

*Now more than ever!*



Genossenschaft  
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# Exhibitor-Manual

Services and information

**GRENZENLOS – the holiday fair**

Friday, 22 January to Sunday, 24 January 2021



**Online Service Center**  
Mit einem Klick zu Ihrem  
Messestand  
[www.olma-messen.ch/osc](http://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](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) until 15 November 2020.

Prices do not include 7.7 % VAT. Unit price unless otherwise indicated.  
Foreign Exhibitors please look supplementary at chapter 29.

Explanation Rates:

Rate **A** = travel agencies, tour operators, tourism organisations

Rate **B** = hotels, camping sites, outdoor, travel and wellness articles

Rate **C** = day trip excursion

## 1 Stand area rental and stand construction

### 1.1 Rebate

Rebates are not visible in the Online Service Center, you'll see them on your individual Offer.

#### 1.1.1 Early booking rebate

Rebate only applies if the booking is received on time and if the payment is received on schedule.

Early Bird Plus – until 30 June 2020

Rate A: Stand area in the exhibition hall, all stand types CHF - 35.00 /m<sup>2</sup>

Rate B: Stand area in the exhibition hall, all stand types CHF - 35.00 /m<sup>2</sup>

Rate C: Stand area in the exhibition hall, all stand types CHF - 20.00 /m<sup>2</sup>

Early Bird – until 31 August 2020

Rate A: Stand area in the exhibition hall, all stand types CHF - 25.00 /m<sup>2</sup>

Rate B: Stand area in the exhibition hall, all stand types CHF - 25.00 /m<sup>2</sup>

Rate C: Stand area in the exhibition hall, all stand types CHF - 10.00 /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

#### 1.2.1 Stand area in the exhibition hall (min. 9 m<sup>2</sup>)

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 Several open sides

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 %

#### 1.2.3 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>

Food-Stand (min. 12 m<sup>2</sup>) CHF 205.00 /m<sup>2</sup>

#### 1.2.4 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>

### 1.2.5 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.

### 1.2.6 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.

### 1.2.7 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.

## 2 Stand packages

- Orders have to be submitted by Friday, 13 November 2020.
- All stand types will be ready for use on Tuesday, 20 January 2021, 7 a.m.
- 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.
- Please take a look at the mandatory additional information under subsection [4.2.1](#)
- 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.

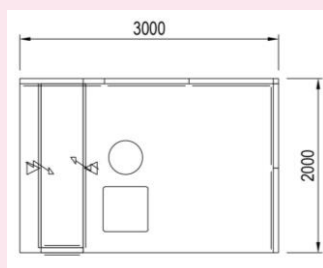
### 2.1 Stand package Fresh Plus

Services included:

- 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)
- Stand installation and dismantling

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

3 m x 2 m



Additionally included:

- 1 small counter, white (Art. 461005)
- 1 bar stool, Z-form, white (Art. 460541)

2 open sides (corner stand)	CHF 3'738.00	<b>Rate A</b>
2 open sides (corner stand)	CHF 3'450.00	<b>Rate B</b>
2 open sides (corner stand)	CHF 2'944.00	<b>Rate C</b>
1 open side (in-line stand)	not available	

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

3 m x 3 m



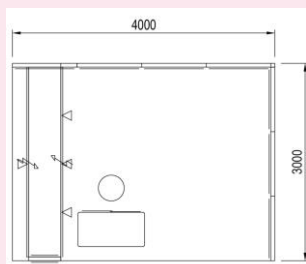
Additionally included:

- 1 small counter, white (Art. 461005)
- 1 bar stool, Z-shape, white (Art. 460541)

2 open sides (corner stand)	CHF 4'986.00	<b>Rate A</b>
2 open sides (corner stand)	CHF 4'548.00	<b>Rate B</b>
2 open sides (corner stand)	CHF 3'792.00	<b>Rate C</b>
1 open side (in-line stand)	not available	

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

4 m x 3 m



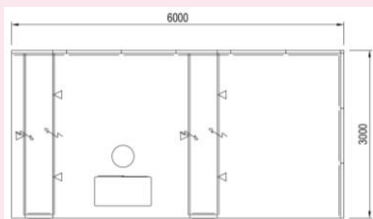
Additionally included:

- 1 large counter, white (Art. 461000)
- 1 bar stool, Z-shape, white (Art. 460541)

1 open side (in-line stand)	CHF 5'430.00	<b>Rate A</b>
1 open side (in-line stand)	CHF 4'936.00	<b>Rate B</b>
1 open side (in-line stand)	CHF 4'096.00	<b>Rate C</b>
2 open sides (corner stand)	CHF 6'516.00	<b>Rate A</b>
2 open sides (corner stand)	CHF 5'924.00	<b>Rate B</b>
2 open sides (corner stand)	CHF 4'916.00	<b>Rate C</b>

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

6 m x 3 m



Additionally included:

- 1 large counter, white (Art. 461000)
- 1 bar stool, Z-shape, white (Art. 460541)

1 open side (in-line stand)	CHF 7'900.00	<b>Rate A</b>
1 open side (in-line stand)	CHF 7'170.00	<b>Rate B</b>
1 open side (in-line stand)	CHF 5'910.00	<b>Rate C</b>
2 open sides (corner stand)	CHF 9'480.00	<b>Rate A</b>
2 open sides (corner stand)	CHF 8'604.00	<b>Rate B</b>
2 open sides (corner stand)	CHF 7'909.00	<b>Rate C</b>

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

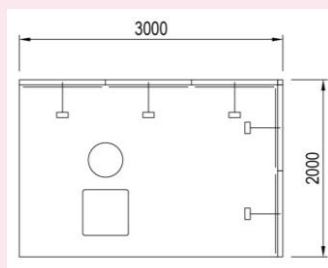
## 2.2 Stand package Fresh

Services included:

- 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 25 W 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> included)

### Fresh 6 m<sup>2</sup> (Art. 100730)

3 m x 2 m



Additionally included:

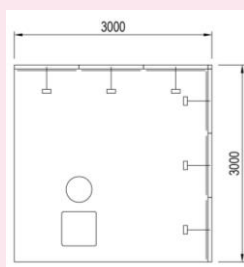
- 1 small counter, white (Art. 461005)
- 1 bar stool, Z-shape, white (Art. 460541)

1 open side (in-line stand)	CHF	2'935.00	<b>Rate A</b>
1 open side (in-line stand)	CHF	2'690.00	<b>Rate B</b>
1 open side (in-line stand)	CHF	2'270.00	<b>Rate C</b>

2 open sides (corner stand)	CHF	3'522.00	<b>Rate A</b>
2 open sides (corner stand)	CHF	3'228.00	<b>Rate B</b>
2 open sides (corner stand)	CHF	2'724.00	<b>Rate C</b>

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

3 m x 3 m



Additionally included:

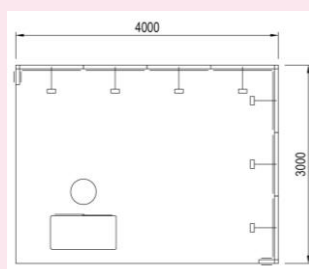
- 1 small counter, white (Art. 461005)
- 1 bar stool, Z-shape, white (Art. 460541)

1 open side (in-line stand)	CHF	3'930.00	<b>Rate A</b>
1 open side (in-line stand)	CHF	3'565.00	<b>Rate B</b>
1 open side (in-line stand)	CHF	2'935.00	<b>Rate C</b>

2 open sides (corner stand)	CHF	4'716.00	<b>Rate A</b>
2 open sides (corner stand)	CHF	4'278.00	<b>Rate B</b>
2 open sides (corner stand)	CHF	3'522.00	<b>Rate C</b>

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

4 m x 3 m



Additionally included:

- 1 large counter, white (Art. 461000)
- 1 bar stool, Z-shape, white (Art. 460541)

1 open side (in-line stand)	CHF	5'060.00	<b>Rate A</b>
1 open side (in-line stand)	CHF	4'570.00	<b>Rate B</b>
1 open side (in-line stand)	CHF	3'730.00	<b>Rate C</b>

2 open sides (corner stand)	CHF	6'072.00	<b>Rate A</b>
2 open sides (corner stand)	CHF	5'484.00	<b>Rate B</b>
2 open sides (corner stand)	CHF	4'476.00	<b>Rate C</b>

Exemplarily visualisation stand type Fresh (corner stand):



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



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



Fresh 12 m<sup>2</sup>, corner stand with printed graphic



## 2.3 Standpackage Common room

Option for 3, 5 or 8 shared stand space

CHF 2'400.00

Services included:

- 5 – 6 m<sup>2</sup> stand area
- 2 – 4 m<sup>2</sup> wall area
- Shared storage area
- Counter and bar stool or Bar-Set (3 stool and 1 table)
- LED-Spot fixed on wall
- Carpet
- Electrical connection
- Stand installation and dismounting

If you're interested, please do not hesitate to contact us or get the registration form [here](#).

## 3 Co-exhibitor

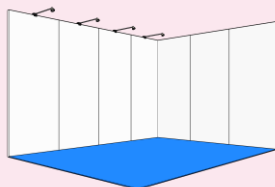
Fee per co-exhibitor		CHF	190.00
Fee from 5 up to 9 co-exhibitors	flat-rate	CHF	900.00
Fee from 10 up to 30 co-exhibitors	flat-rate	CHF	1,800.00

- Included in the Co-exhibitor fee is the whole communication service as well as the liability insurance.
- 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.

## 4 Stand equipment

### 4.1 Stand equipment for unbuilt stand area

Example of a corner-stand 12 m<sup>2</sup> (4 m x 3 m x 2.5 m), walls white, blue carpet and 4 LED-Spots:



#### 4.1.1 Walls (2.5 m high, installed)

- 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.

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

#### 4.1.2 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.

#### 4.1.3 Lighting

Spotlights for walls (incl. installation, excl. electrical connection)	CHF	55.00
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#### 4.1.4 Suspension

All existing suspension points (directly on hall ceiling) reportable, with costs  
Notified load (additional weight on request) 200kg/suspension point  
135 kg/suspension rope

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

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 2020. 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.

#### 4.2 Stand equipment for stand packages: Fresh Plus and Fresh

Feel free to create your stand on your personal wishes. The exhibitor team is at your disposal. Under Point 4.2.1 you'll find all-inclusive arrangement alternatives as logos, carpets and walls. Additional you find more options under Point 4.2.2.

##### 4.2.1 Mandatory additional information

###### Lettering/Logo or Label

included  
Pass your Logo

- Stand type Fresh Plus  
on pylon (field size: height 200 cm, breadth 50 cm, lettering/logo vertically aligned) or  
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)

###### Carpet Needled felt, in various colours

included

###### Walls

included

- White
- The size of the wall is 6 cm, on stand alone stands it will be 12 cm.
- Walls are arranged within the rental space area.
- 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.
- The rented walls must be restored to a condition in which they can be used again.

##### 4.2.2 Additional equipment

- |  |     |        |                 |
|--|-----|--------|-----------------|
| • Velours, in various colours  | CHF | 10.50  | /m <sup>2</sup> |
| • Floor covers PVC, in various colours<br>(incl. installation shelf 1.9 cm and aluminum end bracket) | CHF | 47.50  | /m <sup>2</sup> |
| • Laminate, in various colours<br>(incl. installation shelf 1.9 cm and aluminum end bracket)         | CHF | 53.50  | /m <sup>2</sup> |
| • Walls coloured (according to colour index NCS or RAL)  | CHF | 23.00  | /m <sup>2</sup> |
| • Graphic printing on wall-element*  | CHF | 118.00 | /m <sup>2</sup> |
| • Logo on front face of bar element incl. Forex 0.3 cm (100.5 x 94.7 cm)*                            | CHF | 205.00 |                 |
| • 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  |                 |

\* 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 20.

## 5 Technical services

Orders should be sent by 13 november 2020. 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.

### 5.1 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
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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

### 5.2 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.

### 5.3 Fire extinguisher

Fire extinguisher rental	CHF	50.00
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## 6 Internet connection and telecommunications

Orders should be sent by 13 November 2020. CHF 350.00 will be charged extra for orders received less than 3 weeks before the fair opens.

### 6.1 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.

**6.2 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
• 1 day (24 hours)	CHF	19.00
• 2 days (48 hours)	CHF	29.00
• 3 days (72 hours)	CHF	39.00
• Entire fair duration (assembly and dismantling phase included)	CHF	45.00

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.

**6.3 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

**6.4 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.

## 7 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).

### 7.1 Tables



Art. 460000  
Table white, feet aluminium  
120 x 80 x 75 cm (W x D x H)  
CHF 84.00



Art. 460005  
Table white, feet aluminium  
80 x 80 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

### 7.2 Chairs



Art. 471010  
Chair Catifa, in various colours  
CHF 67.00



Art. 471005  
Chair Vada, in various. colours  
CHF 83.00



Art. 460506  
Chair, black  
CHF 52.00



Art. 460507  
Chair with armrests, black  
CHF 82.00



Art. 471020  
Chair Bunny, in various colours  
CHF 58.00



Art. 471015  
Chair Sestri, in various colours  
CHF 42.00



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. 472530  
Barstool Lem  
in various colours  
CHF 132.00



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



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



Art. 472500  
Barstool Moos,  
in various colours  
CHF 140.00



Art. 472015  
Armchair Hello,  
in various colours  
CHF 189.00



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

### 7.3

#### Set of chairs with table



Art. 474500  
Set Bunny, in various colours  
4 chairs, 1 table  
CHF 284.00



Art. 475015  
Set Lem, in various colours  
3 chairs, 1 table  
CHF 470.00



Art. 475500  
Set Favara, in various colours  
2 sofas, 1 table  
CHF 718.00



Art. 474505  
Set Catifa, in various colours  
3 chairs, 1 table  
CHF 291.00



Art. 475000  
Set Ginny, in various colours  
3 chairs, 1 table  
CHF 255.00

### 7.4

#### 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. 461521  
Showcase illuminated,  
lockable, white  
90 x 45 x 190 cm (W x D x H)  
CHF 509.00



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



Art. 461001  
Pedestal, white  
50 x 50 x 100 cm (W x D x H)  
CHF 147.00



Art. 461522  
Showcase illuminated,  
lockable, white  
45 x 45 x 190 cm (W x D x H)  
CHF 380.00

## 7.5 Kitchen, various



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



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



Art. 474000  
Brochure display stand Cori, black  
30 x 29 x 170 cm (W x D x H)  
CHF 167.00

## 7.6 Multimedia



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



Art. 464061  
15.6" Notebook  
Windows 10 Pro,  
Office 365, DE / EN  
CHF 155.00



Art. 464063  
Apple iPad, Generation 5  
WiFi  
CHF 95.00



Art. 466006  
27" LCD flat (16:9)  
Full HD 1920 x 1080 pixel  
65.9 x 44.4 x 22 cm (W x H x D)  
CHF 158.00



Art. 466008  
43" LCD flat (16:9)  
Full HD 1920 x 1080 pixel  
96.4 x 55.4 x 3 cm (W x H x D)  
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 H x D)  
CHF 915.00



Art. 466003  
Floor stand Audipack  
for screen 32"-65"  
CHF 105.00



Art. 464062  
15" Apple Macbook  
Mac OS / Boot Camp,  
Office for mac / Office 365, DE / EN  
CHF 255.00



Art. 464064  
iPad floor stand  
for iPad generations 2, 3, 4 and 5  
CHF 85.00



Art. 466007  
32" LCD flat (16:9)  
Full HD 1920 x 1080 pixel  
73.5 x 43.4 x 3 cm (W x H x D)  
CHF 265.00



Art. 466009  
55" LCD flat (16:9)  
Full HD 1920 x 1080 pixel  
124.8 x 72.2 x 3 cm (W x H x D)  
CHF 475.00

Other sizes of LCD flats on request.

## 8 Stand services

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### 8.1 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

### 8.2 Waste disposal

**Compulsory** flat rate for all exhibitors  
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

### 8.3 Forklift

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

CHF 50.75 /15 min

### 8.4 Lifting ramp

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

CHF 57.75 /15 min  
CHF 41.25 /15 min

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

Order directly from the hall manager on-site  
Company technician, hall manager

CHF 81.40 /hour

### 8.6 Carpet tape

Order directly from the hall manager on-site  
Carpet tape

CHF 10.00 /roll

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

### 8.7 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)*

### 8.8 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.

### 8.9 Flowers and plants

The flowers will be delivered directly to your stand on Thursday 14 January 2021 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)*

### 8.10 Stand – Photograph

Would you like to have your stand professionally photographed? Ask the exhibition manager, we will be happy to put you in touch with the trade fair photographer: [grenzenlos@olma-messen.ch](mailto:grenzenlos@olma-messen.ch)

## 9 Parking

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Parking space in parking garage, height 2.05 m, from 19 to 24 January 2021 CHF 55.00 /space



## 10 Exhibitor passes, admission tickets and vouchers

### 10.1 Exhibitor passes

Exhibitor passes are personal and not transferable.

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

1 pass for stand personnel per 3 m <sup>2</sup> stand area	free of charge
Additional exhibitor passes	CHF 16.00

### 10.2 Customer vouchers for admission tickets

Free ticket vouchers for adults

5 ticket vouchers per m<sup>2</sup> of calculated stand space (printed or digital) free of charge

Additional vouchers

Printed voucher for one day admission CHF 1.20

Digital voucher for one day admission CHF 1.00

### 10.3 Discount vouchers

Friday: free admission

Saturday: CHF 4.00 reduction on adult day-ticket

Sunday: CHF 4.00 reduction on adult day-ticket

The minimum purchase is 50 per purchase method.

50 to 200 pieces printed vouchers *	CHF 0.60
201 to 1,000 pieces printed vouchers*	flat-rate CHF 100.00
up to 1,000 pieces digital vouchers*	flat-rate CHF 50.00

**\*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.

➔ Printed vouchers can only be produced until 7 December 2020.

**\*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).

➔ Digital vouchers can be ordered until 15 January 2021.

**Addresses** (surname, first name, city, e-mail) of the digital vouchers redeemed online by your customers can be downloaded from the Online Service Center (OSC) after the trade fair.

### 10.4 Promo-Code

Free admission ticket for adults

- The Promo-Code is a multi-digit code (e.g. TUI20GR) which you can determine yourself and send to your customers.
- Each customer (user) can use 1 code to purchase 2 admission tickets.
- It is ideal for integration into mass media such as newsletters or advertising.
- After the trade fair you will receive the addresses (surname, first name, city, e-mail) of the customers who have redeemed your code.

Promo-Code MINI (limited to 50 redeemed tickets)	CHF 175.00
Promo-Code MIDI (limited to 100 redeemed tickets)	CHF 300.00
Promo-Code MAXI (limited to 500 redeemed tickets)	CHF 1'250.00
Promo-Code MEGA (limited to 1'000 redeemed tickets)	CHF 2'000.00
Promo-Code FLATRATE (unlimited)	CHF 4'000.00
Promo-Code à Point (you pay per code)	CHF 4.00

### 10.5 Sântis Catering vouchers

The vouchers are delivered by Sântis Gastronomie AG against prepayment. There will be no refunds for vouchers that are not redeemed.

Voucher for original Olma bratwurst with roll and 50 cl PET drink (worth CHF 12.00, valid for one year, redeemable at Sântis food stands)	CHF	10.20
Gastronomy voucher worth CHF 5.00	CHF	4.65
Gastronomy voucher worth CHF 10.00 (unlimited validity, redeemable at all Sântis trad fair catering establishments)	CHF	9.25

## 11 Advertising options and communication

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### 11.1 Communication package

<b>Compulsory</b> for exhibitors and co-exhibitors	CHF	190.00
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There is no price reduction for unused individual services.

The following services are included in the communication package:

- **Fair newspaper:** distribution at the fair and supplement in the «St.Galler Tagblatt Gesamtausgabe» newspaper (about 260'000 readers)
- **Exhibitor entry:** entry on our website and printed in the fair newspaper.
- **Hall layouts** of the fair grounds: list of exhibitors with stand number and plan of halls
- **Social Media:** You'll get content for your own use, especially the special themes.
- **Social Media:** on our social media channels you'll get 1 post after conclusion of contract and 1 post within the months after the fair.
- **Mail footer, logos and checklists:** We give you several options for your communication. You need anything else? Do not hesitate to contact us!

### 11.2 Entry in the exhibitor directory

<b>Compulsory</b> for exhibitors and co-exhibitors	free of charge
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The exhibitor directory consists of:

<b>Sector entry</b> (print and online)	1 entry	including
<b>Exhibitor entry</b> (online)	1 entry	including
<b>Offer entry</b> (online)	unlimited	including
<b>Destination entry</b> (online)	unlimited	including

You want more attention:

<b>Logo</b> in the exhibitor directory (online)	CHF	120.00
<b>Logo Combination</b> in the exhibitor directory, exhibitor details and on hall layouts (width 250 pixels, formats: jpg, png, gif).	CHF	350.00

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.

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.

### 11.3 Digital advertising

#### 11.3.1 Newsletter

Database: 10'000 addresses

Delivery date: ca 8 January 2021 (2 weeks before the fair)

Content: 5 exclusive offers for special themes

Content-Mix: the exhibition manager decides on the most suitable offer.

Newsletter: 5 exclusive offers for special themes 2021 CHF 500.00

#### 11.3.2 Screen Advertising

Your advertising appears every 5 minutes on 18 LCD monitors - that makes around 5,000 broadcasts during the Grenzenlos. Still images, videos or animations from 5 to 20 seconds are suitable for this. (1920 x 1080 pixel (16:9), format: jpg, png, pdf, wmv)

Price per second (min. 5 seconds, regardless of the broadcasts) CHF 50.00

### 11.4 Print advertising and outdoor lettering

#### 11.4.1 Fair catalogue advertisements

The fair newspaper will be distributed as an insert in the «St.Galler Tagblatt Gesamtbeilage» newspaper with about 260'000 readers and will also be handed out for free to fair visitors.

The conditions in the overview:

St.Galler Tagblatt Gesamtausgabe Total 260 000 Leser, 109 077 Exemplare	
■ Thurgauer Zeitung	79 000 Leser, 27 327 Exemplare
■ St.Galler Tagblatt St.Gallen, Gossau und Rorschach	60 000 Leser, 29 402 Exemplare
■ Wiler Zeitung	25 000 Leser, 9 708 Exemplare
■ Toggenburger Tagblatt	14 000 Leser, 6 536 Exemplare
■ Appenzeller Zeitung	27 000 Leser, 9 623 Exemplare
■ Der Rheintaler/Rheintalische Volkszeitung	27 000 Leser, 11 604 Exemplare
■ Werdenberger und Obentoggenburger	14 000 Leser, 6 648 Exemplare
■ Liechtensteiner Vaterland	19 000 Leser, 8 229 Exemplare

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)

Advertisements in fair catalogue (1/8 page to 1/1 pages) from CHF 712.00

#### 11.4.2 Reverse of the trade fair tickets

Exclusive advertising space printed tickets (ca. 30'000, 4 x 5 cm)

CHF 2'000.00

Footer Online Ticket (ca. 5'000, 15.9 x 2 cm, Data max. 200 KB)

CHF 1'000.00



### 11.4.3 Print advertising space at the fair

Poster sites F4 and F12 (on/around the fair grounds)  
Supersize posters, Decorations, sign making etc.

on request  
on request

### 11.4.4 Sponsorships

Benefit from the image of the GRENZENLOS. We would be pleased to present the different possibilities to you. You have your own ideas? We are open for your creativity and are looking forward to your inquiries. The following ideas are being planned and developed by the exhibition team:

These ideas are in planning:

- |   |              |
|---|--------------|
| • Talk-Sponsoring on our special themes stage   | CHF 1'000.00 |
| • Broadcast Lauberhorn- or Hahnenkamm ski race  | CHF 1'000.00 |
| • Radio FM1 Sponsoring on the visitors campaign | CHF 4'000.00 |
| • Exhibitor-Lounge                              | CHF 1'000.00 |
| • Exhibition Restaurant                         | CHF 3'000.00 |
| • Gadgets for visitors                          | on request   |
| • Exhibition Sponsoring (individual)            | on request   |

## 12 Fair Cinema

A picture paints a thousand words. Present your interesting travel experiences, adventures and travel destinations in our fair cinema. The infrastructure (beamer for presentation, laptop, microphone) is provided and included in the price.

Slot times are composed as follows: They start punctually, end 10 minutes before the end of the slot for dismantling or setting up new exhibitors.

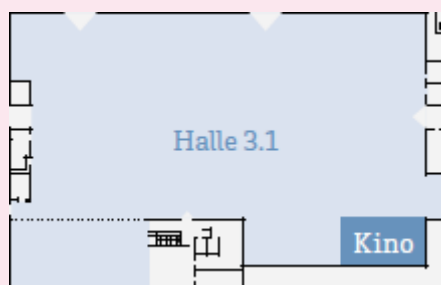
### Big Travel- Cinema, Hall 9.2

Cinema A = 90 Seats  
Cinema B = 100 Seats  
Cinema C = 111 Seats  
Cinema D = 130 Seats



### Little Travel- Cinema, Hall 3.1

Cinema = 80 Seats



#### Hall 9.2 (all cinemas)\*

CHF 170.00  
CHF 300.00

#### Hall 3.1\*

CHF 230.00  
CHF 355.00

#### Slot 11 – 16 h

30 min  
60 min

#### Slot 10 – 11 / 16 – 18 h

CHF 120.00  
CHF 210.00

CHF 160.00  
CHF 250.00

30 min  
60 min

\* Exhibitors who consider GRENZENLOS 2021 special topics for presentations will receive a discount of CHF 20 per presentation per special topic

### Procedure:

1. We receive the signed contract from you.
2. You will receive an e-mail with the order confirmation containing exact instructions and a link to the cinema schedule. Here you can enter the desired time slots (max. 3 per day/exhibitor) yourself.
3. The cinema slots will be charged on your final invoice.

Would you like your own cinema? Please contact us at [grenzenlos@olma-messen.ch](mailto:grenzenlos@olma-messen.ch)

### 13 Your own ideas

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Be creative! Thrill our visitors with your music or dance performance or plan your own special show. Use the chance to inspire the travel loving visitors. We're excited about your ideas and will help to implement them at the exhibition. Do not hesitate to contact us at [grenzenlos@olma-messen.ch](mailto:grenzenlos@olma-messen.ch)

### 14 Insurance policies

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#### 14.1 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

#### 14.2 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

### 15 Registration and ordering options

Registration for the GRENZENLOS and ordering services for your presentation can be done online via the Online Service Center (OSC) at [www.grenzenlos-sg.ch/anmeldung](http://www.grenzenlos-sg.ch/anmeldung).

Please note our two early booking discounts.

Early Bird Plus	30 June 2020
Early Bird	31 August 2020
Deadline for registration	30 November 2020

### 16 Delivery of documents/information material

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

<b>Documents/information material</b>	<b>delivered by</b>
Registration confirmation	after your registration (by e-mail)
Counter-signed contract incl. invoice	mid of September 2020
Sketch of stand and floor plan, exhibitor passes and parking tickets	November 2020
Electronic template advertising media	November 2020
Fair Newspaper	on the first day of Grenzenlos
Final invoice	February 2021

### 17 Information about Grenzenlos – the holiday fair

#### 17.1 Duration

Friday, 22 to Sunday, 24 January 2021

#### 17.2 Opening hours for visitors

Friday, 22 to Sunday, 24 January 2021 10.00 a.m. – 06.00 p.m.

#### 17.3 Opening hours for exhibitors

Friday, 22 January 2021	07.00 a.m. – 07.30 p.m.
Saturday, 23 January 2021	09.00 a.m. – 06.30 p.m.
Sunday, 24 January 2021	09.00 a.m. – 10.00 p.m.

#### 17.4 Deliveries during fair

Saturday, 22 January 2021	09.00 a.m. – 09.30 a.m.
Sunday, 24 January 2021	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.

#### 17.5 Ticket prices

##### One-day admission ticket

7.7 % VAT included

Adults	CHF	14.00
Young people aged 6 to 15, receivers of disability pension, apprentices, students	CHF	9.00

##### Evening ticket (from 3 p.m.)

Adults	CHF	7.00
Young people aged 6 to 15, receivers of disability pension, apprentices, students	CHF	5.00

##### Three-day ticket

Adults	CHF	19.00
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## **18 Assembly and dismantling**

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

### **18.1 Assembly hours**

Tuesday, 19 and Wednesday, 20 January 2021	07.00 a.m. – 06.00 p.m.
Thursday, 21 January 2021	07.00 a.m. – 10.00 p.m.
Friday, 22 January 2021	07.00 a.m. – 09.00 a.m.

### **18.2 Dismantling hours**

Sunday, 24 January 2021	06.15 p.m. – 10.00 p.m.
Monday, 25 January 2021	08.00 a.m. – 05.00 p.m.

All rented stand types need to be cleared out by 10.00 p.m. on Sunday, 24 January 2021.

### **18.3 Deposit fee**

Friday, 22 January 2021	07.00 a.m. – 09.00 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. Detailed information will be communicated in time.

### **18.4 Performance plan**

The Exhibition Management will draw up a special installation plan for vehicles or special stand constructions. The exhibitors concerned will be informed in good time.

## **19 Fair training**

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The language of instruction is German. More information can be found at [www.olma-messen.ch/messtraining](http://www.olma-messen.ch/messtraining).

## **20 Data preparation for production of graphics in stand construction**

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If you have booked a stand construction (subsection 2), please pay attention to these general requirements for data preparation.

### **Production files**

- printable PDF, EPS or TIFF, ideally > 100 dpi
- 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

### **Bleed allowance for textile sails**

For the data for sail production, it is necessary to provide the delivered files with a bleed allowance due to the packaging. This is 24 mm on each side of each sail part. Your exhibition management will provide you with the visible dimensions of the individual sails.

W 193.8 x H 246.8 cm (visual size)

B 193.8 + 4.8 cm (2.4 cm each side) = 198.6 cm

H 246.8 + 4.8 cm (2.4 cm each side) = 251.6 cm

Production size incl. bleed = W 198.6 x H 251.6 cm

### **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 send it via [www.wetransfer.com](http://www.wetransfer.com)

## 21 Contact person on site

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### 21.1 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

### 21.2 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

Malerei Fuchs, Langgasse 18, 9008 St. Gallen

+41 71 246 40 40

#### 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

## 22 Communication campaign GRENZENLOS

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Hence our focus of the communication campaign:

### Website

- The site grenzenlos-sg.ch is all year round filled with real time content.

### Social Media

- Facebook, Instagram and LinkedIn campaign during the whole year, especially in the weeks before the fair.

### Advertisement

- Advertisements are placed in the most important daily and weekly newspaper which are part of the catchment area.
- Post-it advertising on front pages of regional medias.
- Advertisements in various leading travel magazines including hand over at the fair



**Exhibitor marketing**

- We will provide different online-banners, images, logos or mail footer you can use for your personnel marketing activities.

**Media service**

- The communication campaign includes various PR actions: media relations with media conference, press releases before, during and after the fair

**Advertising material**

- Mailing to more than 5,000 hotels and restaurants in Eastern Switzerland
- Mailing to all companies and shops in and around St.Gallen

**Posting**

- F4- and F12-posters in Eastern Switzerland
- Small posters sampling in and around the city of St.Gallen

**Newsletter**

- 2 Newsletter for visitors in the weeks before the fair

**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

**On site**

- Hall plans around the fair ground
- Fair Newspaper for you and the visitors
- Sign making and signposting around the travel fair

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**23 Accommodation**

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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)*

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**24 Post/ATM**

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**24.1 Post office**

There are two Post branches in the immediate vicinity of the exhibition grounds, where you can conduct all 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**, Langgass (inside Denner Langgass, limited range of services)

Opening hours: Monday to Friday, 8.00 a.m. – 7.00 p.m. /

Saturday, 8.00 a.m. – 12.00 a.m.

Collection of courier consignments: 0848 888 888

For more information on the current range of services: [www.post.ch](http://www.post.ch)

**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.

## 24.2 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*

## 24.3 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

## 25 Medical services

In case of an emergency it is important to act quickly and effectively. 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. For more information, visit [www.grenzenlos-sg/en/information](http://www.grenzenlos-sg/en/information)

## 26 Surveillance of the area

Beginning of surveillance	Friday, 22 January 2021	10.00 a.m.
Ending of surveillance	Sunday, 24 January 2021	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](http://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.

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

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### **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](http://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 2020) 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).

### **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](http://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](http://www.seco-admin.ch) (Home > Werbe- und Geschäftsmethoden > Preisbekanntgabe).

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## **29 Information for foreign exhibitors**

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### **29.1 Customs treatment**

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

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## **30 Payment deadlines**

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1. Partial Invoice	90% from the actual amount due for payment within 30 days
Final Invoice	after the fair: due for payment within 30 days

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

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## **31 Contractual basis and GTC**

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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