



Genossenschaft  
Olma Messen St.Gallen  
**Grenzenlos**  
Splügenstrasse 12  
Postfach  
CH-9008 St.Gallen

Tel. +41 71 242 01 55  
Fax +41 71 242 02 32  
grenzenlos-sg.ch

# Exhibitor-Manual

Services and information

## **Grenzenlos – the holiday fair**

Friday, 17 January to Sunday, 19 January 2020



**Online Service Center**  
Mit einem Klick zu Ihrem  
Messestand  
[www.olma-messen.ch/osc](http://www.olma-messen.ch/osc)

# Contents

<b>Services .....</b>	<b>3</b>
<b>1 Stand area rental and stand construction .....</b>	<b>3</b>
1.1 Rebate.....	3
1.2 Unbuilt stand area .....	3
1.3 Stand design .....	3
1.4 Stand construction inclusive stand area rental.....	4
<b>2 Co-exhibitor .....</b>	<b>6</b>
<b>3 Stand equipment .....</b>	<b>6</b>
3.1 Stand equipment for unbuilt stand area .....	6
3.2 Stand equipment for stand types: Fresh Plus and Fresh .....	7
<b>4 Technical services.....</b>	<b>8</b>
4.1 Electrical connections .....	8
4.2 Water .....	8
4.3 Fire extinguisher .....	8
<b>5 Internet connection and telecommunications .....</b>	<b>8</b>
5.1 Internet connection via indoor network/Ethernet .....	8
5.2 Internet connection via WiFi .....	9
5.3 Telecommunications.....	9
5.4 Radio/microphone system .....	9
<b>6 Furniture and multimedia .....</b>	<b>10</b>
6.1 Tables .....	10
6.2 Chairs .....	10
6.3 Set of chairs with table .....	11
6.4 Cupboards, bar elements .....	11
6.5 Kitchen, various .....	12
6.6 Multimedia .....	12
<b>7 Stand services .....</b>	<b>13</b>
7.1 Stand cleaning .....	13
7.2 Waste disposal .....	13
7.3 Forklift .....	13
7.4 Lifting ramp.....	13
7.5 Assembly and dismantling work carried out by Olma Messen St.Gallen .....	13
7.6 Carpet tape .....	13
7.7 Stand security.....	13
7.8 Catering.....	13
7.9 Flowers and plants.....	13
<b>8 Parking from 16 to 20 January 2020 .....</b>	<b>13</b>
<b>9 Tickets and vouchers .....</b>	<b>14</b>
9.1 Exhibitor passes .....	14
9.2 Customer vouchers for admission tickets.....	14
9.3 Food and drink vouchers .....	14
<b>10 Advertising options and communication .....</b>	<b>14</b>
10.1 Communication package .....	14
10.2 Entry in the exhibitor directory.....	16
10.3 Digital advertising .....	16
10.4 Print advertising .....	16
<b>11 Supporting programme .....</b>	<b>17</b>
<b>12 Fair Cinema .....</b>	<b>17</b>

<b>13</b>	<b>Insurance policies</b> .....	<b>17</b>
	13.1 Liability insurance.....	17
	13.2 Optional insurance .....	17
	<b>General fair information</b> .....	<b>18</b>
<b>14</b>	<b>Registration and ordering options</b> .....	<b>18</b>
<b>15</b>	<b>Delivery of documents/information material</b> .....	<b>18</b>
<b>16</b>	<b>Fair training</b> .....	<b>18</b>
<b>17</b>	<b>Data preparation for production of graphics in stand construction</b> .....	<b>18</b>
<b>18</b>	<b>Information about the Grenzenlos</b> .....	<b>19</b>
	18.1 Duration .....	19
	18.2 Opening hours for visitors .....	19
	18.3 Opening hours for exhibitors.....	19
	18.4 Deliveries during fair .....	19
	18.5 Ticket prices .....	19
<b>19</b>	<b>Assembly and dismantling</b> .....	<b>19</b>
	19.1 Assembly hours .....	19
	19.2 Dismantling hours.....	19
	19.3 Deposit fee.....	19
<b>20</b>	<b>Contact person on site</b> .....	<b>21</b>
	20.1 Hall manager .....	21
	20.2 Craftsman .....	21
<b>21</b>	<b>Communication campaign</b> .....	<b>21</b>
<b>22</b>	<b>Accommodation</b> .....	<b>22</b>
<b>23</b>	<b>Packages to the stand</b> .....	Fehler! Textmarke nicht definiert.
<b>24</b>	<b>ATM</b> .....	Fehler! Textmarke nicht definiert.
<b>25</b>	<b>Medical services</b> .....	<b>22</b>
<b>26</b>	<b>Surveillance of the area</b> .....	<b>22</b>
<b>27</b>	<b>Sustainability</b> .....	<b>23</b>
	27.1 Disposal.....	23
	27.2 Notes on energy efficiency .....	23
<b>28</b>	<b>Regulations and rules for stand constructions and obligations during hours of opening</b> .....	<b>23</b>
	28.1 Stand construction rules .....	23
	28.2 Covered stands .....	23
	28.3 Fire-safety regulations.....	23
	28.4 Charging for attractions .....	23
	28.5 Stand boundaries and Emergency exits .....	23
	28.6 Smoking ban .....	23
	28.7 Price declaration regulations.....	23
<b>29</b>	<b>Information for foreign exhibitors</b> .....	<b>23</b>
	29.1 Customs treatment .....	23
	29.2 Reclaim of VAT.....	23
	29.3 Work permit .....	23
<b>30</b>	<b>Payment deadlines</b> .....	<b>24</b>
<b>31</b>	<b>Contractual basis and GTC</b> .....	<b>24</b>

# 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](http://www.grenzenlos-sg.ch/osc/en) or by order forms at [www.grenzenlos-sg.ch/en/registration](http://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 15 August 2019 and if the payment is received on schedule.

Rate A: Stand area in the exhibition hall, all stand types CHF 30.00 /m<sup>2</sup>

Rate B: Stand area in the exhibition hall, all stand types CHF 30.00 /m<sup>2</sup>

Rate C: Stand area in the exhibition hall, all stand types CHF 15.00 /m<sup>2</sup>

#### 1.1.2 Discount for large stand areas

41 to 80 m<sup>2</sup> CHF 5.00 /m<sup>2</sup>

81 to 120 m<sup>2</sup> CHF 10.00 /m<sup>2</sup>

121 to 149 m<sup>2</sup> CHF 15.00 /m<sup>2</sup>

starting from 150 m<sup>2</sup> CHF 20.00 /m<sup>2</sup>

### 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 m<sup>2</sup>

#### 1.2.1 Stand area in the exhibition hall

Rate A: travel agencies, tour operators, tourism organisations CHF 245.00 /m<sup>2</sup>

Rate B: hotels, camping sites, outdoor, travel and wellness articles CHF 195.00 /m<sup>2</sup>

Rate C: day trip excursion CHF 125.00 /m<sup>2</sup>

#### 1.2.2 Open-air area

Rate A: travel agencies, tour operators, tourism organisations CHF 215.00 /m<sup>2</sup>

Rate B: hotels, camping sites, outdoor, travel and wellness articles CHF 165.00 /m<sup>2</sup>

Rate C: day trip excursion CHF 95.00 /m<sup>2</sup>

#### 1.2.3 Storage space

Storage space, accessible during the fair CHF 43.00 /m<sup>2</sup>

Storage space, inaccessible during the fair CHF 20.00 /m<sup>2</sup>

### 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 m<sup>2</sup> 20 %

3 open sides (head stand) min. 18 m<sup>2</sup> 25 %

4 open sides (island stand) min. 36 m<sup>2</sup> 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.

#### 1.3.4 Covered stands

Fully or partially covered stands must be registered and approved by the fair management.

You can find further information under subsection 28.2.

#### 1.4 Stand construction inclusive stand area rental

Orders have to be submitted by Friday, 15 November 2019. 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 Tuesday, 14 January 2020, 7 a.m. 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 (needled felt) 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, vertically aligned) 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 m<sup>2</sup> stand space)

Exemplarily visualisation stand type Fresh Plus:



Fresh Plus 9 m<sup>2</sup>, corner stand



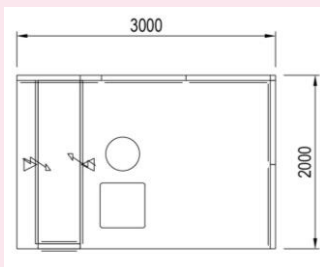
Fresh Plus 9 m<sup>2</sup>, corner stand with printed graphic



Fresh Plus 18 m<sup>2</sup>, corner stand with printed graphic

#### Fresh Plus 6 m<sup>2</sup> (Art. 100745)

3 m x 2 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	not available	CHF 3,702.00
B	not available CHF 2,904.00	CHF 3,408.00 available

Additionally included:  
1 small counter, white (Art. 461005)  
1 bar stool, Z-form, white (Art. 460542)

#### Fresh Plus 9 m<sup>2</sup> (Art. 100750)

3 m x 3 m

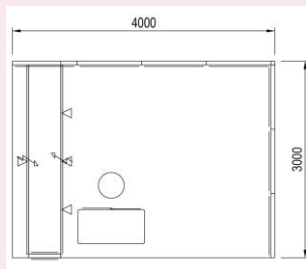


Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	not feasible	CHF 4,926.00
B	not feasible	CHF 4,488.00
C	not feasible	CHF 3,732.00

Additionally included:  
1 small counter, white (Art. 461005)  
1 bar stool, Z-form, white (Art. 460542)

**Fresh Plus 12 m<sup>2</sup>** (Art. 100755)

4 m x 3 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	CHF 5,365.00	CHF 6,438.00
B	CHF 4,870.00	CHF 5,844.00
C	CHF 4,030.00	CHF 4,836.00

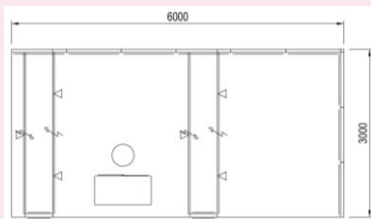
Additionally included:

1 large counter, white (Art. 461000)

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

**Fresh Plus 18 m<sup>2</sup>** (Art. 100760)

6 m x 3 m



Rate	1 open side (in-lines stand)	2 open sides (corner stand)
A	CHF 7,800.00	CHF 9,360.00
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)

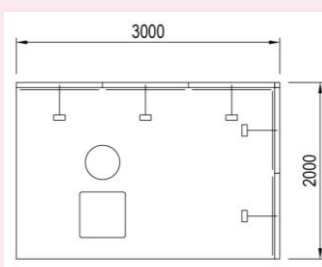
**Stand type Fresh**

- carpet (needled felt) 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 m<sup>2</sup>)

Exemplarily visualisation stand type Fresh (corner stand):

Fresh 9 m<sup>2</sup>, corner standFresh 9 m<sup>2</sup>, corner stand  
with printed graphicFresh 12 m<sup>2</sup>, corner stand  
with printed graphic**Fresh 6 m<sup>2</sup>** (Art. 100730)

3 m x 2 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	CHF 2,905.00	CHF 3,486.00
B	CHF 2,660.00	CHF 3,192.00
C	CHF 2,240.00	CHF 2,688.00

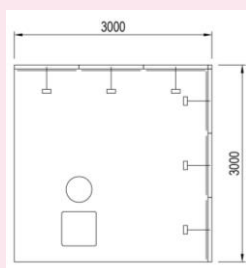
Additionally included:

1 small counter, white (Art. 461005)

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

**Fresh 9 m<sup>2</sup>** (Art. 100735)

3 m x 3 m



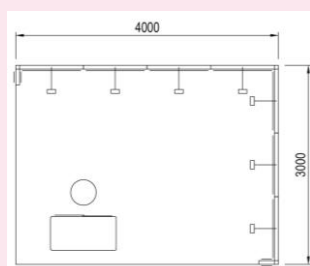
Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	CHF 3,885.00	CHF 4,662.00
B	CHF 3,520.00	CHF 4,224.00
C	CHF 2,890.00	CHF 3,468.00

Additionally included:

- 1 small counter, white (Art. 461005)
- 1 bar stool, Z-form, white (Art. 460542)

**Fresh 12 m<sup>2</sup>** (Art. 100740)

4 m x 3 m



Rate	1 open side (in-line stand)	2 open sides (corner stand)
A	CHF 5,000.00	CHF 6,000.00
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, needled felt	CHF	19.00 /m <sup>2</sup>
	Carpet Rewind (recyclable)	CHF	19.00 /m <sup>2</sup>
	Carpet Salsa	CHF	25.00 /m <sup>2</sup>
	Floor cover PVC	CHF	35.00 /m <sup>2</sup>

[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 2019.*

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 vertically aligned) 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**

Needled felt, in various colours	included
Velours, in various colours	CHF 10.50 /m <sup>2</sup>
Floor covers PVC, in various colours (incl. installation shelf 1.9 cm and aluminum end bracket)	CHF 47.50 /m <sup>2</sup>
Laminate, in various colours (incl. installation shelf 1.9 cm and aluminum end bracket)	CHF 53.50 /m <sup>2</sup>

#### **Walls white**

included

Walls coloured (according to colour index NCS or RAL)	CHF 23.00 /m <sup>2</sup>
---	---------------------------

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 <sup>2</sup>
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 15 november 2019. 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	245.00	10 kW/230/400 V CEE16	CHF	490.00
6 kW/230/400 V	CHF	387.00	15 kW/230/400 V	CHF	583.00
10 kW/230/400 V	CHF	490.00	20 kW/230/400 V	CHF	676.00

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	583.00	CEE 63	CHF	1,050.00
--------	-----	--------	--------	-----	----------

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
-------------------	-----	--------

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
--------------------------	-----	-------

## 5 Internet connection and telecommunications

---

Orders should be sent by 15 November 2019. 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 (40/20 Mbit/s, not suitable for business purposes) 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 and call charges for 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. 470540  
Table Medola 80, black  
80 x 80 x 75 cm (W x D x H)  
CHF 76.00



Art. 470540  
Table Medola 80, white  
80 x 80 x 75 cm (W x D x H)  
CHF 76.00



Art. 470535  
Table Levante 170, white  
170 x 60 x 110 cm (W x D x H)  
CHF 265.00



Art. 470536  
Table Levante 170, white  
170 x 60 x 75 cm (W x D x H)  
CHF 265.00



Art. 470515  
Table Fermo 70, black  
70 cm (H), Ø 60 cm  
CHF 91.00



Art. 470520  
Table Fermo 110, black  
110 cm (H), Ø 60 cm  
CHF 102.00



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



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. 471005  
Chair Vada, in various colours  
CHF 83.00



Art. 471010  
Chair Catifa, in various colours  
CHF 67.00



Art. 471015  
Chair Sestri, in various colours  
CHF 40.00



Art. 471020  
Chair Bunny, in various colours  
CHF 58.00



Art. 460542  
Barstool Z-shape, black  
CHF 70.00



Art. 460541  
Barstool Z-shape white  
CHF 70.00



Art. 472540  
Barstool Manhattan  
in various colours  
CHF 133.00



Art. 472500  
Barstool Moos  
in various colours  
CHF 140.00



Art. 472530  
Barstool Lem  
in various colours  
CHF 132.00



Art. 472015  
Armchair Hello,  
in various colours  
CHF 189.00



Art. 471505  
Sofa Cadiz 1 backrest, black  
60 x 60 x 79 cm (W x D x H)  
CHF 195.00



Art. 471535  
Sofa Lentini, white  
65 x 65 x 45 cm (W x D x H)  
CHF 167.00



Art. 471525  
Sofa Favara I, white  
88 x 68 x 72 cm (W x D x H)  
CHF 252.00

### 6.3 Set of chairs with table



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



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



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



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



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

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



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



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



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

## 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 167.00

## 6.6 Multimedia



Art. 466005  
Multimediaspeler 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 <sup>2</sup>
One-time cleaning of stand prior to the commencement	CHF	4.00	/m <sup>2</sup>
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 <sup>2</sup>	CHF	9.00
	up to 30 m <sup>2</sup>	CHF	18.00
	up to 80 m <sup>2</sup>	CHF	36.00
	from 81 m <sup>2</sup>	CHF	54.00

### 7.3 Forklift

*Order directly on-site from the hall manager*

up to 2.5 tons, including driver

	CHF	50.50	/15 min
--	-----	-------	---------

### 7.4 Lifting ramp

*Order directly from the hall manager on-site*

including driver

	CHF	57.50	/15 min
--	-----	-------	---------

without driver

	CHF	41.00	/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	81.00	/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](mailto:stgallen@securitas.ch)*

### 7.8 Catering

Säntis Gastronomie AG 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, 17. January 2020 in the morning.

Orders can be placed directly at *Hänni Gartenbau, St.Gallen, St.Gallen, phone +41 71 277 23 03,*

*[www.haennigartenbau.ch](http://www.haennigartenbau.ch), [info@haennigartenbau.ch](mailto:info@haennigartenbau.ch)*

## 8 Parking from 16 to 20 January 2020

---

Parking space in parking garage, height 2.05 m	CHF	55.00	/space
--	-----	-------	--------

## 9 Tickets and vouchers

---

### 9.1 Exhibitor passes

#### Free allocation for exhibitors

1 pass for stand personnel per 3 m<sup>2</sup> 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 for admission tickets

5 ticket vouchers (printed or digital) per m<sup>2</sup> 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

#### Discount 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 13 December 2019. Digital vouchers can be ordered until 9 January 2020.

**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.

**Digital vouchers** are uploaded to your Online Service Center (OSC) in form of voucher codes and can be sent to your clients directly from the OSC. Alternatively the voucher codes can be downloaded as a CSV file to distribute to your clients. The voucher codes can be redeemed by your clients in the online ticket shop (print@home or mobile ticket).

**Promo-Code** is ideal to integrate into newsletters or into printed advertisements for your clients. They can be redeemed in our Online Ticketshop for free admission tickets.

Flat rate promo-code, inclusive 200 redeemed vouchers CHF 800.00

Price per additional redeemed voucher CHF 3.00

You define the maximum quantity of vouchers, that can be redeemed in total with your promo-code. Also let us know, how many vouchers can be downloaded per client (login). After the fair you receive an excel file with the login information of your clients.

### 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 190.00

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 10.2)
- Fair newspaper: distribution at the fair and supplement in the «St.Galler Tagblatt» newspaper (about 260,000 readers)
- Basic advertising material package for exhibitors (subsection **Fehler! Verweisquelle konnte**

**nicht gefunden werden.)**

- Hall layouts of the fair grounds: list of exhibitors with stand number and plan of halls
- Trade fair banner and logo (digital) Download on <https://www.olma-messen.ch/en/node/218>



## 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.

<b>Exhibitor entry</b> (print and online)	1 entry	included
<b>Sector entry</b> (print and online)	1 entry	included
<b>Offer entry</b> (online)	unlimited	free of charge
<b>Destination entry</b> (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](mailto:grenzenlos@olma-messen.ch).

**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](http://www.grenzenlos-sg.ch). The banners are enabled from 1 December 2019 to 30 January 2020. 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 260,000 readers) and will also be handed out for free to fair visitors. If you are interested in placing an advertisement, please contact: *CH Regionalmedien AG, Fürstenlandstrasse 122, 9001 St. Gallen, [www.chregionalmedien.ch](http://www.chregionalmedien.ch), [inserate@tagblatt.ch](mailto:inserate@tagblatt.ch).*

### 10.4.2 Reverse of the trade fair tickets

Exclusive advertising space	4 x 5 cm	on request
Footer Online Ticket	15.9 x 2 cm	on request

### 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

## 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 30 minutes	CHF	125.00	/Slot
Slot of 45 minutes	CHF	190.00	/Slot

After having received the exhibitor contract, you will receive an E-Mail with a link from the exhibition management. You can then choose your own time slots (max. 6 per exhibitor/per day). You will receive further information with the Email.

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

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 2020 – the holiday fair 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](http://www.grenzenlos-sg.ch/en/registration).

**Deadline for registration**

**30 November 2019**

## 15 Delivery of documents/information material

---

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

**Documents/information material**

	<b>delivered by</b>
Registration confirmation	after your registration (by e-mail)
Counter-signed contract incl. invoice	end of August 2019
Sketch of stand and floor plan, exhibitor passes and parking tickets	November 2019
Advertising material	November 2019
Fair Newspaper	on the first day of Grenzenlos
Final invoice and exhibitor survey	February 2020

## 16 Fair training

---

The language of instruction is German. More information can be found at [www.olma-messen.ch/messtraining](http://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 2019. 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 [grenzenlos@olma-messen.ch](mailto:grenzenlos@olma-messen.ch).
- With a data volume > 2 GB please contact [www.wetransfer.com](http://www.wetransfer.com).

## **18 Information about Grenzenlos – the holiday fair**

---

### **18.1 Duration**

Friday, 17 to Sunday, 19 January 2020

### **18.2 Opening hours for visitors**

Friday, 17 January 2020 10.00 a.m. – 06.00 p.m.  
Saturday, 18 and Sunday, 19 January 2020 10.00 a.m. – 06.00 p.m.

### **18.3 Opening hours for exhibitors**

Friday, 17 January 2020 07.00 a.m. – 07.30 p.m.  
Saturday, 18 January 2020 09.00 a.m. – 06.30 p.m.  
Sunday, 19 January 2020 09.00 a.m. – 10.00 p.m.

### **18.4 Deliveries during fair**

Saturday, 18 January 2020 09.00 a.m. – 09.30 a.m.  
Sunday, 19 January 2020 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, 14 and Wednesday, 15 January 2020 07.00 a.m. – 06.00 p.m.  
Thursday, 16 January 2020 07.00 a.m. – 10.00 p.m.  
Friday, 17 January 2020 07.00 a.m. – 09.00 a.m.

### **19.2 Dismantling hours**

Sunday, 19 January 2020 06.15 p.m. – 10.00 p.m.  
Monday, 20 January 2020 08.00 a.m. – 05.00 p.m.

All rented stand types need to be cleared out by 10.00 p.m. on 19 January 2020.

### **19.3 Deposit fee**

Friday, 17 January 2020 07.00 a.m. – 10.00 a.m.

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. Detailed information will be communicated early enough.

## 20 Contact person on site

---

### 20.1 Hall manager

Hall	phone
2.0, 2.1, F2, F2a	+41 79 571 50 32
3.0, 3.1, F3	+41 79 571 50 33
9.0, 9.1, 9.1.2, 9.2, F9, F13, parking garage	+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	phone
All halls Olma Messen St.Gallen, 9008 St.Gallen	+41 71 242 01 46
<b>Sanitary installations</b>	
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
<b>Painting work</b>	
All halls Malerei Fuchs, Langgasse 18, 9008 St. Gallen	+41 71 246 40 40
<b>Carpentry work</b>	
All halls Olma Messen St.Gallen, 9008 St.Gallen	+41 71 242 01 48
<b>Lettering and advertising</b>	
All halls Grafitec AG, 9000 St.Gallen	+41 71 272 60 30
<b>Forklift service</b>	
Up- and unloading Olma Messen St.Gallen, 9008 St.Gallen	+41 79 571 50 07
<b>Stand construction</b>	
All halls Syma-System AG, 9533 Kirchberg	+41 71 932 32 32

## 21 Communication campaign

---

### Social Media

**Campaigns on Facebook and Instagram all year through and especially in the weeks before the fair.**

### 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

### 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](mailto:info@st.gallen-bodensee.ch), [www.st.gallen-bodensee.ch](http://www.st.gallen-bodensee.ch)*

---

## 23 Post/ATM

### 23.1 Post

There are two post offices in the immediate vicinity of the exhibition grounds, which enable you to do all your postal business.

**Post Office 9004 St.Gallen 4**, Brühltor (at Waaghaus)

Opening hours: Monday to Friday, 7.30 a.m. – 6.30 p.m. / Saturday, 8.00 a.m. – 12.00 a.m.

**Post Office 9008 St.Gallen 8**, Langgass

Opening hours: Monday to Friday, 7.30 a.m. – 12.00 a.m., 1.45 p.m. – 6.00 p.m. /  
Saturday, 8.00 a.m. – 11.00 a.m.

Collection of courier consignments: 0848 888 888

#### Hint:

The post branch St. Gallen 8, Langgass is expected to be integrated to the Denner branch in the 4<sup>th</sup> quarter 2019. We are not aware of any detailed information from Post CH AG. These will follow at a later date.

#### Letterbox

Two red letterboxes are available on the exhibition grounds for prefranked letters. These are located at entrances G and D. The letterboxes are emptied daily at around 4.00 PM.

### 23.2 Mailings 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*

### 23.3 ATM

#### Location

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

#### Bank

Raiffeisen  
St.Galler Kantonalbank  
St.Galler Kantonalbank

---

## 24 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.

---

## 25 Surveillance of the area

Beginning of surveillance	Friday, 17 January 2020	10.00 a.m.
Ending of surveillance	Sunday, 19 January 2020	06.00 p.m.

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

---

## **26 Sustainability**

### **26.1 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](http://www.grenzenlos-sg.ch/en/information).

### **26.2 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.

---

## **27 Regulations and rules for stand constructions and obligations during hours of opening**

### **27.1 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](http://www.grenzenlos-sg.ch/en/information)

### **27.2 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 2019) 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](http://www.grenzenlos-sg.ch/en/information).

### **27.3 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](http://www.grenzenlos-sg.ch/en/information).

### **27.4 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.

### **27.5 Stand boundaries and Emergency exits**

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

### **27.6 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.

### **27.7 Price declaration regulations**

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

---

## **28 Information for foreign exhibitors**

### **28.1 Customs treatment**

The leaflet customs treatment can be found at [www.grenzenlos-sg.ch/en/information](http://www.grenzenlos-sg.ch/en/information).

### **28.2 Reclaim of VAT**

The leaflet reclaim of VAT can be found at [www.grenzenlos-sg.ch/en/information](http://www.grenzenlos-sg.ch/en/information).

### **28.3 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*

---

**29 Payment deadlines**

The invoice is due for payment within 30 days after the date of the invoice.

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

---

**30 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](http://www.grenzenlos-sg.ch/en/information) or ordered at the trade fair management