



Treffpunkt für Freizeit
und Fernweh

Genossenschaft
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Exhibitor-Manual

Services and information

Grenzenlos

meeting point for leisure and wanderlust

Friday, 18 January to Sunday, 20 January 2019



Online Service Center
Mit einem Klick zu Ihrem
Messestand
www.olma-messen.ch/osc

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Services

Unless otherwise stated, the following range of services can be ordered in the Online Service Center (OSC) at www.grenzenlos-sg.ch/osc/en or by order forms at www.grenzenlos-sg.ch/en/registration. Prices do not include 7.7 % VAT. Unit price unless otherwise indicated.

1 Stand area rental and stand construction

1.1 Rebate

1.1.1 Early booking rebate

Rebate only applies if the booking is received by 13 August 2018 and if the payment of the first instalment is received on schedule.

Rate A: Stand area in the exhibition hall, all stand types CHF 30.00 /m²

Rate B: Stand area in the exhibition hall, all stand types CHF 30.00 /m²

Rate C: Stand area in the exhibition hall, all stand types CHF 15.00 /m²

1.1.2 Discount for large stand areas

41 to 80 m² CHF 5.00 /m²

81 to 120 m² CHF 10.00 /m²

121 to 149 m² CHF 15.00 /m²

starting from 150 m² CHF 20.00 /m²

1.2 Unbuilt stand area

The prices are based on the calculation for a stand area with one open side (in-line stand).

Minimum size 9 m²

1.2.1 Stand area in the exhibition hall

Rate A: normal rate CHF 245.00 /m²

Rate B: hotels, camping sites, outdoor provider, travel articles CHF 195.00 /m²

Rate C: day trip excursion CHF 125.00 /m²

1.2.2 Open-air area

Rate A: normal rate CHF 215.00 /m²

Rate B: hotels, camping sites, outdoor provider, travel articles CHF 165.00 /m²

Rate C: day trip excursion CHF 95.00 /m²

1.2.3 Storage space

Storage space, accessible during the fair CHF 43.00 /m²

Storage space, not accessible during the fair CHF 20.00 /m²

1.3 Stand design

1.3.1 Several open sides

Surcharges for open sides on the stand area rental will only be charged in the exhibition halls.

2 open sides (corner stand) min. 9 m² 20 %

3 open sides (head stand) min. 18 m² 25 %

4 open sides (island stand) min. 36 m² 30 %

1.3.2 Over-height (stand height including lettering over 3 m)

In case of over-height a permit must be obtained from the fair management. Implementation cannot be guaranteed in any case. No further costs will be charged.

1.3.3 Multi-storey stands

Costs for evaluation of installation of safety equipment CHF 200.00

If accessible, surcharge on stand area rental 50 %

Prior agreement for multi-storey stands must be obtained from the fair management.

Compliance with fire protection requirements is exhibitor's responsibility.

1.4 Stand construction inclusive stand area rental

Orders have to be submitted by 16 November 2018. For orders/alterations received later than 10 working days before the fair starts, we cannot guarantee that they will be carried out in time and a fee of 25 % of the order value will be charged. All stand types will be ready for use on Thursday, 17 January 2019. The rented objects have to be returned in a faultless condition at the end of the fair. An invoice will be issued for any damage.

Unless otherwise stated the prices are based on an in-line booth (one side open). Prices include stand area rental as well as stand construction and equipment according to the following list.

Stand type Fresh Plus

- carpet (Nadelfilz) covering the entire floor space, with choice of colour
- constructions made of a finished framework system 6 cm (height 300 cm), filled with thin chipboard white 5 mm
- walls 100 cm broad, pylons and roof sheeting 50 cm broad
- 1 lettering or logo on the pylon (field size: height 200 cm, breadth 50 cm, vertical orientated) and on side panel (field size: height 50 cm, breadth 100 cm)
- LED-Spot fixed on bus bar at the roof sheeting, including 2 kW main connection and power consumption (1 spot included per 3 m² stand space)

Exemplarily visualisation stand type Fresh Plus:



Fresh Plus 12 m², corner stand



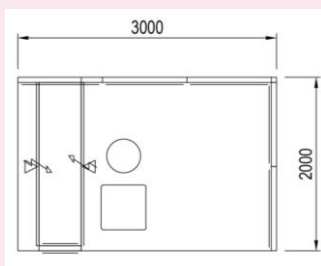
Fresh Plus 12 m², corner stand & printed graphic



Fresh Plus 18 m², in-line stand with printed graphic

Fresh Plus 6 m² (Art. 100745)

3 m x 2 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	not feasible	CHF 3,672.00
B	not feasible	CHF 3,408.00
C	not feasible	CHF 2,904.00

Additionally included:

1 small counter, white (Art. 461005)

1 bar stool, Z-form, white (Art. 460542)

Fresh Plus 9 m² (Art. 100750)

3 m x 3 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	not feasible	CHF 4,884.00
B	not feasible	CHF 4,488.00
C	not feasible	CHF 3,732.00

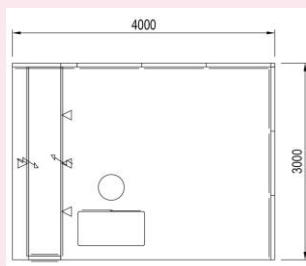
Additionally included:

1 small counter, white (Art. 461005)

1 bar stool, Z-form, white (Art. 460542)

Fresh Plus 12 m² (Art. 100755)

4 m x 3 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	CHF 5,320.00	CHF 6,384.00
B	CHF 4,870.00	CHF 5,844.00
C	CHF 4,030.00	CHF 4,836.00

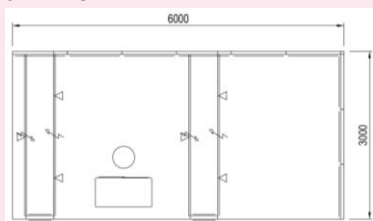
Additionally included:

1 large counter, white (Art. 461000)

1 bar stool, Z-form, white (Art. 460542)

Fresh Plus 18 m² (Art. 100760)

6 m x 3 m



Rate	1 open side (in-lines stand)	2 open sides (corner stand)
A	CHF 7,740.00	CHF 9,288.00
B	CHF 7,070.00	CHF 8,484.00
C	CHF 5,810.00	CHF 6,972.00

Additionally included:

1 large counter, white (Art. 461000)

1 bar stool, Z-form, white (Art. 460542)

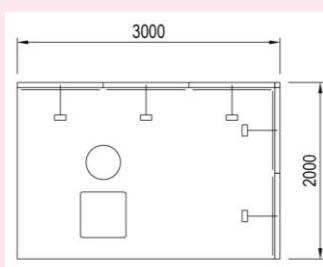
Stand type Fresh

- carpet (Nadelfilz) covering the entire floor space, with choice of colour
- Constructions made of a finished framework system 6 cm (height 300 cm), filled with thin chipboard white 5 mm
- walls 100 cm broad
- on side and back panel each 1 label or logo (field size: height 50 cm, breadth 100 cm)
- LED-Lamp including 2 kW main connection and power consumption (1 lamp per running meter, for in-line stands with only one open side, 1 LED-Spot fixed on busbar girder per 3 m²)

Exemplarily visualisation stand type Fresh:

Fresh 9 m², corner standFresh 9 m², corner stand
with printed graphicFresh 12 m², corner stand
with printed graphic**Fresh 6 m²** (Art. 100730)

3 m x 2 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	CHF 2,880.00	CHF 3,456.00
B	CHF 2,660.00	CHF 3,192.00
C	CHF 2,240.00	CHF 2,688.00

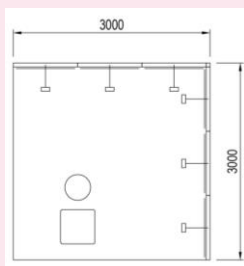
Additionally included:

1 small counter, white (Art. 461005)

1 bar stool, Z-form, white (Art. 460542)

Fresh 9 m² (Art. 100735)

3 m x 3 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	CHF 3,850.00	CHF 4,620.00
B	CHF 3,520.00	CHF 4,224.00
C	CHF 2,890.00	CHF 3,468.00

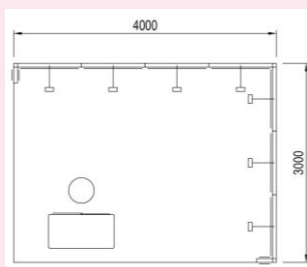
Additionally included:

1 small counter, white (Art. 461005)

1 bar stool, Z-form, white (Art. 460542)

Fresh 12 m² (Art. 100740)

4 m x 3 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	CHF 4,960.00	CHF 5,952.00
B	CHF 4,510.00	CHF 5,412.00
C	CHF 3,670.00	CHF 4,404.00

Additionally included:

1 large counter, white (Art. 461000)

1 bar stool, Z-form, white (Art. 460542)

2 Co-exhibitor

Fee per co-exhibitor		CHF	190.00
Fee from 5 up to 9 co-exhibitors	flat-rate	CHF	900.00
Fee from 10 up to 30 co-exhibitors	flat-rate	CHF	1,800.00

Companies, representatives or people without an exhibitor or co-exhibitor contract are not permitted to publish or distribute any advertising material, take any orders or affix any company labelling at/to stands or on the exhibition grounds. In case of non-compliance, the exhibitor will be charged the co-exhibitor fee.

3 Stand equipment**3.1 Stand equipment for unbuilt stand area**

If you have ordered a stand construction under subsection 1.4 you will find the corresponding stand equipment under subsection 3.2.

3.1.1	Walls (2.5 m high, installed)		
	white, used	CHF	45.00 /rm
	painted white on one side	CHF	66.00 /rm
	painted coloured on one side (according to colour index NCS or RAL)	CHF	100.00 /rm

All exhibitors bringing their own stands are required to equip non-open fronts with separate rear and side walls. The walls (thickness 4 cm) are mounted within the rented stand area. The rented objects have to be returned in a faultless condition at the end of the fair. The rented walls must be restored to a condition in which they can be used again. Staples, nails and screws can be used on wooden walls provided that their diameter does not exceed 2 mm and that the exhibitor removes them after the fair. A charge will be made in respect of any damage.

3.1.2	Floor covering (installed, covered with film)		
	Carpet Podium – Prestige	CHF	19.00 /m ²
	Carpet Rewind (recyclable)	CHF	19.00 /m ²
	Carpet Salsa	CHF	25.00 /m ²
	Floor cover PVC	CHF	35.00 /m ²

[Here](#) you can find the complete colour assortment.

3.1.3	Lighting		
	Spotlights for walls (incl. installation, excl. electrical connection)	CHF	55.00

3.1.4 Suspension

Suspension points and ropes are to be ordered by means of the stand sketch which will be sent with the definite stand attribution in November 2018.

Use of existing suspension point	CHF	130.00	/point
Freshly set suspension point on hall ceiling	CHF	235.00	/point
Use of suspension rope	CHF	54.00	/rope

The maximum weight is 200 kg per suspension point and 135 kg per point with suspension rope, additional weight on request. All suspensions directly connected to the hall ceiling will incur costs and must be reported. The feasibility must be determined concerning orders of suspension points outside the existing framework. An implementation cannot be guaranteed in any case. Attachments to the technical installations are not allowed.

3.2 Stand equipment for stand types: Fresh Plus and Fresh

3.2.1 Mandatory additional information

Lettering/Logo or Label

included

Stand type Fresh Plus on pylon (field size: height 200 cm, breadth 50 cm, lettering/logo vertical oriented) and on side panel (field size: height 50 cm, breadth 100 cm)

Stand type Fresh on back and side panel (field size: height 50 cm, breadth 100 cm)

Further lettering options can be found under subsection 3.2.2. Please note the guidelines for data preparation under subsection 17.

Carpet

Nadelfilz, in various colours

included

Velours, in various colours

CHF 10.50 /m²

Floor covers PVC, in various colours
(incl. installation shelf 1.9 cm and aluminum end bracket)

CHF 47.50 /m²

Laminate, in various colours

CHF 53.50 /m²

(incl. installation shelf 1.9 cm and aluminum end bracket)

Walls white

included

Walls coloured (according to colour index NCS or RAL)

CHF 23.00 /m²

Walls are arranged within the rental space area. The rented walls must be restored to a condition in which they can be used again. Staples, nails or screws are not permitted to be used on the thin chipboard panels. Stickers must be removed by the exhibitor without leaving any adhesive residue.

3.2.2 Additional equipment

Cubicle with door (height 2.5 m)	CHF	445.00
Frame, filling one-sided, thin chipboard white (2.5 x 1 m)	CHF	107.00
Door with lintel white (2.5 x 1 m)	CHF	338.00
Wall enhancement made of chipboard (3 x 1 m)	CHF	186.00
LED-Spot, grey (4000 K)	CHF	38.50
LED-lamp, black (4000 K)	CHF	43.50
Power socket (extension)	CHF	54.00
Flat screen 40 inches on a foot	CHF	440.00
Flat screen 40 inches on wall inclusive wall enhancement	CHF	521.00
Graphic printing on wall-element*	CHF	118.00 /m ²
Logo on front face of bar element inclusive Forex 0.3 cm (98.7 x 93 cm)*	CHF	205.00

* The support material is included in the price. The printed elements can be reused by the exhibitor after the fair. Please note the guidelines for data preparation under subsection 17.

4 Technical services

Orders should be sent by 30 September 2018. For orders/changes received later than 10 working days before the fair starts, we cannot guarantee that they will be carried out in time and a fee of 25 % of the order value will be charged.

4.1 Electrical connections

including power consumption and distribution box

2 kW/230 V	CHF	240.00	10 kW/230/400 V CEE16	CHF	480.00
6 kW/230/400 V	CHF	379.00	15 kW/230/400 V	CHF	571.00
10 kW/230/400 V	CHF	480.00	20 kW/230/400 V	CHF	662.00

The electrical supply ends at the distribution box directly above ground or the stand platform. Tampering with the Gifas wiring is strictly prohibited. The exhibitor is responsible for all electrical installations on the stand side of Gifas sockets.

Electrical connection without distribution box

CEE 32	CHF	571.00	CEE 63	CHF	1,030.00
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Your own distribution box may only be used with a valid safety certificate which must be attached to the distribution box. If there is no safety certificate, your distribution box will be tested by an external electrician and you will have to bear the costs.

Example calculation of power consumption

6 halogen spots	à	50 W	300 W
1 computer	à	120 W	120 W
1 fridge	à	120 W	120 W
1 coffee machine	à	1000 W	1000 W
			<u>1540 W</u> → requires electrical connection 2 kW/230 V

4.2 Water

Cold water supply	CHF	355.00
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Connection without basin, with water pipe to/from stand (including water consumption and waste-water charge). Sanitary equipment and its installation from the water supply in the stand are exhibitor's responsibility.

4.3 Fire extinguisher

Fire extinguisher rental	CHF	50.00
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5 Internet connection and telecommunications

Orders should be sent by 30 September 2018. CHF 350.00 will be charged extra for orders received less than 3 weeks before the fair opens.

5.1 Internet connection via indoor network/Ethernet

available in halls 2, 3 and 9

100 Mbps 1 PC (DHCP only)	CHF	477.00
100 Mbps up to 5 PCs via indoor network/ethernet, plug type RJ45 (without switch)	CHF	708.00
100 Mbps up to 13 PCs via indoor network/ethernet, plug type RJ45 (without switch)	CHF	870.00
Switch RJ45 5 port (to be purchased)	CHF	120.00
Switch RJ45 8 port (to be purchased)	CHF	170.00

The following services are included

- Connection to the 100 BASE-TX Ethernet indoor network
- Connection cable for a terminal with plug type RJ45
- Internet access via 100 Mb/s cable
- Unlimited Internet access with no data volume charges
- Facilities for connecting several devices via switch
- Technical hotline

The following services are not included

- Terminal and configuration of PCs and servers
- Additional hardware such as Mini-Hub or switches
- Networking inside stand
- Browser, software etc.

Connection/Covered area

There is a direct internet connection to the stand via an Ethernet twisted pair cable. Only one terminal must be connected. It is prohibited to connect other stands without the consent of the trade fair management. The customer is responsible for networking inside the stand. To use other terminals, it is necessary to connect a Hub or switch.

Contraventions/Liability

The exhibitor is liable for damage and faults arising from failure to heed the conditions contained in the centre regulations, the general conditions of this form or instructions from the trade fair staff.

5.2 Internet connection via WiFi

WiFi is secure, wireless access to the Internet and is offered in collaboration with Swisscom (Switzerland) Ltd. WiFi internet access is available in all halls; the outdoor area is excluded.

Premium WiFi

Fee-based high-speed internet (100/100 Mbit/s) through WLAN „Premium_Olma_Messen“. Purchase on site at the information booth in hall 3.0.

60 minutes	CHF	9.00	2 days (48 hours)	CHF	29.00
4 hours	CHF	15.00	3 days (72 hours)	CHF	39.00
1 day (24 hours)	CHF	19.00	Entire fair duration*	CHF	45.00
(*assembly and dismantling phase included)					

The WiFi vouchers are valid for the period stated from the first login. One voucher is valid for three devices at the same time.

Free WiFi

Free-of-charge internet with reduced speed (5000/500 Kbit/s) through WLAN „Free_Olma_Messen“.

WiFi access with a mobile contract or credit card

There is an additional Swisscom hotspot for WiFi access.

5.3 Telecommunications

Telephone connection (incl. phone), fax connection (excl. fax), incl. call charges Switzerland

CHF 200.00

Connection fee for ec-/credit card device (excl. equipment)

with no dial tone detection

CHF 200.00

via local dial-up

CHF 200.00

ISDN connection excl. data volume

CHF 310.00

5.4 Radio/microphone system

We need to know your radio frequency if you will use your own wireless/microphone system, remote control system or other radio device on the exhibition premises.

6 Furniture and multimedia

This is only an excerpt from the range of rental furniture. The full range is available in the Online Service Center (OSC).

6.1 Tables



Art. 460000
Table white, feet aluminium
123 x 83 x 75 cm (W x D x H)
CHF 84.00



Art. 460005
Table white, feet aluminium
83 x 83 x 75 cm (W x D x H)
CHF 80.00



Art. 460007
Table black, feet aluminium
83 x 83 x 75 cm (W x D x H)
CHF 88.00



Art. 470540
Table Medola 80, black
80 x 80 x 75 cm (W x D x H)
CHF 77.00



Art. 470540
Table Medola 80, white
80 x 80 x 75 cm (W x D x H)
CHF 77.00



Art. 470535
Table Levante 170, white
170 x 60 x 110 cm (W x D x H)
CHF 259.00



Art. 470536
Table Levante 170, white
170 x 60 x 75 cm (W x D x H)
CHF 259.00



Art. 470515
Table Fermo 70, black
70 cm (H), Ø 60 cm
CHF 89.00



Art. 470520
Table Fermo 110, black
110 cm (H), Ø 60 cm
CHF 100.00



Art. 460020
Desk white
123 x 83 x 75 cm (W x D x H)
CHF 128.00



Art. 460066
Conference table black
123 x 83 x 75 cm (W x D x H)
CHF 88.00



Art. 460010
Round table grey
72 cm (H), Ø 90 cm
CHF 116.00



Art. 460050
Bar table, round, grey
110 cm (H), Ø 60 cm
CHF 125.00

6.2 Chairs



Art. 460500
Chair black, stackable
CHF 42.00



Art. 460540
Bistro chair black
CHF 52.00



Art. 460545
Chair leather, black
CHF 53.00



Art. 471005
Chair Vada, in various colours
CHF 81.00



Art. 471010
Chair Catifa, in various colours
CHF 65.00



Art. 471015
Chair Sestri, in various colours
CHF 40.00



Art. 471020
Chair Bunny, in various colours
CHF 56.00



Art. 460525
Barstool black
CHF 70.00



Art. 460542
Barstool Z-shape
in various colours
CHF 70.00



Art. 472500
Barstool Moos
in various colours
CHF 137.00



Art. 472015
Armchair Hello,
in various colours
CHF 187.00



Art. 471535
Sofa Lentini, white
65 x 65 x 45 cm (W x D x H)
CHF 163.00



Art. 472540
Barstool Manhattan
in various colours
CHF 130.00



Art. 472530
Barstool Lem
in various colours
CHF 130.00



Art. 471505
Sofa Cadiz 1 backrest, black
60 x 60 x 79 cm (W x D x H)
CHF 191.00



Art. 471525
Sofa Favara I, white
88 x 68 x 72 cm (W x D x H)
CHF 243.00

6.3 Set of chairs with table



Art. 474500
Set Bunny, in various colours
4 chairs, 1 table
CHF 279.00



Art. 475015
Set Lem, in various colours
3 chairs, 1 table
CHF 461.00



Art. 475500
Set Favara, in various colours
2 sofas, 1 table
CHF 704.00



Art. 474505
Set Catifa, in various colours
3 chairs, 1 table
CHF 285.00



Art. 475000
Set Ginny, in various colours
3 chairs, 1 table
CHF 250.00

6.4 Cupboards, bar elements



Art. 461000
Bar element, middle, lockable, white
103 x 53 x 110 cm (W x D x H)
CHF 164.00



Art. 461010
Bar element, corner, white
53 x 53 x 110 cm (W x D x H)
CHF 116.00



Art. 461025
Cupboard, lockable, white
95 x 47 x 90 cm (W x D x H)
CHF 152.00



Art. 461005
Bar element, end, white
53 x 53 x 110 cm (W x D x H)
CHF 105.00



Art. 461015
Bar element, 90°, white
103 x 53 x 110 cm (W x D x H)
CHF 238.00

6.5 Kitchen, various



Art. 462005
Kitchen unit, 140 l, 1300 W
hotwater, fridge
94 x 64 x 96 cm (W x D x H)
CHF 437.00



Art. 462000
Fridge
freezing compartment 140 l, 85 W
46.5 x 61 x 86 cm (W x D x H)
CHF 230.00



Art. 462535
Waste-paper basket
33 cm (H), Ø 30 cm
CHF 11.00



Art. 462500
Clothes rack, for suspension
97 cm (W)
CHF 43.00



Art. 462520
Brochure display stand Real Zip
25 x 29 x 155 cm (W x D x H)
CHF 102.00



Art. 474000
Brochure display stand Cori, black
30 x 29 x 170 cm (W x D x H)
CHF 163.00

6.6 Multimedia



Art. 466005
Multimediaspinner Full HD
incl. testing and transcoding
CHF 145.00



Art. 466004
BluRay/DVD Player
CHF 45.00



Art. 466003
Floor stand Audipack
for screen 32"-75"
CHF 105.00



Art. 46600
24" LCD monitor (16:9)
1920 x 1200 pixel
CHF 95.00



Art. 466001
40" LCD flat (16:9)
Full HD 1920 x 1080 pixel
92.2 x 53.9 x 3 cm (W x D x H)
CHF 335.00



Art. 466002
65" LCD flat (16:9)
Full HD 1920 x 1080 pixel
148 x 85.6 x 3.2 cm (W x D x H)
CHF 915.00

7 Stand services

7.1 Stand cleaning

Stand cleaning includes: vacuum-cleaning of floor-cover, tables and chairs (excl. exhibits)

Daily cleaning incl. one-time stand cleaning prior to the commencement	CHF	6.00	/m ²
One-time cleaning of stand prior to the commencement	CHF	4.00	/m ²
Additional cleaning according to expenditure	CHF	78.60	/hour

7.2 Waste disposal

Compulsory fee for waste disposal (for exhibitors)

Flat rate depending on stand area	up to 12 m ²	CHF	9.00
	up to 30 m ²	CHF	18.00
	up to 80 m ²	CHF	36.00
	from 81 m ²	CHF	54.00

7.3 Forklift

Order directly on-site from the hall manager
up to 2.5 tons, including driver

CHF 50.00 /15 min

7.4 Lifting ramp

Order directly from the hall manager on-site
including driver
without driver

CHF 57.00 /15 min
CHF 40.50 /15 min

7.5 Assembly and dismantling work carried out by Olma Messen St.Gallen

Order directly from the hall manager on-site

Company technician, hall manager	CHF	80.00	/hour
Company electrician	CHF	113.00	/hour

7.6 Carpet tape

Order directly from the hall manager on-site

Carpet tape

CHF 10.00

Only carpet tape from the Olma Messen St.Gallen may be used.

7.7 Stand security

It is possible to have the trade fair stand protected by a security guard. For more information and order please contact:

Securitas AG, St.Gallen, phone +41 71 228 36 36, fax +41 71 228 36 04, stgallen@securitas.ch

7.8 Catering

Säntis Gastronomie AG (SGAS) can offer you a wide range of beverages as well as warm and cold meals to cater your exhibition stand. The full range is available in the Online Service Center or on form 11.

Säntis Gastronomie AG will charge CHF 10.00 in addition to any order totalling less than CHF 50.00. For bundle incipient crack we charge a surcharge of CHF 0.30 per piece. Sixpack, disposable tableware and glasses are only available in whole units.

7.9 Flowers and plants

The flowers will be delivered directly to your stand on Friday, 18. January 2018 in the morning. Orders can be placed directly at *Hänni Gartenbau, St.Gallen, St.Gallen*, phone +41 71 277 23 03, www.haennigartenbau.ch, info@haennigartenbau.ch

8 Parking from 17 to 21 January 2019

Parking space in parking garage, height 2.05 m	CHF	55.00	/space
Parking space outside (F13)	CHF	55.00	/space

9 Tickets and vouchers

9.1 Exhibitor passes

Free allocation for exhibitors

1 pass for stand personnel per 3 m² stand area free of charge

Additional exhibitor passes

CHF 16.00

Exhibitor passes are personal and not transferable.

Exhibitor passes are valid during the assembly/dismantling phase and the fair.

9.2 Customer vouchers

5 ticket vouchers (printed or digital) per m² of calculated stand space free of charge

Additional vouchers

Printed voucher for one day admission CHF 1.20

Digital voucher for one day admission CHF 1.00

Promo Code (standardized, digital voucher code) on request

Concession vouchers

(Friday: free admission, Saturday/Sunday: CHF 4.00 reduction on adult day-ticket)

Printed vouchers 50 to 200 pieces CHF 0.60

Printed vouchers 201 to 1,000 pieces flat-rate CHF 100.00

Digital vouchers up to 1,000 codes flat-rate CHF 50.00

Those rates apply irrespective of the number of vouchers redeemed (large quantities on request).

The minimum purchase is 50 per purchase method. Printed vouchers can only be produced until 14 December 2018. Digital vouchers can be ordered until 10 January 2019. In case of the Promo Code the minimum order quantity is 1,000 pieces.

Printed vouchers are produced by BSL-Ticketprint AG and mailed directly to you. They have your company name, post code and city on them. Your customers can redeem the vouchers in the online ticket shop or at the cashier's desk.

Promo Code is a standardized, digital voucher code that will be sent to you by e-mail. Ideally it can be used for print advertisement or other similar forms of communication. Your customers can redeem the voucher code in the online ticket shop. In the end only the redeemed tickets will be charged (CHF 5.00/voucher). You can define the maximum limit for possible ticket ordering. The Promo Code can only be ordered after consulting with the fair management.

Addresses (surname, first name, city and e-mail) of the vouchers redeemed online can be requested after the Grenzenlos.

9.3 Food and drink vouchers

Voucher for original Olma-bratwurst with roll and 50 cl drink in PET cup to the value of CHF 12.00 (valid for one year)

CHF 10.20

Food and drink voucher to the value of CHF 5.00 (no expiry date)

CHF 4.65

Food and drink voucher to the value of CHF 10.00 (no expiry date)

CHF 9.25

The vouchers are delivered by Sântis Gastronomie AG against payment in advance. Unredeemed vouchers will not be refunded. The natural product vouchers can be redeemed at a Sântis Gastronomie AG stand. Cash vouchers may be used for payment in all Sântis Gastronomie AG trade fair establishments.

10 Advertising options and communication

10.1 Communication package

Compulsory for exhibitors and co-exhibitors

CHF 170.00

There is no price reduction for unused individual services. The following services are included in the communication package:

- Basic entry in the exhibitor directory (subsection **Fehler! Verweisquelle konnte nicht gefunden werden.**)
- Fair newspaper: distribution at the fair and supplement in the «St.Galler Tagblatt» newspaper (about 200,000 readers)
- Basic advertising material package for exhibitors (subsection 10.4.5)
- Hall layouts of the fair grounds: list of exhibitors with stand number and plan of halls
- Trade fair banner and logo (digital) Download on www.grenzenlos-sq.ch/en/downloads

10.2 Entry in the exhibitor directory

Compulsory for exhibitors and co-exhibitors

The exhibitor directory consists of exhibitor, sector, offer and destination entries.

The management of the fair would like to point out that certain private publishers, who have no business connection with the event or with Olma Messen St.Gallen, sometimes try to publish their own fair catalogues/directories and to charge substantial fees. The management of the fair disassociates itself totally from such activities. The needs of exhibitors and visitors are met completely adequately by the catalogues and directories published by the fair itself.

In order to improve the legibility of the directories, the use of block capitals throughout for company names is dropped, for example, Sample Ltd and not SAMPLE LTD is listed. Company names in which each letter is pronounced separately, for example IBM, are an exception.

Exhibitor entry (print and online)	1 entry	included
Sector entry (print and online)	1 entry	included
Offer entry (online)	unlimited	free of charge
Destination entry (online)	unlimited	free of charge
Logo in the exhibitor directory (online)		CHF 120.00

10.3 Digital advertising

10.3.1 Website

The website of Grenzenlos opens new interesting advertising channels in order to accurately and interactively reach your relevant target groups. If you are interested in further possibilities of advertising please do not hesitate to contact us at grenzenlos@olma-messen.ch.

Map sponsor (only one exhibitor per trade fair) CHF 1,300.00

- Exclusive display of the banner (640 x 100 pixel, format: jpg, png, gif) above the hall plan
- Linking from the banner to the entry in the exhibitor directory
- Displaying of your logo in hall plan (width 250 pixel, format: jpg, png, gif)

Logo package deal CHF 350.00

Logo in the exhibitor directory, detailed exhibitor entry and plan of halls
(width 250 pixel, format: jpg, png, gif)

Topbanner in slider CHF 750.00

Advertisement in 3 pages (1440 x 520 pixel, Formate: jpg, png, gif)

A limited amount of online banner advertising is possible at www.grenzenlos-sg.ch. The banners are enabled from 1 November 2018 to 30 January 2019. The illustration of a logo in whole banner size is not allowed.

10.3.2 Screen advertising

Price per second per fair CHF 200.00

(1920 x 1080 pixel (16:9), format: jpg, png, pdf, wmv)

Your commercial will appear every five minutes on 18 LCD-monitors – that makes approximately 5,000 transmissions during the fair.

10.4 Print advertising

10.4.1 Fair catalogue advertisements

The fair newspaper will be distributed as an insert in the «St.Galler Tagblatt» newspaper (about 200,000 readers) and will also be handed out for free to fair visitors. If you are interested in placing an advertisement, please contact: *NZZ Media Solutions AG, St.Gallen, phone +41 71 272 72 16.*

10.4.2 Reverse of the trade fair tickets

exclusive advertising space 4 x 5 cm CHF 1,500.00

10.4.3 Print advertising space at the trade fair

Poster sites F4 and F12 (on/around the fair grounds) on request
Supersize posters, various positions/sizes are available on request

10.4.4 Trade fair sponsorship

For further information about the different sponsorship possibilities please do not hesitate to contact us. on request

10.4.5 Advertising material from Grenzenlos

Information brochure (10.5 x 21 cm)	50 pieces CH / 10 pieces abroad	free of charge
Small poster A4	2 pieces	free of charge

The services listed above are included in the advertising material basic package (subsection 10.1) and will automatically be delivered to you (except for large poster F4). More advertising material free of charge is subject to reorder (while stock lasts).

11 Supporting programme

You would like to be an active part of our entertaining supporting programme? Enchant our visitors with fascinating photographs and share your travel experiences in our fair cinema, impress them with cultural music and dance performances on our stage or put together your very own special show. Take advantage of this opportunity to inspire our audience. We would be pleased to discuss your ideas with you and to assist you with the preparations.

12 Fair Cinema

A picture paints a thousand words. Present your interesting travel experiences, adventures and travel destinations in our fair cinema in the hall 9.2.

Slot of 25 minutes	CHF	125.00	/Slot
Slot of 40 minutes	CHF	190.00	/Slot

The fair management is responsible for the time schedule of all presentations. Preferences will be listed and we do ours's utmost to meet the wish.

Following infrastructure will be at your disposal (included in price): beamer, laptop and microphone

13 Insurance policies

13.1 Liability insurance

Compulsory for exhibitors and co-exhibitors

Premium for liability insurance	CHF	33.00
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For each exhibitor the trade fair management will take out liability insurance at group rates unless the exhibitor can demonstrate that he already has the appropriate and sufficient insurance cover. It is the exhibitor's liability to make sure, that his insurance cover is also valid for trade fairs.

Sum guaranteed	CHF	5 Mio.
Deductible	CHF	100.00

13.2 Optional insurance

Exhibits and stand material are not insured, either during the fair or in the course of transportation to or from the fair. Exhibitors are therefore recommended to take out appropriate insurance. The relevant application form with a paying-in slip is available in the Online Service Center (OSC).

General fair information

14 Registration and ordering options

There are two ways to register yourself for Grenzenlos 2019 and to order services for your trade-fair appearance: You can either do that online in our Online Service Center (OSC) or download the respective printed forms at www.grenzenlos-sg.ch/en/registration.

15 Delivery of documents/information material

After the registration you will receive the following documents by mail:

Documents/information material	delivered by
Registration confirmation	after your registration (by e-mail)
Counter-signed contract incl. first invoice	end of August
Sketch of stand and floor plan, exhibitor passes and parking tickets	November 2018
Advertising material	November 2018
Fair Newspaper	on the first day of Grenzenlos
Exhibitor survey and final report	a week after the fair (by e-mail)
Final invoice	February 2019

16 Fair training

In preparation for your trade fair participation we offer trainings for stand personnel.

Thursday, 17 January 2019 4 p.m. – 6.15 p.m.

Friday, 18 January 2019 8.15 a.m. – 10.30 a.m.

The participation for one person per stand is free of charge. The participation for any other person costs CHF 90.00. The language of instruction is German. More information can be found at www.olma-messen.ch/messtraining.

17 Data preparation for production of graphics in stand construction

If you have booked a stand construction (subsection 1.3), please pay attention to these general requirements for data preparation.

Production files

- printable PDF, EPS or TIFF
- arrange data in scale 1:1 or 1:10
- convert all writing in paths and convert line weights into contours
- for open data: Send writing and all links
- do not set logos and texts too close to the edge areas
- send data without trim marks, registration marks and colour control strips
- arrange colours in PMS Pantone Solid Coated

Image data

- do not mix RGB and CMYK data
- the ideal types are TIFF-data with LZW-compression
- reduce images to background level and delete channels as well as brands
- ideal image resolution in standard 1:1 / 100 dpi at 1:10 correspondingly higher (including = possible losses of quality)

Colours and colour profiles

- ISO coated (CMYK) or Adobe RGB 1998 (RGB), however do not mix
- PMS Pantone Solid Coated

If you have arranged data in another colour space, they will be automatically adjusted to our colour space. This can lead to undesired colour changes on the print. No liability is assumed for this.

Layout and graphics overview

It is required either a graphics overview or the classification of the files to the print medium. For larger projects, it is recommended that a dimensioned graphics arrangement is enclosed.

Clean and prompt data transmission by the deadline

In principle we do not access data that is supplied incorrectly. However, if it is necessary, it will be charged CHF 120.00 per hour for the time taken.

The printable data must be supplied no later than 30 November 2018. In the event of delays in

supplying data or if unprintable data is supplied, a production by the deadline can not be guaranteed.

Data transfer

- With a data volume of < 2 GB you can send us the data via www.wetransfer.com.
- With a data volume > 2 GB please contact grenzenlos@olma-messen.ch.

18 Information about the Grenzenlos

18.1 Duration

Friday, 18 to Sunday, 20 January 2019

18.2 Opening hours for visitors

Friday, 18 January 2019	11.00 a.m. – 07.00 p.m.
Saturday, 19 and Sunday, 20 January 2019	10.00 a.m. – 06.00 p.m.

18.3 Opening hours for exhibitors

Friday, 18 January 2019	07.00 a.m. – 07.30 p.m.
Saturday, 19 January 2019	09.00 a.m. – 06.30 p.m.
Sunday, 20 January 2019	09.00 a.m. – 10.00 p.m.

18.4 Deliveries during fair

Saturday, 19 January 2019	09.00 a.m. – 09.30 a.m.
Sunday, 20 January 2019	09.00 a.m. – 09.30 a.m.

Direct access to hall is only granted with permit issued by the trade fair management. Vehicles which are parked in the open-air area will be towed away.

18.5 Ticket prices

One-day admission ticket

Adults

7.7 % VAT included

CHF 14.00

Young people aged 6 to 15, receivers of disability pension, apprentices, students

CHF 7.00

Evening ticket (from 4 p.m.)

Adults

CHF 9.00

Young people aged 6 to 15, receivers of disability pension, apprentices, students

CHF 5.00

Three-day ticket

Adults

CHF 19.00

19 Assembly and dismantling

In exceptional cases the trade fair management may shorten the assembly and dismantling hours. Affected exhibitors will be informed at an early stage.

19.1 Assembly hours

Tuesday, 15 and Wednesday, 16 January 2019	07.00 a.m. – 06.00 p.m.
Thursday, 17 January 2019	07.00 a.m. – 10.00 p.m.
Friday, 18 January 2019	07.00 a.m. – 10.00 a.m.

19.2 Dismantling hours

Sunday, 20 January 2019	06.15 p.m. – 11.00 p.m.
Monday, 21 January 2019	08.00 a.m. – 05.00 p.m.

All rented stand types need to be cleared out by 10.00 p.m. on 20 January 2019.

19.3 Deposit fee

Friday, 18 January 2019	07.00 a.m. – 10.00 a.m.
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Vehicles are only permitted to enter the fairgrounds upon payment of a deposit fee of CHF 100.00 or EUR 100.00 for a maximum of 1.5 hours. All vehicles which have left the fairgrounds by 10.30 a.m. will be reimbursed at the exit. There will be no refund after 10.30 a.m. Any vehicle parked on the fairgrounds will be towed away after 11.00 a.m.

20 Contact person on site

20.1 Hall manager

Hall

2.0, 2.1, F2, F2a

3.0, 3.1, F3

9.0, 9.1, 9.1.2, 9.2, F9, F13, parking garage

phone

+41 79 571 50 32

+41 79 571 50 33

+41 79 571 50 39

20.2 Craftsman

The companies listed below work on behalf of Grenzenlos during the assembly and dismantling phase. In principle, you are not obliged to work together with them. According to the safety regulations the commissioned electric companies have to hold a concession issued by the St.Galler Stadtwerke Abt. Installationen, St.Gallen.

Electrical installations and telephone installations

All halls

Olma Messen St.Gallen, 9008 St.Gallen

phone

+41 71 242 01 46

Sanitary installations

Hall 2 / 3 / F2 / F3

H. Fatzer AG, 9000 St.Gallen

+41 71 244 73 32

Hall 9 / F9

Sanitär Wirth AG, 9000 St.Gallen

+41 71 243 30 80

Painting work

All halls

Gröbli AG, 9016 St.Gallen

+41 71 288 48 42

Carpentry work

All halls

Olma Messen St.Gallen, 9008 St.Gallen

+41 71 242 01 48

Lettering and advertising

All halls

Grafitec AG, 9000 St.Gallen

+41 71 272 60 30

Forklift service

Up- and unloading

Olma Messen St.Gallen, 9008 St.Gallen

+41 79 571 50 07

Stand construction

All halls

Syma-System AG, 9533 Kirchberg

+41 71 932 32 32

21 Communication campaign

Posting

F4- and F12-posters in Eastern Switzerland

Mailing of A4-posters and brochures to more than 5,000 hotels and restaurants in Eastern Switzerland

Advertisements

Advertisements are placed in the most important daily and weekly newspapers which are part of the catchment area.

Supplement «St.Galler Tagblatt»

An editorial supplement will be enclosed to the complete edition of the daily newspaper «St.Galler Tagblatt» in the week of the fair.

Radio spots and TV

Collaboration with local radio and regional television channel Tele Ostschweiz TVO

Visitor brochure

Distribution via exhibitors and special show operators

Mailing of brochures and A4-posters to more than 5,000 hotels and restaurants in Eastern Switzerland

Cooperation with SBB-RailAway

Distribution of visitor brochures at selected German-speaking railway stations

Passenger TV

Image spots are displayed in buses and postbuses which are part of the catchment area

Online

Banner advertisements on selected and thematically related online portals, usage of Google AdWords and advertising placement on Facebook

Social Media

Facebook posts on a regular basis shortly before the fair

Media service

The communication campaign includes various PR actions: media relations with media conference,

press releases before, during and after the fair

22 Accommodation

The following tourist office will be pleased to assist you with your hotel reservation:
St.Gallen-Bodensee Tourismus, Bankgasse 9, Postfach, 9001 St.Gallen, phone +41 71 227 37 37, fax +41 71 227 37 67, info@st.gallen-bodensee.ch, www.st.gallen-bodensee.ch

23 Packages to the stand

Parcel post, express post and letter post articles which arrive before the trade fair begins are delivered to you on the final set-up day. In the case of incorrect address, inadequate arrangements between stand personnel and private carriers or for other reasons, Olma Messen St.Gallen accepts the consignment in good faith and ensures that it is forwarded to the exhibitor and accepted by them. In this case, the exhibitor must be charged a fee. During the fair the packages and the mail will be transferred directly to the stand.

Exhibition goods are to be sent, stating the hall and stand number, to:

*Company Muster Ltd.
Hall 1.0, stand 1.0.01
Olma Messen St.Gallen – «Grenzenlos»
Splügenstrasse 12
CH-9008 St.Gallen*

24 ATM

Location	Bank
Jägerstrasse (entrance G next to Moststube)	Raiffeisen
open-air area F3 in front of hall 3.0	St.Galler Kantonalbank
Drive-in, St. Jakobstrasse (in front of hall 2.1)	St.Galler Kantonalbank

25 Medical services

In case of an emergency it is important to take immediate and effective action. The medical room is located in hall 3.0. Please call +41 79 571 50 44 for medical service or 144 for the ambulance. Please inform your stand personnel accordingly.

26 Surveillance of the area

Beginning of surveillance	Friday, 18 January 2019	11.00 a.m.
Ending of surveillance	Sunday, 20 January 2019	06.00 p.m.

Securitas AG is charged with the independent realisation of the general surveillance.

27 Sustainability

27.1 Disposal

Our aim is to separate recyclables. Please inform your stand personnel as well as your stand constructor about the disposal concept in advance. Further information can be found at www.grenzenlos-sg.ch/en/information.

27.2 Notes on energy efficiency

Please consider the environment when planning the construction of your own stand. If conventional halogen stand lighting is used, only 10 % of the energy is converted to light and 90 % is lost to heat. You should therefore use LED lighting technology if at all possible. You will reduce your costs thanks to the lower power consumption and be able to order a smaller junction box as a result. In doing so, you will also prevent heat build-up at the stand as well as benefiting from a longer service life and better light distribution.

The range of stand structures that we offer for hire is equipped with energy-efficient lighting.

28 Regulations and rules for stand constructions and obligations during hours of opening

28.1 Stand construction rules

The conditions concerning stand construction and stand design can be found under section 4 of the Rules for Exhibitors at www.grenzenlos-sg.ch/en/information.

28.2 Covered stands

Fully or partially covered stands must be registered together with the stand sketch (which will be handed out once the definite stand location has been allocated in November 2018) and approved by trade fair management in accordance with fire-safety regulations. It is incumbent upon the exhibitor to meet all fire-safety regulations. If the ceiling structures do not meet the legal requirements, the authorities can order the contested components to be refurbished or removed at the exhibitor's expense. The fire-safety requirements for covered stands are available under subsection 4.2.2.5 of the Rules for Exhibitors at www.grenzenlos-sg.ch/en/information.

28.3 Fire-safety regulations

Information can be found in attachment 1 of the Rules for Exhibitors which can be downloaded at www.grenzenlos-sg.ch/en/information.

28.4 Charging for attractions

Any charging of separate entry, use, consultancy, or other fees by the exhibitor is prohibited, subject to a specific special permit in writing from the trade fair management.

28.5 Stand boundaries and Emergency exits

Stand boundaries shall be strictly observed. Emergency exits and escape routes must be clear at all times.

28.6 Smoking ban

Smoking (also the smoking of e-cigarettes) is generally prohibited in accessible and closed rooms. This applies to all fair halls and restaurants.

28.7 Price declaration regulations

The Swiss price declaration regulations are binding for providers of goods and services. More information at www.seco-admin.ch (Home > Werbe- und Geschäftsmethoden > Preisbekanntgabe).

29 Information for foreign exhibitors

29.1 Customs treatment

The leaflet customs treatment can be found at www.grenzenlos-sg.ch/en/information.

29.2 Reclaim of VAT

The leaflet reclaim of VAT can be found at www.grenzenlos-sg.ch/en/information.

29.3 Work permit

Exhibitors who employ foreign stand personnel are responsible themselves for obtaining the respective work permit. Please contact the migration office for further information:

*Migrationsamt Kanton St.Gallen, Oberer Graben 38, 9001 St.Gallen,
phone +41 58 229 31 11, fax +41 58 229 46 08*

30 Payment deadlines

First Invoice until 13 August 2018	80 % of the amount, due within 30 days of invoice date
First Invoice from 13 August 2018	90 % of the amount, due within 30 days of invoice date
Final payment	after the fair, must be settled within 30 days

You will receive the invoices optionally either electronically by e-mail or by post (chosen option applies to all invoices).

31 Contractual basis and GTC

Basis for the contract between Olma Messen St.Gallen and the exhibitor are the Exhibitor Contract, the Rules for Exhibitors and the Exhibitor-Manual. This documentation and further information can be downloaded at www.grenzenlos-sg.ch/en/information or ordered at the trade fair management