & gardens	Normal Procedure	Special cases: Construction, cleaning, security, parks & gardens
Registration with OCIRT - Online registration	Registration with OCIRT - Online registration Except for Special cases	Permit from OCPM <b>OCPM Form</b>	Permit from OCPM <b>OCPM Form</b>

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

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

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

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

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

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

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

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

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

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

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

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

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

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

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

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

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

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

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

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

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

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

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

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

Name of employee(e) .....

First name .....

Date of birth .....

Address abroad .....

Nationality .....

Function on stand .....

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

Place and date: .....

Stamp and authorized signature: .....





## SWITZERLAND

Mehrwertsteuer = MWST  
Taxe sur la valeur ajoutée = TVA  
Imposta sul Valore Aggiunto = IVA

### Legal Base

8% is the standard rate for most goods and services.  
3.8% is the rate for hotels.  
2.5% on certain exemptions as books, newspapers, food.  
VAT was introduced in 1995.

### Representation

Foreign companies must have a **fiscal representative** in Switzerland.

### VAT-year

January 1 - December 31.

**The application for refund must be submitted at the latest 6 months after the VAT-year has expired (June 30 the following year at the authorities).** Therefore, the original invoices have to be sent to Cash Back VAT Reclaim AG latest by April 15 the following year.

Foreign companies can reclaim VAT only **once a year**.

### Retrospective

In Switzerland you can only recover the VAT incurred in the immediately preceding year.

### Enclosures to the application

The claimant (client) must enclose the following documents:

- ☞ **Application** for VAT refund including **Power of Attorney**, (German, Italian and French versions accepted), filled in, signed and with company stamp (on the front side)
- ☞ **Certificate of VAT status**, original (a certificate from the official tax authority in his own country, showing that he is registered for VAT in his home country. This certificate has to correspond with the address on the invoices), valid 10 months. (USA: Tax Identification number).
- ☞ **Original invoices**

### Original invoices

Please check if the invoices contain the following information before submitting to Cash Back VAT Reclaim AG:

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

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

### Minimum amount

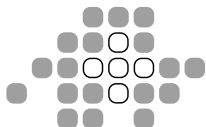
CHF 500.-- VAT amount per application and year. You can submit an application to the authorities only once a year.

### Special

No VAT recovery on travel costs and fuel for claimants from Germany.

VAT recovery on hotel, drinks and food only 25% for claimants from Denmark.

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(Copyright, all rights reserved)



# Antrag auf Vergütung der Mehrwertsteuer nach Artikel 107 Absatz 1 Buchstabe b MWSTG

ENR-Nr.  
(bitte leer lassen)

### Angaben über den ausländischen Antragsteller

1. Name und Vorname oder Firma: .....  
Strasse: .....  
PLZ, Ort, Land: .....
2. Vergütungsperiode: .....
3. Kennnummer in der Schweiz:  
Antragssteller, die in früheren Jahren Steuerrückvergütungen erhalten haben, wurde eine 6-stellige Kenn-Nr. (8xx xxx) zugestellt.  
Bitte hier vermerken. ....
4. Erbringen Sie selbst oder ein von Ihnen beauftragter Dritter Lieferungen oder Dienstleistungen in der Schweiz? ☐ ja wenn ja, welche .....  
☐ nein .....
5. Genaue Beschreibung der Geschäftstätigkeit: .....  
.....
6. In welchem Zusammenhang sind Ihre Auslagen in der Schweiz entstanden beziehungsweise welchem Zweck dienten sie? .....  
.....  
.....  
.....
7. Gesamtbetrag des Antrages in CHF: .....

## 8. Vollmacht für den Vertreter in der Schweiz:

Der unter Ziffer 1 aufgeführte **ausländische Antragsteller** bevollmächtigt hiermit:

Name und Vorname / Firma: Cash Back VAT Reclaim AG

Strasse: Gewerbestrasse 11

Postleitzahl, Ort: 6330 Cham

zur Vertretung in Sachen Mehrwertsteuer gegenüber der Eidg. Steuerverwaltung in Bern / CH.

9. Ort und Datum: \_\_\_\_\_ Stempel und rechtsgültige  
Unterschrift **des Antragstellers:** \_\_\_\_\_

Statement on the Tax Status (VAT)

The competent authority .....

.....

.....

.....

hereby certifies that

Name and address  
of the company .....

.....

.....

nature of business .....

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

\_\_\_\_\_

Place and Date

\_\_\_\_\_

Signature, stamp and name of the  
authority

---

# Safety and security

## Fire prevention

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## 1. SAFETY AND SECURITY

### 1.1 Control centre, emergency number

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

### 1.2 Infirmary

There are two infirmaries at Palexpo:

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

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

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

### 1.3 Surveillance

#### 1.3.1 Private guard service

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

**Commissariat de Police**  
**Service des Armes, Explosifs et Autorisations (SAA)**

**Nouvel Hôtel de Police**  
Chemin de la Gravière 5 P.O. Box 236  
CH-1227 Les Acacias CH-1211 Geneva 8

**Weapons / explosives:** Tel.: +41 (0)22 427 79 60  
Fax: +41 (0)22 427 77 41

**Authorizations:** Tel.: +41 (0)22 427 79 69  
Fax: +41 (0)22 427 77 41

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

#### 1.3.2 Theft risk

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

#### 1.3.3 Suspicious objects, threats

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

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

### 1.4 Spaces to keep clear/safety zones

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

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

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

#### All halls:

Aisles leading to emergency exits must be completely straight, except in exceptional cases and after confirmation of the Palexpo's safety and security team.

Partitions closing off an exhibition area which is not against one of the walls of the hall shall have emergency exits leading into the safety corridors (plan available from the Palexpo's safety and security team).

All aisles must be at least 3.00 m wide.

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

### 1.5 Safety of installations and technical equipment

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

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

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

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

#### SUVA

Fluhmattstrasse 1  
CH-6002 Lucerne

Tel.: +41 (0)41 419 51 11  
Fax: +41 (0)41 419 58 28  
[www.suva.ch](http://www.suva.ch)

**SUVA** - Division sécurité au travail  
pour la Suisse Romande  
Avenue de la Gare 23  
CH-1001 Lausanne

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

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

#### 1.5.1 Hazards due to ionising radiation

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

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

#### OFSP

Division Radioprotection  
CH-3003 Berne

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

### 1.6 Prevention of accidents at work

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

#### 1.6.1 Welding

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

For all hot work (welding, grinding, and metal-cutting), Users must fill out a fire permit (form on page 27) before beginning work. The permit must be approved by Palexpo's safety and security team.

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

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

Gas-welding stations must conform to ASS regulation 690.1.

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

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

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

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

Details of the above are obtainable from:

#### SUVA

Division sécurité au travail pour la Suisse Romande  
Avenue de la Gare 23  
CH - 1001 Lausanne

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

or

#### ASS

##### Association suisse pour la technique du soudage

St. Alban-Rheinweg 222  
CH - 4052 Basel

Tel.: +41 (0)61 317 84 84  
Fax: +41 (0)61 317 84 80  
[www.svsxass.ch](http://www.svsxass.ch)

Technical documents may be ordered from SUVA

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

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

### 1.6.2 Working at height

During construction, assembly, repair or maintenance work, top priority must usually be given to the use of scaffolding with safety walls or nets.

The User and the company engaged to carry out the installation are jointly and severally responsible for the good condition of the system.

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

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

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

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

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

## 1.7 Hazardous products

### 1.7.1 Hazardous substances

The use of hazardous products is regulated by the federal law of 5 June 2015 on protection against hazardous substances and preparations (law on chemical products, Lchim - RS 813.11), which came into effect on 1 August 2015, and its implementing ordinances. The purpose of Lchim is to protect health, the environment and workers.

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

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

Nevertheless, companies and educational establishments in which hazardous substances or preparations are used for professional or commercial purposes must designate one person (contact person)

accountable for use according to the regulations and able to provide the executing authorities with all the necessary information. This person must have the necessary qualifications both at the technical level and in terms of operations. The person's name must be communicated to the Cantonal Pharmacist's Office.

#### Service du pharmacien cantonal (SPC)

Section des toxiques et des substances  
dangereuses pour l'environnement  
Avenue de Beau-Séjour, 24  
CH-1206 Geneva

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

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



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

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

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

- be protected against hazardous external influences;
- be inaccessible to non-authorised persons;

be stored in a clear and tidy manner, separately from other goods. Any form of storage in the immediate vicinity of foodstuffs, animal feed or therapeutic products is prohibited.

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

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

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

### 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 to regulation.

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

**Service du pharmacien cantonal**  
Section des toxiques et des substances  
dangereuses pour l'environnement  
Avenue de Beau-Séjour 24  
CH-1206 Geneva

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

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

## 1.8 Painting and solvents

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

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

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

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

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

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

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

Exhibitors are advised to use water-based products.

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

## 2. FIRE PREVENTION AND FIRE-FIGHTING EQUIPMENT

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

### 2.1 Fire extinguishers

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

## 2.2 Construction and decoration materials – standards to be observed regarding flammability

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

**Police du feu**  
Chemin du Stand 4  
CH-1233 Bernex  
Tel.: +41 (0)22 546 66 22  
Fax: +41 (0)22 546 66 39  
[policedufeu@etat.ge.ch](mailto:policedufeu@etat.ge.ch)

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

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

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

Reaction to fire class	Critical reaction	Classification to the SN EN 13501-1 standard		
		Construction products	Thermal insulation for linear pipes	Floor Coverings
RF1		A1 A2-s1, d0	A1 <sub>s</sub> A2 <sub>s</sub> -s1, d0	A1 <sub>f</sub> A2 <sub>f</sub> -s2
RF2	or	A2-s1,d1	A2 <sub>s</sub> -s1,d1	B <sub>f</sub> -s1
		A2-s2,d0	A2 <sub>s</sub> -s2,d0	
		A2-s2,d1	A2 <sub>s</sub> -s2,d1	
		B-s1,d0	B <sub>s</sub> -s1,d0	
		B-s1,d1	B <sub>s</sub> -s1,d1	
		B-s2,d0	B <sub>s</sub> -s2,d0	
		B-s2,d1	B <sub>s</sub> -s2,d1	
		C-s1,d0	C <sub>s</sub> -s1,d0	C <sub>f</sub> -s1
		C-s1,d1	C <sub>s</sub> -s1,d1	
		C-s2,d0	C <sub>s</sub> -s2,d0	
		C-s2,d1	C <sub>s</sub> -s2,d1	
		A2-s1,d2	A2 <sub>s</sub> -s1,d2	B <sub>f</sub> -s2
		A2-s2,d2	A2 <sub>s</sub> -s2,d2	
		A2-s3,d0	A2 <sub>s</sub> -s3,d0	
		A2-s3,d1	A2 <sub>s</sub> -s3,d1	
		A2-s3,d2	A2 <sub>s</sub> -s3,d2	
		B-s1,d2	B <sub>s</sub> -s1,d2	
		B-s2,d2	B <sub>s</sub> -s2,d2	
		B-s3,d0	B <sub>s</sub> -s3,d0	C <sub>f</sub> -s2
		B-s3,d1	B <sub>s</sub> -s3,d1	
		B-s3,d2	B <sub>s</sub> -s3,d2	
		C-s1,d2	C <sub>s</sub> -s1,d2	
		C-s2,d2	C <sub>s</sub> -s2,d2	
		C-s3,d0	C <sub>s</sub> -s3,d0	
		C-s3,d1	C <sub>s</sub> -s3,d1	
		C-s3,d2	C <sub>s</sub> -s3,d2	

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

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

Addresses of approved laboratories:

**TÜV SÜD**  
Swiss Process Safety GmbH  
Mattenstrasse 24a  
CH-4002 Basel

Tel.: +41 (0)61 696 80 50  
Fax: +41 (0)61 696 70 72

Time required: 1 week

**Laboratoire 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

### 2.2.1 Quick test

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

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

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

### 2.2.2 Tip

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

### 2.2.3 Important

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

## 2.3 Gas cylinders provided by Users

Users wishing to use gas cylinders must inform Palexpo's safety and security team, who shall perform an inspection on-site.

Gas cylinders must be properly secured (with a chain) to eliminate all risk of falling over.

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

The following conditions must therefore be satisfied:

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

**Users must not keep more than two cylinders in reserve on the stand.** Users wishing to replace or refill them must inform Palexpo's Exhibitor Relations Office.

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

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

## 2.4 Fuel tanks on Palexpo premises

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

### 2.4.1 Thermal and electrical vehicles

Tanks may not contain more than 2 litres of fuel.

Under all circumstances fuel tanks must be locked and leakproof.

### 2.4.2 Planes/helicopters

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

Under all circumstances fuel tanks must be locked and leakproof.

## 2.5 Heat-generating appliances

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

relevant operating requirements.

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

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

## 2.6 Smoke-producing devices

All forms of pyrotechnics are prohibited.

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

## 2.7 Drones

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

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

## Contacts

### Office fédéral de l'aviation civile

Tel.: +41 (0)58 465 80 39 (mardi et jeudi: 08h0 - 12h00)

Fax: +41 (0)58 465 80 32

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

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

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





Office fédéral de l'aviation civile  
[www.foca.admin.ch](http://www.foca.admin.ch)



Office fédéral de l'aviation civile .....

## Where am I authorised to fly my multicopter ?

.....



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Département fédéral de l'environnement,  
des transports, de l'énergie et de la communication DETEC  
**Office fédéral de l'aviation civile OFAC**

## Use not requiring authorisation



Remote control of multicopters weighing less than 30 kg in total, so long as the pilot maintains direct visual contact with the device



Multicopters flown on an airfield for model flying purposes or officially participating in an aviation demonstration



Multicopters flown outdoors and in residential areas away from crowds (gatherings of over 24 people). Please respect people's privacy

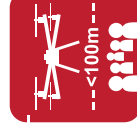
## Use requiring authorisation



Multicopters flown using video glasses without a second remote pilot maintaining visual contact with the multicopter



Multicopters weighing over 30 kg



Multicopters flown within 100 m of a crowd outdoors, unless as part of a public aviation demonstration or for model flying purposes



Multicopters flown within 5 km of a military or civilian airfield, in which case authorisation is granted by the airfield manager or Skyguide (air navigation service).

## Contact OFAC

e-mail: [rpas@bazl.admin.ch](mailto:rpas@bazl.admin.ch)  
Tel. OFAC: 058 465 80 39/40  
[www.foca.admin.ch](http://www.foca.admin.ch) > services

## Fire Permit

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

### CONSTRUCTION

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

### Mandatory validation

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

### Type of hot work construction

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

### Materials used

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

### SPECIFIC RISKS

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

- .....
- .....
- .....
- .....
- ☐ Proximity to Atex zone (explosive atmosphere area)

### Related documents

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

### SAFETY MEASURES

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

## PREVENTION MEASURES

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

## SAFETY SUPERVISION

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

## ALARM IN CASE OF FIRE OR ACCIDENT

Location of alarm devices:

- ☐ .....  
☐ .....  
☐ .....

## EMERGENCY NUMBERS

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

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

Fire permit granted on (date): .....  
Signature of executive of exhibitor company  
or his/her qualified representative: .....

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# Palexpo regulations for construction

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## 1. TECHNICAL DATA FOR PALEXPO


### 1.1 Connection of utilities to stands


General rules on technical connections at Palexpo

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

 = Electricity + Telecommunication + Radio + Television

 E = Water and drainage

 A = Compressed air

 E = Water

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 1.1.1 Electricity supply

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

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

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

**According to Article 7.11.4.6.2, Disconnection:**

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

Electrical control panels are fitted to each stand.

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

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

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

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

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

The following load limits apply:

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

A uniformly distributed average load of

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

#### 1.2.2 Halls 1 and 2

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

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

#### 1.2.3 Hall 4

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

#### 1.2.4 Hall 5

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

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

#### 1.2.5 Hall 6

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

#### 1.2.6 Hall 7

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

#### 1.2.7 Bars 5 and 6

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

### 1.3 Access-ramp loads

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

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

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

### 1.3.1 Special equipment

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

- a) For Halls 1 to 6 :

**T Ingénierie SA**

Quai du Seujet 18  
CH-1201 Geneva

Tel.: +41 (0)22 716 08 00

Fax: +41 (0)22 716 08 99

[gva@t-ingenierie.com](mailto:gva@t-ingenierie.com)

[www.t-ingenierie.com](http://www.t-ingenierie.com)

- b) For Hall 7 :

**INGENI SA Ingénierie Structurale**

Jérôme Pochat, Ingénieur civil HES  
Rue du Pont Neuf 12

CH-1227 Carouge/Geneva

Tel.: +41 (0)22 308 88 88

Mobile: +41 (0)79 310 66 24

[jerome.pochat@ingeni.ch](mailto:jerome.pochat@ingeni.ch)

[www.ingeni.ch](http://www.ingeni.ch)

## 2. STAND BUILDING

### 2.1 General recommendations

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

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

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

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

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

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

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

### 2.2 Floor fixings

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

#### 2.2.1 All halls

It is strictly prohibited to make holes in the floor.

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

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

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

### 2.3 Wall fixings

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

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

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

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

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

### 2.4 Suspended items

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

Suspension is not allowed.

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

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

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

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

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

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

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

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

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

#### Hall 7

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

#### 2.4.4 All halls

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

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

Suspension activities are performed at the Users' risk.

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

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

#### 2.4.5 Canopies/False ceilings

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



## 2.5 Advertising displays and official information displays

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

## 2.6 Stand air conditioning

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

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

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

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

### 2.7.1 Carpets

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

This carpet must:

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

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

### 2.7.2 Other aisle coverings

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

For your information, the minimum requirements are as follows:

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

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

#### b) Height of flooring:

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

## 2.8 Structures overhanging aisles

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

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

## 2.9 Exits

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

- up to 50 people:  
one exit, 0.90 m wide;
- up to 100 people:  
two exits, each 0.90 m wide;
- up to 200 people:  
three exits, each 0.90 m wide, or two exits, one 0.90 m wide and the other 1.20 m wide;
- more than 200 people:  
two or more exits at least 1.20 m wide, where the total exit widths must be at least:
  - on the ground floor: 0.60 m wide per 100 people or part thereof;
  - on the upper floors: 0.60 m wide per 60 people or part thereof.

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

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

See also Article 3.5, Stairways/Gangways/Platforms.

## 2.10 Glazing

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

## 2.11 Turntables

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

## 2.12 Balloons

Balloons may be allowed under the following conditions:

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

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

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

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

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

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

## 2.14 Hazards due to ionising radiation

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

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

#### OFSP

Division Radioprotection  
CH-3003 Berne

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

### 3. MULTI-STOREY STRUCTURES

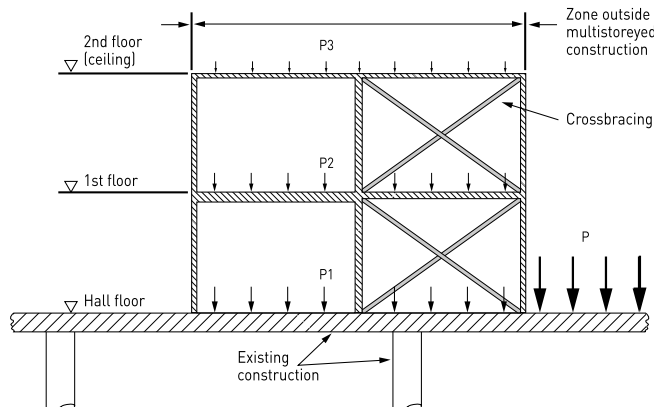
#### 3.1 Approval of plans

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

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

#### 3.2 Loading calculation for structural components

- Levels of floor loading, which depend on the use of the premises, must not exceed the following maxima:
    - offices:  $p = 200 \text{ kg/m}^2$
    - exhibition space:  $p = 300 \text{ kg/m}^2$
    - conference rooms:  $p = 300 \text{ kg/m}^2$
    - bars:  $p = 300 \text{ kg/m}^2$
- P1: average excess loading on the exhibition floor  
 P2: average permanent loading (load-bearing structures, fittings, furniture etc.), plus average extra mobile loads  
 P3: average permanent loading (load-bearing structures, ceilings etc.).

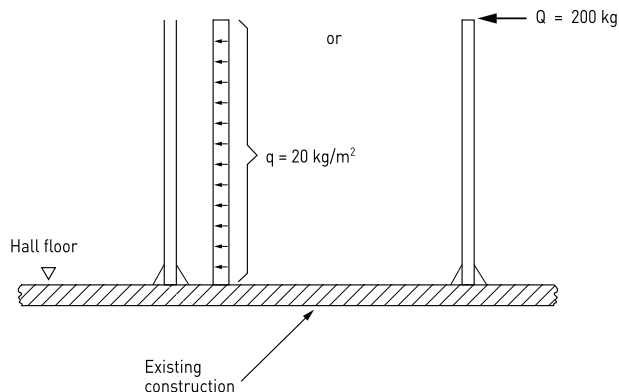


The following condition must be met:

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

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

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



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

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

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

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

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

- applications must be made to:

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

Chemin du stand 4  
CH-1233 Bernex

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

[www.ge.ch/dale/guichet\\_urb\\_ac\\_pf.asp](http://www.ge.ch/dale/guichet_urb_ac_pf.asp)

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

The following SIA standards apply:

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

These standards may be obtained from the following address:

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

**Secrétariat général SIA**

Selnaustrasse 16

Case postale

CH - 8027 Zürich

Tel.: +41 (0)44 283 15 15

Fax: +41 (0)44 283 15 16

[www.sia.ch](http://www.sia.ch)

They may also be downloaded from the following website:

[www.webnorm.ch/Gruppen.aspx](http://www.webnorm.ch/Gruppen.aspx)

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

See also Article 2.9, Exits.

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

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

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

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

#### **3.5.1 Spiral staircases**

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

Steps must have a minimum width of 1.50 m.

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

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## 1. SHOP-ONLINE

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

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

## 2. SERVICES AVAILABLE THROUGH SHOP-ONLINE

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

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

## 3. EXCLUSIVITY

### 3.1 Palexpo SA catering exclusivity

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

#### Fixed catering facilities and Conference Centre catering

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

#### Mobile catering services in the halls

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

\* You can find the list of Palexpo SA approved catering partners at: [www.palexpo.ch/en/providers](http://www.palexpo.ch/en/providers)

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

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

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

### 3.3 Exclusivity contracts

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

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

## 4. SHOP-ONLINE ORDERS/CONTRACTS

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

The services offered by Shop-online merely constitute an invitation to submit a quote. This quote is not binding.

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

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

## 5. ORDERS/CONTRACTS OUTSIDE SHOP-ONLINE

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

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

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

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

## 6. ORDER DETAILS

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

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

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

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

See Article 7 for order cancellation.

## 7. ORDER RESCINDMENT/CANCELLATION

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

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

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

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

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

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

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

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

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

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

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

## 8. ORDER DEADLINES/RATES

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

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

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

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

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

## 9. ONLINE PAYMENT

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

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

## 10. ONLINE PAYMENT SECURITY

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

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

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

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

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

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

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

## 11. PAYMENT BY INVOICE

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

### 11.1 Invoicing by Palexpo SA

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

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

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

- a) bank transfer to the Palexpo SA bank account(s) mentioned on the invoice;
- b) credit card: American Express, Visa, Eurocard/MasterCard, Postcard.

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

### 11.2 Invoicing by the Organiser

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

## 12. COMPLIANCE WITH TERMS OF PAYMENT

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

Services ordered on-site must be paid for immediately.

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

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

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

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

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

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

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

## 14. PERSONAL DATA/STATISTICS

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

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

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

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

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

**Palexpo SA**

Route François-Peyrot 30  
P.O. Box 112  
CH – 1218 Le Grand-Saconnex

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

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

They are wholly owned by Palexpo SA.

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

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

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

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

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

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

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

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

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

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

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

## **17. USER LIABILITY**

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

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

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# General conditions for internet access

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## 1. PURPOSE

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

## 2. WIFI

### 2.1 Goal

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

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

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

### 2.2 Accessibility

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

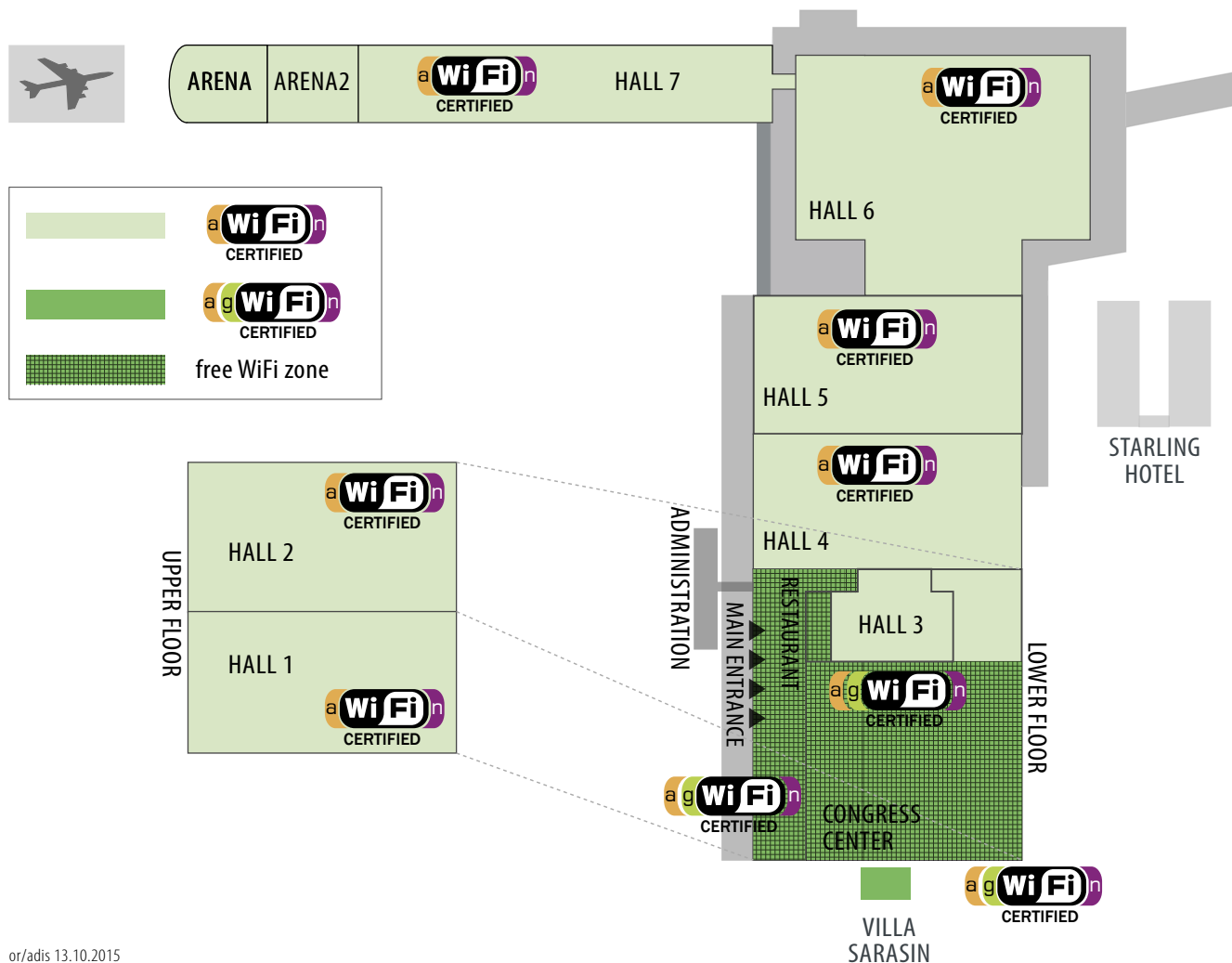
Wi-Fi in the exhibition halls is only available on the 5 GHz frequency band.

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

### 2.3 Recommended configuration

Palexpo SA recommends the following PC configuration:

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



## 2.4 Restriction

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

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

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

## 2.5 Special authorisation

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

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

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

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

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

## 2.6 Non-compliance with these regulations

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

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

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

## 3. SDSL

### 3.1 Goal

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

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

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

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

## 3.2 Accessibility

The SDSL service can be accessed from any compatible computer.

## 3.3 Recommended configuration

Palexpo SA recommends the following PC configuration:

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

## 4. ACCESS TO PALEXPO SA'S INTERNET SERVICE

### 4.1 Access to the WiFi service

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

### 4.2 Access to the SDSL service

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

## 5. TECHNICAL SUPPORT - HELPDESK

The technical support for Internet, WiFi, the informatics and telecommunications services are asked with an electronic form. Your request will be sent to you by e-mail.

The form is available under <http://support.palexpo.ch>.

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

## 6. SECURITY

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

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

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

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

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

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

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

## 7. COOKIES

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

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

## 8. USERS' COMMITMENTS AND RESPONSIBILITIES

### 8.1 General principles

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

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

### 8.2 Access codes

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

### 8.3 Service use

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

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

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

### 8.4 Applicable legislation

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

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

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

### 8.5 Other commitments by the User

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

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

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

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

## 9. PALEXPO SA'S COMMITMENTS AND RESPONSIBILITIES

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

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

### 9.1 Content

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

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

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

## 9.2 Liability

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

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

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

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

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

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

## 10. SUSPENSION/WITHDRAWAL

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

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

## 11. NON-PERSONAL DATA AND PERSONAL INFORMATION

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

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

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

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

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

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

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

## 12. FORCE MAJEURE

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

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# Catering

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

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

### **Palexpo Restaurants**

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

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

Fax: +41 (0)22 798 01 43

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

[www.palexpo.ch/en/Restauration/Palexpo\\_restaurants.php](http://www.palexpo.ch/en/Restauration/Palexpo_restaurants.php)

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

### **Halls 1 to 7**

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

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

### **Conference Centre**

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

### **Villa Sarasin**

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

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

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

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

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

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

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

## GENERAL PROVISIONS

All provisions, as listed below in this section, are applicable to both sections "Exhibition" and "Sponsor".

### 1. Definitions

**1.1. ESHRE®:** an international non-profit organization named the European Society of Human Reproduction and Embryology with its registered office at 1852 Grimbergen, Meerstraat 60, Belgium, VAT BE-0430.069.888, RLE Brussels;

**1.2. Annual Meeting:** The annual congress that ESHRE® organizes as part of its mission to facilitate and to promote the study and the analysis of all aspects of human reproduction and embryology. This congress shall normally take place in June or July of each year;

**1.3. Credit(s):** The credits that an Exhibitor and/or Sponsor obtains for each exhibition space and/or sponsor item booked during the three previously held Annual Meetings. The total number of Credits accumulated during the past three years shall determine the place of the Exhibitor/Sponsor in the ranking order for the year in question. Companies that have not exhibited for the past three consecutive years will automatically lose all credits;

**1.4. Exhibitor:** Each legal entity, as well any person who books – in the name of or on behalf of that legal entity – an exhibition space at the Annual Meeting;

**1.5. Sponsor:** Each legal entity, as well any person who books – in the name of or on behalf of that legal entity – a sponsorship item related to the Annual Meeting;

**1.6. Technical Manual:** A manual, which contains (i) information regarding the official contractors and their services relevant to the exhibit that is arranged at the Annual Meeting, as well as (ii) all specific conditions on the use of the Venue. ESHRE® shall provide this Technical Manual by the latest three months prior to the start of the Annual Meeting;

**1.7. Venue:** The place where the Annual Meeting is held, which may differ year by year.

### 2. Applicability of the terms and conditions

**2.1.** All transactions concluded between ESHRE® and the Exhibitor/Sponsor shall be governed by (in hierarchical descending order):

- a written order confirmation issued by ESHRE® (if applicable);
- these terms and conditions;
- the official ESHRE® website of the Annual Meeting;
- the Technical Manual;
- Belgian law.

**2.2.** By booking an exhibition space and/or a sponsorship item, the Exhibitor/Sponsor acknowledges to have taken notice of and to accept these terms and conditions. These terms and conditions shall always take precedence over those of the Exhibitor/Sponsor, even if the latter state to be the only valid terms.

**2.3.** The invalidity of one or more provisions of these terms and conditions or any part thereof shall not affect the validity and enforceability of the other clauses and/or the remainder of the provision in question. In case of invalidity, ESHRE® and the Exhibitor/Sponsor shall negotiate to replace the invalid provision by an equivalent provision in accordance with the spirit of these terms and conditions. If ESHRE® and the Exhibitor/Sponsor do not reach an agreement, then the competent court may mitigate the invalid provision to what is (legally) permitted.

### 3. Eligibility

ESHRE® reserves the right to determine the eligibility of every Exhibitor/Sponsor. On this basis, ESHRE® can:

- Refuse to accept a booking from a(n) Exhibitor/Sponsor; and/or
- Deny a(n) Exhibitor/Sponsor access to the Annual Meeting (temporarily or permanently); in case Exhibitor/Sponsor's activities, services, image or goods

(non-exhaustive list) are not – in the sole opinion of ESHRE® – compatible with the professional, clinical and scientific objectives of the Annual Meeting.

**3.1.** ESHRE® carries no responsibility concerning the content of any promotional material, information, publication or related press material of the Exhibitor/Sponsor, in whatsoever manner.

The acceptance of the Exhibitor/Sponsor for the Annual Meeting, does not in any manner constitute an endorsement/support by ESHRE® of (i) the used promotional material and information, (ii) the products and/or services which shall be promoted, (iii) the opinions or ideas stated by the Exhibitor/Sponsor (non-limitative).

### 4. Responsibility of the Exhibitor/Sponsor

**4.1.** The Exhibitor/Sponsor must inform his subsidiaries, affiliates, subcontractors and other third parties – acting on his behalf – of all rules and regulations, which are part of the legal framework that govern the relationship between ESHRE® and the Exhibitor/Sponsor and to which reference is made in these terms and conditions.

Moreover, it is the Exhibitor's/Sponsor's sole responsibility to ensure that the aforementioned parties – acting on his behalf – adhere to the such rules and regulations.

**4.2.** The Exhibitor/Sponsor acknowledges and agrees to adhere to all compliance regulations which may be applicable based upon (i) the legislation of the host country of the Annual Meeting; (ii) EFPIA - European Federation of Pharmaceuticals Industries & Associations ([www.efpia.org](http://www.efpia.org)); (iii) IFMPA - International Federation of Pharmaceutical Manufacturers & Associations ([www.ifpma.org](http://www.ifpma.org)); (iv) Code of Practice on the Promotion of (Prescription-Only) Medicines (EFPIA-IFMPA); (v) MedTech Europe.

**4.3.** Following this, the Exhibitor/Sponsor acknowledges that ESHRE® cannot in any case be held liable for any damages (of whatever nature), following from the non-compliance by the Exhibitor/Sponsor of the aforementioned compliance regulations.

**4.4.** ESHRE® will communicate only with clearly identified third parties or subcontractors, which are officially mandated by the Exhibitor/Sponsor. Questions and requests received from third parties or subcontractors – which do not clearly indicate which Exhibitor/Sponsor they are representing – will be ignored.

### 5. Booking procedure and assignment process

**5.1.** A booking, with regard to an exhibition space and/or a sponsor item, is only considered valid when:

- Booked via the official booking forms of ESHRE®, which are available on the official ESHRE® website of the Annual Meeting;
- The forms are fully completed and contain correct information;
- Signed by a person who is authorized to act on behalf of the Exhibitor/Sponsor (if applicable);
- Received by ESHRE® at least one month before the start of the Annual Meeting.

A valid booking does not entail automatically a confirmed booking (cf. article 5.5).

**5.2.** Unless expressly stated otherwise, all booking requests shall be processed by ESHRE® accordance with place of the exhibitor on the ranking list.

Assignment of the exhibition space and/or the selected sponsor items shall thus be done in accordance with the place that Exhibitor/Sponsor has in the ranking list (e.g. the Exhibitor/Sponsor that is ranked number one in the ranking list shall have the first choice, the second one shall have the second choice etc.). In case Exhibitors/Sponsors have the same number of Credits or lack Credits (e.g. an Exhibitor/Sponsor participates for the first time) a first-come, first-served policy shall be applied.

**5.3.** Whenever ESHRE® receives a valid booking, a confirmation of receipt will be sent to the Exhibitor/Sponsor within due time. Such confirmation of receipt does not in any case entail a definitive allocation of the requested exhibition space and/or sponsor item to the Exhibitor/Sponsor.

**5.4.** When assigning exhibition spaces, ESHRE® shall undertake every effort to assign the requested exhibit space (first, second, third or fourth choice) as indicated by the Exhibitor/Sponsor on the booking form, without this being guaranteed by ESHRE®.

**5.5.** The booking request is completed/confirmed once (i) the Exhibitor/Sponsor receives an (electronic) order confirmation of ESHRE® and (ii) the Exhibitor/Sponsor has paid the fee, as indicated in the invoice.

**5.6.** Whatever is not confirmed in the order confirmation shall be deemed to be an additional request by the Exhibitor/Sponsor, and – consequently – will be charged to the Exhibitor/Sponsor as an additional cost.

### 6. Cancellation

**6.1.** Up until not having received the order confirmation, the Exhibitor/Sponsor is permitted to cancel his booking in writing without any cost, without prejudice to ESHRE's® right to claim payment of a handling fee (100 euro, excl. VAT).

**6.2.** After having received such order confirmation, the Exhibitor/Sponsor may cancel the lease of exhibit space at any time with written notice to ESHRE® via postal mail or email. Cancellations received up until 3 months prior to the starting date of the congress will receive a refund of all fees paid less 100 euro processing charge. As of 3 months prior to the starting date of the meeting the Exhibitor/Sponsor will be responsible for the full cost of the contracted exhibit space.

### 7. Price

**7.1.** All prices mentioned are in euro but exclusive applicable VAT, other levies or duties, insurance and handling costs, unless otherwise agreed.

**7.2.** All prices shall only be valid for the specific Annual Meeting to which they refer.

### 8. Admission badges

**8.1.** All personnel of the Exhibitor/Sponsor – present at the Annual Meeting – shall be required to register and wear their personalized admission badge while attending the Annual Meeting (i.e. during the official opening hours).

Such exhibitor badge allows admission to:

- The exhibition area, during the official exhibit hours;
- The company symposia and other company related sessions;
- All other areas, with the exception of the official scientific sessions.

**8.2.** Four exhibitor badges will be offered for free by ESHRE® per exhibition space rented of 9 m².

If the amount of exhibitor badges – included in the price for the exhibition space – is insufficient, extra exhibitor badges can be ordered at a price as determined for the specific Annual Meeting to which it refers.

Cancellation of extra ordered exhibitor badges, should be done in writing and implies no right for the Exhibitor/Sponsor to claim a refund.

**8.3.** In addition to article 8.2, ESHRE® shall grant free badges which allow admission to the official scientific programme; excluding however participation in the pre-congress courses, which are organized on the first day of the Annual Meeting.

Such badges will be offered as follows:

- Two badges for an exhibition space rented with a minimum size of 9 m² and up to maximum 36 m²;
- Four badges for an exhibition space rented of more than 36 m².

If the amount of such badges (based upon the size of the exhibition space) would be insufficient, the additional name



badges offering access to the official scientific programme must be order through the normal register procedure for the Annual Meeting.

#### **8.4. Finally, the Exhibitor/Sponsor acknowledges that:**

- i. Each admission badge is non-transferable due to its personalized character;
- ii. False certification of individuals, misuse of the personalized admission badges, any method of assisting unauthorized persons to gain access to the Annual Meeting, or any other inappropriate or unauthorized conduct shall lead to the repossession by ESHRE® of these admission badges of all individuals involved, and they shall be refused admission to the Annual Meeting without ESHRE's® obligation to refund any fees.

#### **9. Promotional activities**

**9.1.** The Exhibitor/Sponsor is not allowed to publicize, distribute promotional materials - including gifts - or to maintain any promotional activities outside the exhibition space assigned to him, unless explicitly authorized by ESHRE® (e.g. for company symposia).

**9.2.** Each Exhibitor/Sponsor is responsible for the material and information disseminated at the Annual Meeting. Exhibitors/Sponsors can only present material and information which has been approved by their legal departments.

Upon request of ESHRE®, the Exhibitor/Sponsor must provide a copy/example of each type of promotional material and information he shall use, irrespective of its form (electronic or in paper) or carrier.

**9.3.** All promotional materials and information must be in line with compliance regulations (cf. article 4.2) and the rules and regulations – which are part of the legal framework that govern the relationship between ESHRE® and the Exhibitor/Sponsor and to which reference is made in these terms and conditions. Further it must be used in such a way that the safety and objective of the Annual Meeting is not adversely affected and that no other parties are impaired.

In case of non-compliance of this article, ESHRE® reserves the right, to reject and ban all promotional material and information subject to this non-compliance. In case of continuous non-compliance, ESHRE® reserves the right to deny further access to the Annual Meeting.

**9.4.** The Exhibitor/Sponsor may offer gifts, preferably of educational or scientific value, to the attendees of the Annual Meeting, as long as the market value of such gifts is of negligible value and directly related to the profession of the participant (i.e. physician or pharmacist). Promotional gifts are considered to be of negligible value if their value does not exceed 25€ per item, including applicable VAT.

**9.5.** Without prejudice to the foregoing, no promotional activities – including advertising – on behalf of companies which are not registered as an Exhibitor/Sponsor shall be permitted by ESHRE® in whatsoever form.

#### **10. Recording**

**10.1.** Photographing and film recording in the exhibition area is allowed one hour before the Annual Meeting opens, and during the Annual Meeting's opening hours. Photographing or film recording at other times and/or other places – such as but not limited to the official scientific sessions – will only be allowed upon prior written approval by ESHRE®, following a written request of the Exhibitor/Sponsor at least two weeks before the start of the Annual Meeting.

**10.2.** All on site camera crews should be able to provide proof of ESHRE's® approval upon request by anyone authorised to act on behalf of ESHRE®.

#### **11. Additional services**

**11.1.** The Exhibitor/Sponsor agrees as part of his booking to utilize the services of some mandatory ESHRE® appointed official service contractors.

Information regarding the official service contractors and specification of the services for which the Exhibitor/Sponsor is required to make use of, will be contained in the Technical Manual.

**11.2.** Without prejudice to the foregoing, the Exhibitor/Sponsor shall be free to utilize the services of any service contractor, other than those appointed by ESHRE®, for all services where the Exhibitor/Sponsor is not required to appeal on the ESHRE® appointed official contractors.

**11.3.** All costs – related to additional services ordered by the Exhibitor/Sponsor – shall be born exclusively by the Exhibitor/Sponsor.

#### **12. Other activities during the Annual Meeting**

**12.1.** 'Meet the expert'-sessions, press briefings, third party media events or other scientific activities at the exhibition space or anywhere else within the Venue are not allowed during the official scientific programme hours, nor during an ESHRE® press conference, without prior written approval from ESHRE®.

Other exhibition stand activities, such as quizzes and contests, can take place throughout the Annual Meeting's opening hours following prior written approval by ESHRE®.

**12.2.** In addition, Exhibitors/Sponsors are not allowed to arrange networking and social events during the official scientific programme hours, nor transportation to such events.

**12.3.** Exhibitors/Sponsors should not organize networking or social activities during the official opening ceremony, nor during any other official networking or social event of ESHRE®. If Exhibitors/Sponsors should decide, nonetheless, to organize such activities, they must in any case act in line with all regulations, as mentioned in article 4.2.

#### **13. Abstracts and embargoes**

**13.1.** All Annual Meeting abstracts, with the exception of embargoed abstracts, will be available prior to the start of the Annual Meeting on the official ESHRE® Annual Meeting website.

**13.2.** Embargoed abstracts are to be considered "under embargo" until the time they are presented.

#### **14. Security**

**14.1.** ESHRE® shall provide crowd control admittance security and guard service during the closing hours of the Annual Meeting.

**14.2.** The Exhibitor/Sponsor is responsible for the security of its own goods, hardware, and promotional material (non-limitative) and in general for his exhibition space.

**14.3.** The Exhibitor/Sponsor is encouraged to budget and make security arrangements for sensitive or valuable items. If insurance to cover the above is desired, it must be acquired and paid for by the Exhibitor/Sponsor.

#### **15. Insurance**

**15.1.** It is the responsibility of each Exhibitor/Sponsor to maintain insurance against injury, property damage, theft, fire, or any form of property loss or injury. ESHRE® requires that all Exhibitors/Sponsors maintain insurance for the amount of 1.000.000 euro or for the amount specified by local and national governments for general liability insurance.

**15.2.** Certificates of insurance by the Exhibitor/Sponsor must be provided to ESHRE® upon request.

#### **16. Contractual relationship**

It is understood and agreed that this contractual relationship between ESHRE® and the Exhibitor/Sponsor constitutes a non-assignable privilege to use the granted exhibition space resp. organize the sponsor item and is not – under any circumstances – intended to constitute a partnership, employment agreement or joint venture between the parties.

#### **17. Intellectual Property**

**17.1.** All materials, presented during the scientific programme, shall retain the intellectual property of the authors and all rights reside with them.

**17.2.** ESHRE® authorizes the Exhibitor/Sponsor to use ESHRE's® trademarks and/or trade names for the sole purpose of announcing his presence at the exhibition and/or

his company symposium, company session or product theatre.

The Exhibitor/Sponsor shall ensure that each reference to and use of any of the trademarks and/or trade names of ESHRE® by the Exhibitor/Sponsor is in a manner approved by ESHRE® and accompanied by an acknowledgement – in a form approved by ESHRE® – that the used trademark is a trademark (or registered trade mark) of ESHRE®.

**17.3.** The Exhibitor/Sponsor shall not alter, remove or tamper with any trademarks of ESHRE®.

**17.4.** The Exhibitor/Sponsor shall have no rights in respect to any trade names or trademarks, used by ESHRE®, in relation to his presence at the Annual Meeting and the Exhibitor/Sponsor hereby acknowledges that – except as expressly provided in the rules and regulations, which are part of the legal framework that govern the relationship between ESHRE® and the Exhibitor/Sponsor, and to which reference is made in these terms and conditions – it shall not acquire any rights in respect of any trade names or trademarks and that all such rights and goodwill are, and shall remain, vested with ESHRE®.

#### **18. Data privacy**

The Exhibitor/Sponsor accepts and acknowledges that ESHRE® may store the personal data, relative to the Exhibitor/Sponsor and its personnel, for the purposes of automatic processing within the scope of the contractual relationship.

#### **19. Force majeure/hardship**

**19.1.** When ESHRE® is being confronted with a situation of force majeure or hardship, ESHRE® may decide to:

- i. Temporarily suspend the performance of its obligations;
- ii. Revise the rules and regulations, which are part of the legal framework that govern the relationship between ESHRE® and the Exhibitor/Sponsor, and to which reference is made in these terms and conditions; or
- iii. Terminate the agreement by simple written notification to the Exhibitor/Sponsor, without ESHRE® being liable for any damages.

In any event, a situation of force majeure in respect of ESHRE® cannot give rise to the cancellation of the booking by the Exhibitor/Sponsor.

**19.2.** When the Exhibitor/Sponsor is confronted with a situation of force majeure or hardship, the Exhibitor/Sponsor may decide to cancel the booking in writing, following which article 6 will become applicable.

**19.3.** Force majeure or hardship is considered to be: all circumstances (i) that are reasonably unforeseeable at the time the booking was confirmed, (ii) which are unavoidable (iii) that create the inability for the parties to carry out their obligations, or (iv) that would make the execution of the booking significantly more difficult than normally anticipated, financially or otherwise, such as, for example, war, strikes, lock-out, diseases, shortage of personnel, organizational conditions, confiscation, political or social boycott, any restrictions imposed by governmental authorities, acts of terrorism, natural disasters, fire, bankruptcy or delays on the part of suppliers or service providers, failure by the Exhibitor/Sponsor to provide ESHRE® with the correct and complete information necessary for carrying out the booking in good time, etc.

**19.4.** In the event that force majeure/hardship makes it impossible or impractical to hold the Annual Meeting at the scheduled time in the Venue, ESHRE® may retain such part of the Exhibitor's/Sponsor's fee, as shall be required to compensate for the expenses incurred up to the moment that the situation of force majeure/hardship shall have occurred. All remaining fees shall be refunded by ESHRE®.

#### **20. Taking place and termination of the booking**

**20.1.** The confirmed booking by ESHRE® (cf. article 5.5) shall only relate to the Annual Meeting, as indicated in the order confirmation, and shall thus not apply to any future Annual Meeting.

**20.2.** ESHRE® is entitled to terminate the booking at any time and without legal intervention in the event:



- i. That the Exhibitor/Sponsor fails to duly perform or comply with any of its obligations – as set out in the rules and regulations, which are part of the legal framework that govern the relationship between ESHRE® and the Exhibitor/Sponsor, and to which reference is made in these terms and conditions – and fails to remedy within thirty (30) days after written notice thereof has been given by ESHRE®;
- ii. or exceptional circumstances which make it impossible to continue any professional cooperation between ESHRE® and the Exhibitor/Sponsor.

Parties agree that the following circumstances should be considered as exceptional circumstances (non-limitative): bankruptcy of the Exhibitor/Sponsor, every circumstance which affects the ability of one of the Parties to comply with its contractual obligations in a thorough manner or where it cannot reasonably be expected that the Party fulfils its contractual obligations, the dissolution and/or liquidation of the Exhibitor/Sponsor, fraud committed by the Exhibitor/Sponsor, negative publicity concerning ESHRE® spread by the Exhibitor/Sponsor, non-compliance with ethical regulations and non-ethical behaviour in general.

**20.3.** In the event of such termination, notified by registered letter, the booking will immediately and automatically be terminated without limit or compensation, notwithstanding the right of ESHRE® to compensation of the damages it incurred following this termination. The registered mail is deemed to be received five working days following its sending.

## 21. Payment

**21.1.** Unless expressly agreed otherwise, all invoices from ESHRE® are fully payable by bank transfer before the expiry of the due date, as specified on the invoice and without any deduction on invoice date.

**21.2.** Any protest with regard to an invoice shall only be valid in case of being submitted in writing within 5 working days after the invoice date, with specification of the invoice date and number and a detailed substantiation of the protest.

**21.3.** The unconditional payment of a part of the amount of the invoice implies the explicit acceptance of the entire invoice.

**21.4.** Partial payments shall be accepted with all reservations and without prejudice, and shall be allocated in the following order to: the collection expenses, the indemnity, the accrued interest and the outstanding invoice amount, whereby priority is allocated to the oldest outstanding invoice amount.

## 22. Consequences of non- or late payment

**22.1.** Any amount that remains fully or partially unpaid on the due date will automatically and without prior notice be increased by a default interest of 1 % per month overdue, whereby each started month will be considered as a whole

month. Furthermore, the amount due will also be automatically increased with a fixed compensation equal to 10 % of the invoice amount, with a minimum of 250 euro (excl. VAT), and without prejudice to ESHRE's® right to claim the full costs for collection and any proven damage.

**22.2.** In case any amount remains unpaid once a period of 30 days has passed since the due date of the invoice, ESHRE® shall in any case be entitled to consider the booking as cancelled by the Exhibitor/Sponsor according to which Article 6.2 shall apply.

**22.3.** Furthermore, the non- or late payment shall automatically imply that all invoices – even those that have not yet become due – become immediately payable and all payment conditions granted shall become void.

The same applies in the event of an imminent bankruptcy, judicial or amicable dissolution of the Exhibitor/Sponsor, suspension of payments, and any other fact pointing to the insolvency of the Exhibitor/Sponsor.

## 23. Electronic invoicing

By placing an order, the Exhibitor/Sponsor explicitly agrees to the use of electronic invoicing by ESHRE®, unless otherwise agreed between parties in writing.

## 24. Netting

In accordance with the stipulations of the Belgian Act on Financial Securities of 15 December 2004, ESHRE® and the Exhibitor/Sponsor will automatically and legally set off and settle all mutually currently existing and future debts. In the ongoing relationship between ESHRE® and the Exhibitor/Sponsor, this means that only the balance of the largest debt will remain after the above-mentioned automatic offsetting. This offsetting of debt will in any case be opposable to the receiver and the other concurrent creditors, who will therefore not be able to oppose the offsetting implemented by the parties.

## 25. Liability

**25.1.** Exhibitors/Sponsors agree that ESHRE®, its agents or any of its personnel shall not be liable, in any way, for:

- i. Any (in)direct or consequential damage that might occur following this contractual relationship (such as but not limited to loss of income or damage to third parties);
- ii. Damage, loss or destruction of any property of the Exhibitor/Sponsor;
- iii. Any injury to the Exhibitor/Sponsor, his agents, vendors, any of his personnel, licensees and/or invitees.

**25.2.** The Exhibitor/Sponsor shall hold harmless and/or indemnify ESHRE®, its personnel and any other third party present at the Annual Meeting against all claims of whatever nature that might arise from the existence, implementation and/or termination of the booking and which have been caused by his own negligence, fault or carelessness or by any of his personnel.

**25.3.** The Exhibitor/Sponsor shall be liable for any damage – including direct or indirect, consequential damage, special or additional, physical and/or moral damage to property and/or immaterial damages – suffered by ESHRE®, its personnel and/or third parties present at the Annual Meeting, which is caused by the Exhibitor/Sponsor, his personnel, collaborators and/or representatives, without prejudice to any other rights and remedies of ESHRE®.

This liability is, in any case, unlimited for personal injuries.

## 26. Enforcement of the rules and regulations & penalties

**26.1.** All ESHRE® rules, regulations and policies, as well as any matter not specifically covered in the legal framework, are subject to final interpretive review by ESHRE®. The decision of ESHRE® in all matters shall be final and binding for all Exhibitors/Sponsors.

**26.2.** All Exhibitors/Sponsors must comply with the rules and regulations – which are part of the legal framework that govern the relationship between ESHRE® and the Exhibitor/Sponsor and to which reference is made in these terms and conditions – and penalties will be applied when violations occur.

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

- i. Alleged violations will be reported to ESHRE®;
- ii. Once the alleged violation has been duly considered by ESHRE®, a representative of the relevant Exhibitor/Sponsor will be invited to present the Exhibitor's/Sponsor's point of view. The final decision on the applicable penalty will be taken by ESHRE®.

**26.3.** The following penalties can occur:

- i. First violation: Cancellation of acquired sponsorship Credits for the year of violation;
- ii. Second violation: Cancellation of 50% of all accumulated Credits at date of violation;
- iii. Third violation: Loss of all accumulated Credits;
- iv. Severe violation: At ESHRE's® sole discretion, ESHRE® can decide to deny the Exhibitor/Sponsor – as well as all parties involved – access to the current Annual Meeting (temporarily or permanently) or to any future Annual Meeting.

## 27. Jurisdiction & Governing law

**27.1.** Disputes shall fall under the exclusive competence of the courts of the district where ESHRE® has its registered office, unless ESHRE® expressly states otherwise.

**27.2.** Belgian law shall govern the contractual relationship between ESHRE® and the Exhibitor/Sponsor.

## 28. Language

The original language of these terms and conditions is English. Unless expressly agreed otherwise, the Exhibitor/Sponsor recognizes that the language of these terms and conditions shall also be the working language in all contractual relations with ESHRE®.

# EXHIBITION

## 29. Exhibition space rental fee

**29.1.** When booking an exhibition space, the following is included in the exhibition space rental fee (exhaustive list):

- i. Prime networking possibilities and exposure to a large group of international experts in the field, including major opinion leaders;
- ii. Complimentary registrations and admission badges for the Exhibitor's representatives (cf. article. 8);
- iii. Access to the opening ceremony and welcome reception on the first evening of the Annual Meeting;
- iv. Complimentary coffee and lunch breaks;
- v. A 100-word company/product profile – as provided by the Exhibitor himself via the booking form – shall be published in the Exhibitor's guide.

**29.2.** In any event, the following is not included:

- i. A shell scheme;
- ii. Furniture.

Nevertheless, the Exhibitor can order, among other things: booth constructions, furniture, cleaning services and floral decorations via the order forms, as foreseen in the Technical Manual (cf. article 11) and on the official ESHRE® website of the Annual Meeting.

## 30. Commitment by the Exhibitor

**30.1.** The Exhibitor acknowledges that as a general rule of the Annual Meeting Exhibitors must act as "good" exhibitors and be a good neighbour to the other Exhibitors.

Consequently, the Exhibitor will not be permitted to interfere with the exhibition space of other Exhibitors, nor impede access to them or hinder the free use of the exhibition area.

**30.2.** Furthermore, the Exhibitor acknowledges that the exhibition area is regarded as a forum for pharmaceutical, medical and laboratory equipment companies to promote their products and services.

**30.3.** The Exhibitor guarantees:

- i. That his personnel, as well as crew members and any other party working for the Exhibitor are required to confine their activities within the Exhibitor's exhibition space;
- ii. That the exhibition space is permanently staffed during the official opening hours of the Annual Meeting;
- iii. Displays of the Exhibitor's name, logos, signs and trademark displays will be limited to the official exhibition space within the Venue only;
- iv. That his exhibition space will not exceed the rented surface and that display equipment shall not be placed or displayed outside his exhibition space;
- v. To comply with all building restrictions, including height limitations, as mentioned in the Technical Manual;
- vi. Not to sell any products or services during the Annual Meeting, without ESHRE's® prior written approval.

### 31. Exhibition space exteriors

**31.1.** The exterior of any exhibition space, facing a side aisle must be suitably decorated at the Exhibitor's expense.

**31.2.** All designs must be officially approved by ESHRE® in writing and ESHRE® must receive all plans by the latest 45 days before the first day of the build-up (date of build-up shall be mentioned in the Technical Manual).

### 32. Build-up and dismantling of the exhibition space

**32.1.** Build-up and dismantling of the exhibition space can only take place at the date and times, as foreseen in the Technical Manual.

**32.2.** It is the sole responsibility of the Exhibitor to have his exhibition space completely installed before the opening of the Annual Meeting.

**32.3.** Dismantling of the exhibition space is prohibited during the course of the Annual Meeting official programme. Dismantling can only start upon notification by ESHRE® that the exhibit hall has been cleared of all visitors.

### 33. Video and audio productions

**33.1.** Video and audio productions relating to the activities, products and/or services of the Exhibitor will be permitted, provided that the equipment and screens are located set back from all aisles and all viewers/listeners stand or sit within the exhibition space. Such productions should not cause any disturbance in the aisles or in neighbouring exhibition spaces and should not interfere with ongoing sessions.

**33.2.** Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighbouring Exhibitors nor to the attendees of the Annual Meeting. Sound levels within an Exhibitor's exhibition space must comply with the regulations as defined in the Technical Manual.

**33.3.** ESHRE® reserves the right to require Exhibitors to take appropriate measures to stop sounds or noises that exceed the volume limits, as indicated in the Technical Manual.

### 34. Lighting

**34.1.** In the best interest of the Annual Meeting, ESHRE® reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs, lights or lasers is not permitted, without prior written approval of ESHRE®.

**34.2.** In any case, ESHRE® reserves the right to prohibit the use of lighting effects that disturb or interfere with other Exhibitors.

### 35. Subletting of the exhibition space

Exhibitors may not assign, sublet, or share their exhibition space with another company, without ESHRE's® prior written approval. Consent by ESHRE® may be conditioned upon the Exhibitor's payment of an additional fee to be determined by ESHRE®.

Any approved company by ESHRE®, must accept the rules and regulations – which are part of the legal framework that govern the relationship between ESHRE® and the Exhibitor/Sponsor and to which reference is made in these terms and conditions – in writing.

### 36. Relocation of exhibition spaces

**36.1.** ESHRE® reserves the right to amend the floor plan – as published on the official ESHRE® website of the Annual Meeting – should it decide that such amendment would be necessary for the benefit of the exhibition spaces and the Annual Meeting as a whole.

**36.2.** If following such amendment, relocation of (some) exhibition spaces seems required, ESHRE® is entitled to take the required measures, without any right of the Exhibitor to a compensation.

### 37. Safety

**37.1.** Regular safety inspection rounds shall be held by ESHRE® or its official contractors before and during the opening hours of the Annual Meeting. All evacuation routes and fire doors, fire equipment, alarm buttons and signs must never be obstructed, blocked or concealed.

**37.2.** ESHRE® preserves the right to take down or change constructions, as well as remove goods that are blocking evacuation and transport routes.

### 38. Fire regulations

**38.1.** No flammable materials, as defined in the Technical Manual, shall be permitted within the Venue. All fabrics used for the exhibition space must be flame proofed or treated with a flame-retardant solution to meet the requirements of the standard flame test.

**38.2.** Electrical signs and equipment must be wired.

## SPONSORSHIP

### 39. Company symposia

**39.1.** ESHRE® foresees designated time slots that can use for the organisation of company symposia. Based on the timing within the programme of the Annual Meeting, there are basically two types of company symposia:

- i. Primary time slot (i.e. on Monday and Tuesday only from 11:45-13:00 and 14:00-15:15);
- ii. Late afternoon time slot (i.e. on Monday and Tuesday only from 17:00-18:15).

**39.2.** Only one time slot per Sponsor is allowed.

**39.3.** When booking a company symposium as a sponsorship item, the Sponsor has the right to organize this company symposium during the time slot booked.

**39.4.** By default, company symposia are assigned to the largest session hall within the Venue. This hall will be set-up with standard audio-visual equipment as is also provided for the official ESHRE® sessions. Additional audio-visual equipment, decoration etc. can be ordered by the Sponsor at his own cost.

At the explicit written request by the Sponsor another (smaller) session hall can be assigned, which will nevertheless not imply any discount in fees.

**39.5.** Recordings of the presentations – including production of webcasts – are included in the fee but only at the explicit written request by the Sponsor.

The standard equipment, used for such recordings, shall be that used for the recordings of the official ESHRE® presentations.

Any special requests for equipment and/or pre- or post-production of the recorded material, shall be subject to additional charges.

**39.6.** The Sponsor will carry sole responsibility for the scientific content of that symposium (i.e. companies are free to choose the title, lectures, speakers and chairmen of their symposium). Companies will take on the costs (travel and accommodation) for their speakers (and chairmen).

**39.7.** The Sponsor has the exclusive right to organize photos, filming and audio-recording of his own (sponsored) company symposium.

**39.8.** The Sponsor is allowed to advertise or announce his company symposium by putting up sign board(s) near the entrance(s) of the session hall one hour before the start of

the company symposium. Once the company symposium is finished, the sign boards need to be removed immediately. The size of the sign board should not exceed 800mm width / 2000mm height (roll up banner).

**39.9.** The programme of all company symposia will be announced on the official ESHRE® website of the Annual Meeting on a separate dedicated webpage, and not in the official scientific programme.

The aforementioned is in compliance with the regulations imposed by the European Union of Medical Specialists (UEMS) and the European Accreditation Council for CME (EACCME) stating that the programmes of the Company Symposia have to be listed separately from the official scientific programme. This strict separation will also be maintained for announcements in other publications (should there be any).

**39.10.** The abstracts of the Company Symposia will not be included in the abstract book.

**39.11.** All company symposia must be held at the Venue during the official time slots offered by ESHRE®. Sponsors holding a company symposium outside the Venue and/or outside the official company symposia slots and/or during the official Annual Meeting scientific programme will be penalised (cf. article 26).

### 40. Company sessions & product theatres

**40.1.** Only one time slot per Sponsor shall be allowed (cf. article 39.2). Furthermore, once a Sponsor has booked a company symposium he shall no longer be entitled to book a company session or a product theatre (or vice versa).

**40.2.** The session hall, in which the company sessions and product theatres take place, will hold no more than 400 participants (approximately) and shall have standard audio-visual equipment, which shall/can also be used for the official ESHRE® sessions.

**40.3.** Webcam recordings of the presentations, including post production, are not included in the fee. However, at the explicit prior written request of the Sponsor, such recording can be arranged at a cost to be agreed upon.

**40.4.** The Sponsor acknowledges that articles 39.6 – 39.11 are also applicable in case of booking a company session or product theatre.

### 41. Other forms of sponsorship

**41.1.** Next to the company symposia, company sessions and product theatres, ESHRE® foresees other forms of sponsorships which can be consulted at the official ESHRE® website of the Annual Meeting.

**41.2.** Without prejudice to the foregoing, ESHRE® is at all time open to suggestions from Exhibitors/Sponsors regarding sponsoring opportunities which are not listed on the official ESHRE® website of the Annual Meeting. In such case, ESHRE® might opt for a customized agreement with the Exhibitor/Sponsor.