



Genossenschaft  
Olma Messen St.Gallen  
**CongressEvents St.Gallen**  
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Postfach  
CH-9008 St.Gallen

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congressevents.ch

# Manual

# CongressEvents St.Gallen

## Services and information



If the event forming the subject of this contract has to be cancelled by Olma Messen St.Gallen based on official regulations or for any other reason, this contract shall be deemed to have been cancelled without replacement. No claims of any kind may be asserted by either of the contracting parties following such a cancellation. Olma Messen St.Gallen will not charge any processing fees and any payments on account or advance payments made will be refunded in full.

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# Fairground

## 1 Arrival

### 1.1 by public transport

Take bus no. 3 (to «Heiligkreuz»), no. 4 (to «Wittenbach Bahnhof») or no. 6 (to «Heiligkreuz») from St.Gallen's main railway station until bus stop «Olma Messen».

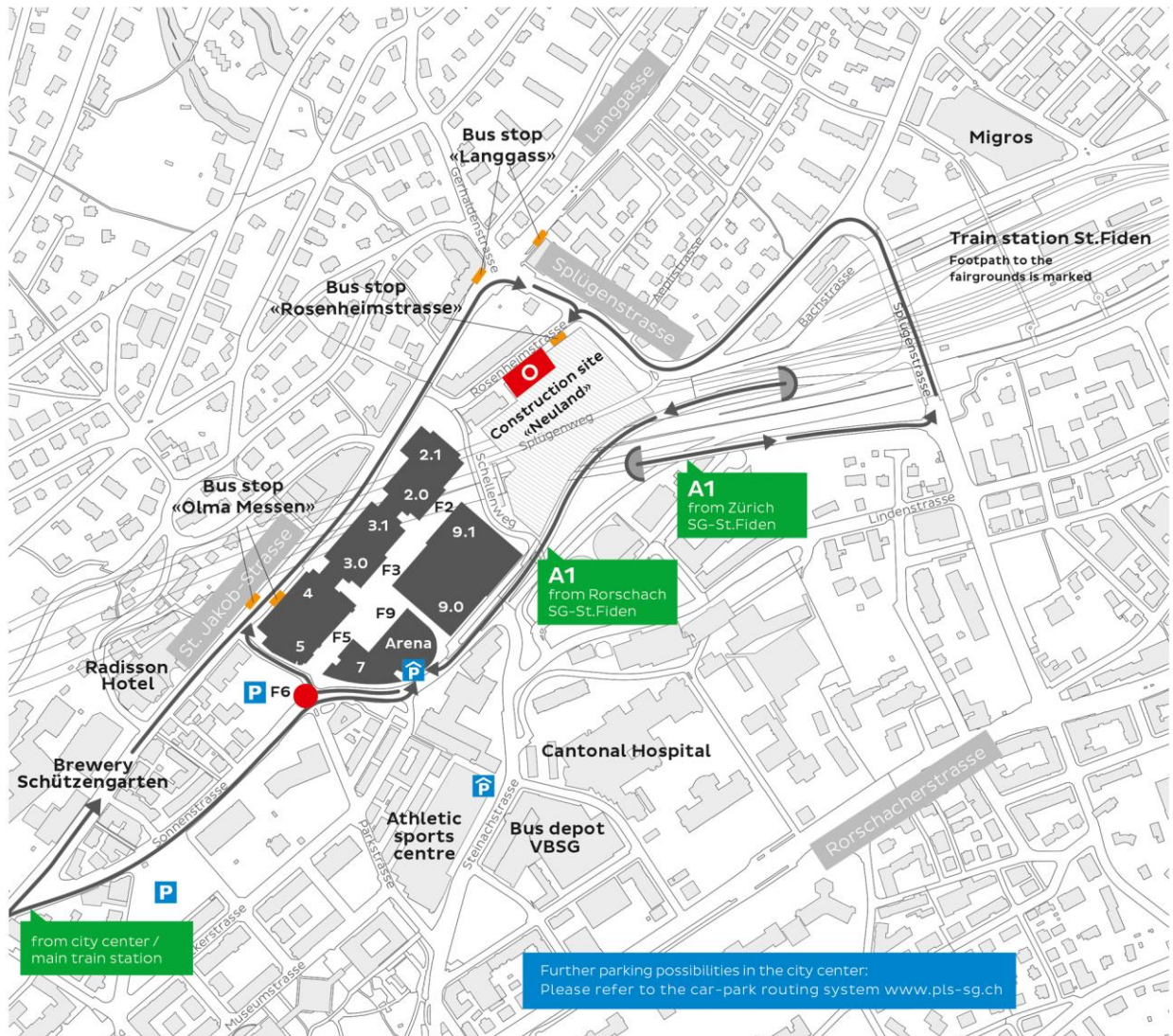
### 1.2 on foot

The route is signposted, approx. 5 minutes from «St.Fiden» train station.

### 1.3 by car

From the Nationalstrasse A1 use the exit: St.Gallen-St.Fiden (no. 82) then follow instructions on route map. Parking garage «Parkhaus Olma» (GPS: Sonnenstrasse 39) or outdoor parking space «Aussenparkplatz F6» (GPS: Jägerstrasse) are available for visitors during events. (costs according to the organizer)

The route map can be found at [www.olma-messen.ch/congressevents/besucher/informationen](http://www.olma-messen.ch/congressevents/besucher/informationen).



## **2        Addresses**

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### **2.1      Deliveries**

Genossenschaft  
Olma Messen St.Gallen  
<company>  
<hall, stand>  
<event>  
St. Jakob-Strasse 94  
CH-9000 St.Gallen

### **2.2      Fairground**

Genossenschaft  
Olma Messen St.Gallen  
Sonnenstrasse 39  
CH-9008 St.Gallen

### **2.3      Visit address**

Genossenschaft  
Olma Messen St.Gallen  
CongressEvents St.Gallen  
Splügenstrasse 12  
CH-9008 St.Gallen  
Phone: +41 (0)71 242 01 66  
Fax:    +41 (0)71 242 01 02  
[www.congressevents.ch](http://www.congressevents.ch)  
[info@congressevents.ch](mailto:info@congressevents.ch)

### **2.4      Company address**

Genossenschaft  
Olma Messen St. Gallen  
CongressEvents St. Gallen  
Splügenstrasse 12  
CH-9008 St. Gallen

## **3        Contact person on site**

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During assembly and dismantling and during the event a hall supervisor is at your disposal.

### **3.1      Hall supervisor**

<b>Hall</b>	<b>Phone</b>
1.0, 1.1, 1.2	+41 (0)79 571 50 31
2.0, 2.1	+41 (0)79 571 50 32
3.0, 3.1	+41 (0)79 571 50 33
Moststube	+41 (0)79 571 50 34
7.0, 7.1	+41 (0)79 571 50 37
9.0	+41 (0)79 571 50 40
9.1, 9.1.2, 9.2	+41 (0)79 571 50 39

Please find further contacts in the organisational manual of the event.

## 4 Hall information / overview fairground

### 4.1 Inside area

hall	hall space sqm	length x width m	effective depth	max. persons ①	max. persons ②	theater seating	classroom seating	banquet seating (square tables / round tables)	number parking spaces (referred to fire prevention deplis)	restaurant area sqm	restaurant seating	permitted floor capacity kg/sqm	cover load per suspension point	floor structure	hall floor with cable channels	power- (p) & water connection (w)	window daylight	columns	number of doors	door sizes (width x depth)	lifts	goods lifts to 3.0t	fire protection system (sprinkler, detector)
H 1.0	2'500	82 x 30	5.75	2'400					55			2000	200	asphalt		p/w		x	2	4.80 x 4.45	x	x	M
H 1.1	2'695	82 x 30	4.50/9.50	2'400					74	165	150	1000	200	concrete		p/w	x	x	1	3.80 x 4.10	x	x	M
H 1.2	750	43 x 14	3.58			80	40			390	420	500		concrete		p/w	x	x			x	x	M
H 2.0	3'163	88 x 31	4.75/5.80	2'400	2'841				89	290	250	1000	200	concrete	x	p/w		x	2	3.70 x 4.10	x		M
H 2.1	3'025	72 x 35	5.27 ③	2'400	4'191	1'500 ④	1'200 ④	1'000 ④		280	250	600	250	concrete	x	p/w	x		2	5.40 x 4.10	x		M
2.1/Audi	1'760	36 x 35	5.27 ③ ⑤	1'100		1'100	600	550/400															
H 3.0	2'927	86 x 30	5.93	2'400	2'841				93	295	250	1000	200	concrete	x	p/w		x	2	3.70 x 4.10	x		M
H 3.1	2'683	68 x 35	5.17 ③ ⑤	2'400	4'458	1'500	1'200	1'000/700		280	250	600	250	asphalt	x	p/w	x		2	5.36 x 4.10	x		M
H 7.0	1'970	48x42/12	4.80						39			2000		asphalt	x	p/w		x	2	4.80 x 5.20	x	x	S/M
H 7.1	1'840	48x42/12	4.00									300		wood		p/w	x	x			x	x	S/M
H 9.0	7'430	107 x 77	5.30	2'400	4'000				210	300	200	700	500	concrete	x	p/w		x	4	10.40 x 4.10	x	x	S/M
WS A-D	240	22.30 x 10.50	5.30			210	108																
WS A/B, C/D	480	22.30 x 21.50	5.30			450	216																
9.0 Foyer	1'000		5.30	500																			
H 9.1	3'935*	73 x 54	9.90	2'400	3'800	3'800	2'500	1'800/1'200				700	500	asphalt	x	p/w	x		1	3.90 x 5.40	x	x	S
½ Halle	1'970*	54 x 36	9.90			1'600	1'100	800/600															
H 9.1.2	1'050	42 x 25	5.00	1'000		800	600	530/400				500	500	asphalt	x	p/w	x		2	1.80 x 2.50	x	x	S
H 9.2	1'185	39 x 36	4.70	800	800	800	600	600/360				500	500	parquet		p/w	x				x	x	S
9.2/D	390	22 x 18	4.70			300	200																
9.2/D&A	732	43 x 17	4.70			600	350	450/360															
9.2/C	226	18 x 12	4.70			100	30																
9.2/B	202	14 x 14	4.70			140	70																
9.2/A	342	21 x 17	4.70	250																			
Rosso	285	18 x 15	3.25	250		100	60	250		285	250	500		asphalt		p	x				x		S
Galerie 9.1	350	51 x 7	5.45	320								500		asphalt		p/w					x		S
exterior zone	1'645	44 x 37	12.50									700		asphalt		p/w	x						M
Moststube	430			450	780			250/150		430	280	700		rubber		p/w	x						S/M

① without fireguard

④ full hall 2.1 (without partition wall)

② with fireguard(will be arranged by the office for fire protection)

⑤ height backstage area: H 2.1 = 3.45m / H 3.1 = 3.40m

③ lower edge decor bars (h 2.1/3.1)

\* without foyer & exterior zone: foyer = 600sqm/Aussenhalle = 1'645sqm

## 4.2 Open-air area / parking

place	space sqm	length m	width m	max. parking spaces	parking spaces for disabled	parking spaces leased	permitted floor capacity kg/sqm	floor structure	number of doors	door sizes (width x depth)	parking spaces marked	power- (p) & water connection (w)
F1				50		79		asphalt	1		x	
F1a				10		10		asphalt	1		x	②
F2a				27				asphalt	1	3.00	x	②
F2b *				5	4			asphalt			x	②
F3a *				3				asphalt			x	②
F2	1'883			55				asphalt	1	7.00		③
F3	1'602			29				asphalt				③
F5	3'582			97				asphalt	1	4.40**		③
F9	1'645	43	38	56			600	asphalt		12.50***		③
F6	2'820			110		79		asphalt	1	6.00 ①	x	③
F13	2'760			100		67		asphalt	1		x	④
PG8	2'200			60	4	47	500	concrete	1	3.00x2.10	x	
PG8.-1	2'130			80		80	500	concrete		3.00x2.10	x	
PG9	14'550			270	5		500	asphalt		3.00x2.10	x	
Arena	1'032						500	concrete/sand				②
total public parking spaces (F6/PG8/PG9)				520	13	362						
total on-site parking (F2/F3/F5)				181								

\* parking spaces alongside of halls 2.1 / 3.1

\*\* exit gate G / trellised gate next to exit; 4.70m

\*\*\* lower edge metal support

① traffic island & piles in the entry removable

② available according to hall, can be transferred externally

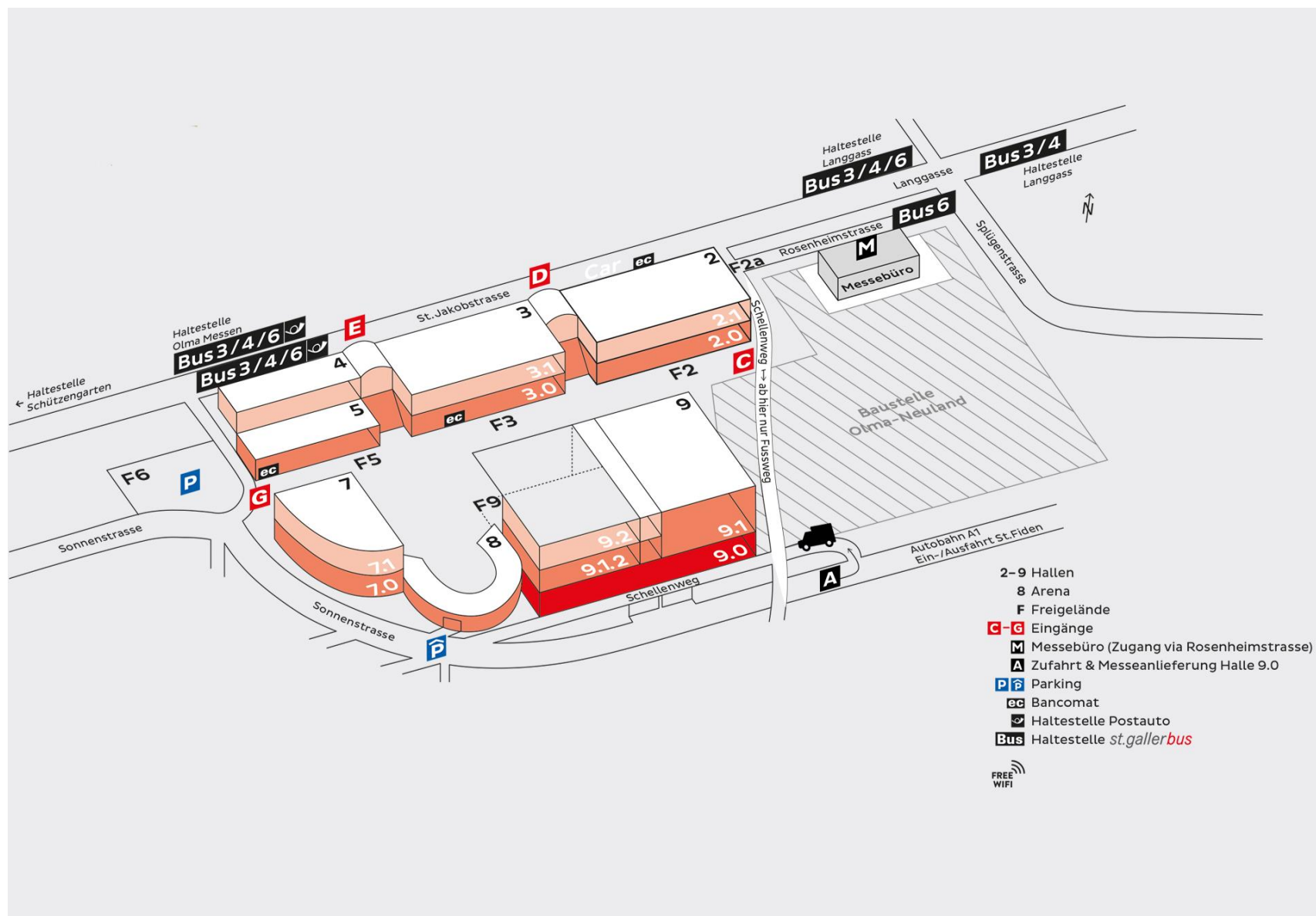
③ connections available in the floor duct

④ floor ducts existing, can be wired on request



### 4.3 Fairground overview

The map can be found at [www.olma-messen.ch/congressevents/besucher/informationen](http://www.olma-messen.ch/congressevents/besucher/informationen).





## 5 Post office/bank

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### 5.1 Post office

There are two post offices near the fairgrounds.

**Post office 9008 St.Gallen**, Langgass (inside Denner Langgass, limited range of services)

opening hours: Monday to Friday 08.00 a.m. – 07.00 p.m. /

Saturday 08.00 a.m. – 05.00 p.m.

**Post office 9004 St.Gallen 4**, Brühltor (near the «Waaghaus»)

opening hours: Monday to Friday 07.30 a.m. – 06.30 p.m. /

Saturday 08.00 a.m. – 12.00 a.m.

pickup of courier mail: 0848 88 88 88

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

### 5.2 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

## 6 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)*

## Services

For the prices for our services, please refer to the forms respectively to the Online Service Center.

Incoming orders after the official deadline will be charged with an extra fee of CHF 50.00 per order (incl. orders on site).

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### 7 Stand area and stand construction

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#### 7.1 Unbuilt stand area

For the offer for unbuilt stand area, please refer to the registration form or the Online Service Center.

##### 7.1.1 Storage area

Storage areas may be rented for the storage of empties and stand material (e.g. give-aways, brochures, etc.).

Storage area, open

Storage area, lockable

#### 7.2 Stand design

##### 7.2.1 Several open sides

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

For possible surcharges for open sides, please refer to the registration form.

##### 7.2.2 Multi-storey stands and structures

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

Compliance with fire protection requirements is the responsibility of the exhibitor.

#### 7.3 Stand construction

For the definitive offer for stand construction, please refer to the registration form or the Online Service Center.

Orders must be submitted at least 3 weeks before the event. Please refer to the Online Service Center for the date. For orders/alterations received later than 10 working days before the start of the event, we cannot guarantee that they will be carried out in time, and a fee of 25 % of the order value will be charged for each item or CHF 50.00 per order.

After the event has finished, the rented items must be returned in impeccable condition. In particular, the rented walls must be restored to a condition which would enable them to be reused. No staples, nails or screws may be used on the thin chipboard panels. Stickers must be removed by the exhibitor without leaving any adhesive residue. An invoice will be issued for any damage.

##### 7.3.1 Starter package Easy

- Simple stand construction in different sizes
- walls painted white on one side (height 2.5 m)
- carpet grey
- electrical connection 2 kW (incl. power consumption)
- 1 bar table (wood, lacquered)
- 2 barstools (black)

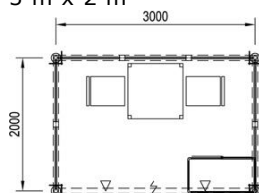
### 7.3.2 Stand type Eco Plus

- carpet (needled felt) covering the entire floor space, choice of colour
- Back and side walls thin chipboard 5 mm (height 250 cm), coated in white on both sides
- Braced girders all round including central girders (upper edge 283.5 cm)
- white inset panel (185 cm x 22 cm) along the open stand front, including black standard lettering (10 cm high) with up to 20 characters per panel
- LED spotlight 17 W, including 2 kW main connection and power consumption (per 3 m<sup>2</sup> of complete stand floor space one spotlight included)



#### **Eco Plus 6 m<sup>2</sup>** (Art. 100600)

3 m x 2 m

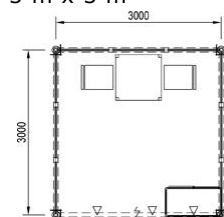


Price includes:

- 1 table white (Art. 460005)
- 2 chairs black (Art. 460506)
- 1 bar element white, lockable (Art. 461000)

#### **Eco Plus 9 m<sup>2</sup>** (Art. 100603)

3 m x 3 m

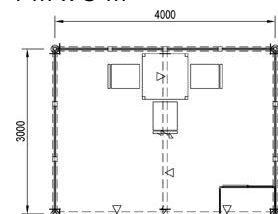


Price includes:

- 1 table white (Art. 460005)
- 2 chairs black (Art. 460506)
- 1 bar element white, lockable (Art. 461000)

#### **Eco Plus 12 m<sup>2</sup>** (Art. 100606)

4 m x 3 m

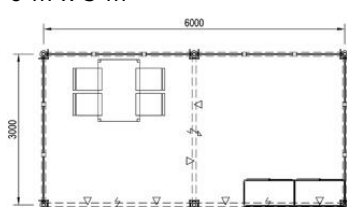


Price includes:

- 1 table white (Art. 460005)
- 3 chairs black (Art. 460506)
- 1 bar element white, lockable (Art. 461000)

#### **Eco Plus 18 m<sup>2</sup>** (Art. 100609)

6 m x 3 m

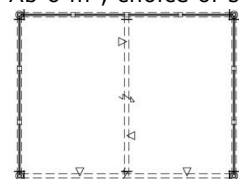


Price includes:

- 1 table white (Art. 460000)
- 4 chairs black (Art. 460507)
- 2 bar elements white, lockable (Art. 461000)

#### **Eco Plus X** (Art. 100612)

Ab 6 m<sup>2</sup>, choice of size



Basic equipment included, individual stand equipment on additional payment

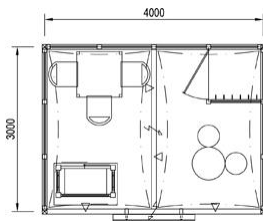
The profile width of 4 cm which is required for this stand type will be invoiced in addition to the booked stand space.

### 7.3.3 Stand type Exclusiv

- carpet (needled felt) covering the entire floor space, with choice of colour
- Molto-90-design (upper edge 301 cm)
- back and side walls thin chipboard 5 mm (height 250 cm), coated white on both sides
- Cubicle with wooden door in white and coat rack(100 x 100 cm)
- White ceiling fabric over entire stand floor space
- fascia panel (150 cm x 40 cm) along the open stand front, including black standard lettering (10 cm high) with up to 20 characters per panel
- HIT-Spot 35 W, including 2 kW main connection and power consumption (per 3 m<sup>2</sup> of complete stand floor space one spotlight included)



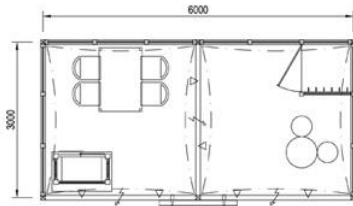
#### **Exclusiv 12 m<sup>2</sup>** (Art. 100575) 4 m x 3 m



#### Price includes:

- 1 table white (Art. 460005)
- 3 chairs with armrest black (Art. 460507)
- 1 bar table round, grey (Art. 460050)
- 2 barstool Z-shape black (Art. 460542)
- 1 counter with coloured cover, choice of colour and sliding doors in the back

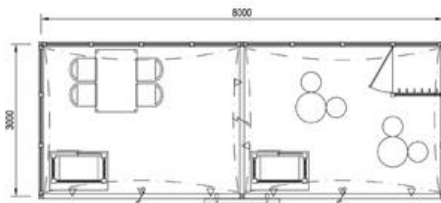
#### **Exclusiv 18 m<sup>2</sup>** (Art. 100580) 6 m x 3 m



#### Price includes:

- 1 table white (Art. 460000)
- 4 chairs with armrest black (Art. 460507)
- 1 bar table round, grey (Art. 460050)
- 2 barstool Z-shape black (Art. 460542)
- 1 counter with coloured cover, choice of colour and sliding doors in the back

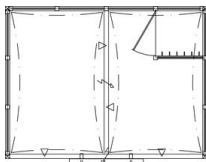
#### **Exclusiv 24 m<sup>2</sup>** (Art. 100583) 8 m x 3 m



#### Price includes:

- 1 table white (Art. 460000)
- 4 chairs with armrest black (Art. 460507)
- 2 bar table round, grey (Art. 460050)
- 4 barstool Z-shape black (Art. 460542)
- 2 counters with coloured cover, choice of colour and sliding doors in the back

#### **Exclusiv X** (Art. 100585) Ab 12 m<sup>2</sup>, choice of size



Basic equipment included, individual stand equipment on additional payment

The profile width of 9 cm which is required for this stand type will be invoiced in addition to the booked stand space.

#### 7.3.4 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 wide (from 12 m<sup>2</sup> stand area, wing walls, width 25 cm)
- 1 label/logo each on back and side wall (field size: height 50 cm, width 100 cm) incl. graphic on back wall (height 300 cm, width of stand)
- LED arm lamp 25 W, including main connection 2 kW and power consumption, 1 piece per running meter (for in-line stands power track support with LED spot lamps 17 kW).

Exemplarily visualisation stand type Fresh (corner stand):



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

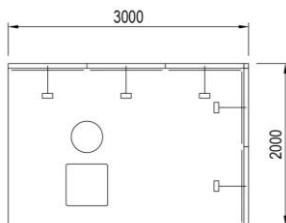


Fresh 9 m<sup>2</sup>, corner stand with printed graphic



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

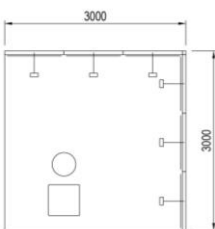
#### **Fresh 6 m<sup>2</sup>** (Art. 100730) 3 m x 2 m



Additionally included:

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

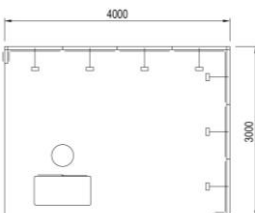
#### **Fresh 9 m<sup>2</sup>** (Art. 100735) 3 m x 3 m



Additionally included:

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

#### **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-form, white (Art. 460541)

## 8 Co-exhibitor

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For each co-exhibitor an additional charge will be imposed. Compulsory services as the liability insurance or the communication package are not included.

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 fairgrounds.

## 9 Stand equipment

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### 9.1 Stand equipment for unbuilt stand area

#### 9.1.1 Walls, wood

Walls are available in the following types (2.5 m high, installed):

white used

painted white on one side

painted different-coloured (according to colour index NCS or RAL)

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.

#### 9.1.2 Floor cover

Olma carpet, grey flecked

Carpet Podium - Prestige, needled felt, installed, covered with film, in different colours

Carpet Rewind (recyclable), installed, covered with film, in different colours

Carpet Salsa, velours, installed, covered with film, in different colours

Floor cover PVC, installed, in different patterns

Here you could find the complete colour assortment.

#### 9.1.3 Lighting

Spotlights for walls according to subsection 9.1.1 (incl. installation, without electrical connection)

#### 9.1.4 Suspensions

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.

### 9.2 Stand equipment for stand types: Exclusiv and Eco Plus

#### 9.2.1 Mandatory additional information

##### **Banner lettering**

Characters 10 cm high, black on white background, 20 characters included per one open stand front

Additional characters

CHF 4.50

Special lettering according to template

according to  
expenditure

Further lettering options listed under subsection 9.2.2. Please note the guidelines for data preparation under subsection 22.

##### **Carpet**

Needled felt, in different colours

included

Velours, in different colours

CHF 10.50 /m<sup>2</sup>

Floor covers PVC, in various colours

CHF 47.50 /m<sup>2</sup>

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

Laminate, in various colours

CHF 53.50 /m<sup>2</sup>

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



<b>Walls</b> white, all stand types	included
Coloured walls (according to colour index NCS or RAL)	CHF 57.00 /rm

### Cubicle

A cubicle is included with stand type Exclusiv. The position must be indicated from the visitor's point of view. Specification only required in case of row stands and head stands.

### Cover of counter

The cover of the counter of stand type Exclusiv can be ordered in any colour (according index NCS or RAL).

9.2.2 additional equipment	
Wall element white (1 x 2.5 m)	Extra charge wall element coloured (1 x 2.5 m)
Wall element (1.9 cm), white (1 x 2.5 m)	Wooden door white, lockable (1 x 2.5 m)
Folding door white, lockable (1 x 2.5 m)	Curtain white (1 x 2.5 m)
Lattice girder (1 x 0.25 m)	Textile roofing white (1 x 1 m)
Aluminium shelf (1 x 0.3 m)	LED ET-Spot 17W (4000K)
HIT spotlight 35 W	Power socket (extension)
Extra charge on coloured text characters on panel	Coloured panel
Logo on panel *	Logo on wall-element* (230 x 97 cm)*
Graphic printing on wall, full surface (2.5 x 1 m)*	Graphic printing on textile sails per m <sup>2</sup> *
Logo on front face of bar element	Graphic printing on wall element*
incl. Forex 0.3 cm (100.5 x 94.7 cm)*	

\* The support material is included in the price. The printed elements can be reused by the exhibitor after the event. Please note the guidelines for data preparation under subsection 22.

## 9.3 Stand equipment for stand type: Fresh

9.3.1 Mandatory additional information	
<b>Lettering/Logo or Label</b>	included
Stand type Fresh	on back and side panel (field size: height 50 cm, breadth 100 cm)
	incl. graphics on back wall (height 300 cm, width of stand)

Further lettering options can be found under subsection **Fehler! Verweisquelle konnte nicht gefunden werden..** Please note the guidelines for data preparation under subsection **Fehler! Verweisquelle konnte nicht gefunden werden..**

### Carpet

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

<b>Walls</b> white	included
Walls coloured (according to colour index NCS oder RAL)	CHF 23.00 /m <sup>2</sup>

Walls are arranged within the rental space area. The thickness is 6 cm or 12 cm for wing walls and individual row stands. 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.

9.3.2 Additional equipment	
Cubicle with door (height 2.5 m)	Door with lintel, white (2.5 x 1 m)
Frame, filling one-sided, thin	Wall enhancement made of chipboard (3 x 1 m)
Chipboard white (2.5 x 1 m)	LED-Spot, grey (4000 K)
Power socket (extension)	LED-lamp, black (4000 K)
Graphic printing on wall, full surface (2.5 x 1 m)	
Logo on front face of bar element incl. Forex 0.3 cm (100.5 x 94.7 cm)*	

\* The support material is included in the price. The printed elements can be reused by the exhibitor after the event. Please note the guidelines for data preparation under subsection Pkt. **Fehler! Verweisquelle konnte nicht gefunden werden..**

## 10 Technical services

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### 10.1 Electrical connections

including power consumption and distribution box

2 kW/230 V	10 kW/230/400 V CEE16
6 kW/230/400 V	15 kW/230/400 V
10 kW/230/400 V	20 kW/230/400 V

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

Electrical connection without distribution box

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

*Example calculation of power consumption*

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

### 10.2 Water

Cold water supply, including:

Water pipe to/from stand (incl. water consumption and waste-water charge), without basin. Sanitary equipment and its installation from the water supply in the stand are the exhibitor's responsibility.

### 10.3 Fire extinguisher

Fire extinguisher can be rented on request.

## 11 Internet connection and telecommunications

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### 11.1 Internet connection via indoor network/Ethernet

available in halls 2, 3 and 9

100 Mbps 1 PC (DHCP only)

100 Mbps up to 5 PCs via indoor network/ethernet, plug type RJ45 (without switch)

100 Mbps up to 13 PCs via indoor network/ethernet, plug type RJ45 (without switch)

Switch RJ45 5 port (to be purchased)

Switch RJ45 8 port (to be purchased)

#### 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.

## **11.2 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“.

Voucher for Premium WiFi (3 user)

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
7 days (168 hours)	CHF	65.00

The WiFi vouchers are valid for the period stated from the first login.

### **Premium WiFi (from 50 user)**

Fee-based high-speed internet (100/100 Mbit/s) through the WLAN «Premium\_Olma\_Messen»

These packages require the deposit of a list of participants.

	1 day	2-3 days	4-7 days
50	CHF 250.00	CHF 400.00	CHF 640.00
100	CHF 490.00	CHF 780.00	CHF 1,050.00
150	CHF 690.00	CHF 1,100.00	CHF 1,480.00
250	CHF 870.00	CHF 1,400.00	CHF 1,890.00
500	CHF 1,030.00	CHF 1,650.00	CHF 2,220.00
750	CHF 1,170.00	CHF 1,870.00	CHF 2,500.00
1000	CHF 1,290.00	CHF 2,050.00	CHF 2,730.00

WiFi voucher for multiple users are available on request.

The WiFi vouchers are valid for the period stated from the first login. After three minutes of inactivity, you will automatically be logged out and you will need to log in again.

### **Free WiFi**

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

### **WiFi access with a mobile contract or credit card**

There is an additional Swisscom hotspot for WiFi access.

## 12 Furniture and multimedia

The following furniture is available for rent.

Orders must be submitted at least 3 weeks before the event. Please refer to the Online Service Center for the date. For orders/alterations received later than 10 working days before the start of the event, we cannot guarantee that they will be carried out in time, and a fee of 25 % of the order value will be charged for each item or CHF 50.00 per order. After the event has finished, the rented items must be returned in impeccable condition. An invoice will be issued for any damage.

### 12.1 Tables



Art. 500000  
A-table, white laminated  
185 x 80 x 75 cm (W x D x H)



Art. 500005  
B-table, white laminated  
200 x 70 x 70 cm (W x D x H)



Art. 500010  
C-table, wood lacquered  
170 x 70 x 75 cm (W x D x H)



Art. 500015  
R-table, wood lacquered  
130 x 70 x 75 cm (W x D x H)



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



Art. 460005  
Table white, feet aluminium  
80 x 80 x 75 cm (W x D x H)



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



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



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



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



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



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



Art. 460020  
Desk white  
123 x 83 x 75 cm (B x T x H)



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



Art. 500045  
Bar table round, wood lacquered  
110 cm (H), Ø 80 cm



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

## 12.2 Chairs



Art. 460506  
Chair, black



Art. 471020  
Chair Bunny, in different colours



Art. 501022  
Congress stool, black



Art. 460542  
Barstool Z-shape, black



Art. 501038  
Barstool black



Art. 472530  
Barstool Lem, in different colours



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



Art. 471525  
Sofa Favara I, white  
86 x 70 x 72 cm (W x D x H)



Art. 460507  
Chair with armrests, black



Art. 471010  
Chair Catifa, in different colours



Art. 471005  
Chair Vada, in different colours



Art. 460541  
Barstool Z-shape, white



Art. 472500  
Barstool Moos, in different colours



Art. 472015  
Armchair Hello, in different colours



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

## 12.3 Set of chairs and table



Art. 474500  
Chair set Bunny, in different colours  
4 chairs, 1 table



Art. 474505  
Chair set Catifa, in different colours  
4 chairs, 1 table



Art. 475015  
Bar set Lem, in different colours  
3 chairs, 1 table



Art. 475000  
Bar set Ginny, in different colours  
3 chairs, 1 table



Art. 475500  
Sofa set Favara, in different colours  
2 sofas, 1 table



Lounge set  
Synthetic bast basketwork  
1 sofa for two, 2 sofas for one,  
2 stools, 1 coffee table

## 12.4 Bar elements, cupboard



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



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



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



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



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



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



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



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



Art. 461500  
Table showcase  
lockable  
95 x 47 x 90 cm (W x D x H)

## 12.5 Kitchen, various



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



Art. 462535  
Wastepaper basket  
33 cm (H), Ø 30 cm



Art. 462500  
Clothes rack  
97 cm (W)



Art. 462520  
Brochure display stand  
52 x 50 x 102 cm (B x T x H)



Art. 474000  
Brochure display stand Cori, black  
30 x 29 x 170 cm (B x T x H)



Art. 507042  
Brochure display stand on castors  
45 x 65 x 165 cm (B x T x H)



## 12.6 Multimedia



Art. 466005  
Medioplayer Full HD



Art. 466003  
Floor stand Audipack  
for flat 32" - 65"



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



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



Art. 464063  
Apple iPad, generation 5  
WiFi



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



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)



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)



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)



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)



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)

Other sizes of LCD flats on request.

## 13 Stand services

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### 13.1 Cleaning of stand

Daily cleaning incl. one-time cleaning before the event starts

Cleaning includes: cleaning the floor cover, tables and chairs (excl. exhibits)

One-time cleaning before the event starts

Cleaning includes: cleaning the floor cover, tables and chairs (excl. the exhibits)

### 13.2 Waste disposal

*Order or purchase directly on-site from the hall supervisor*

Container	800 l	charged per emptying	CHF	72.00
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Waste disposal bag	110 l		CHF	9.20
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Waste disposal bag	35 l		CHF	3.50
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### 13.3 Forklift

*Order directly on-site from the hall supervisor*

up to 2.5 tons, including driver	CHF	50.75	/15 min
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### 13.4 Lifting ramp

*Order directly on-site from the hall supervisor*

incl. driver	CHF	57.75	/15 min
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excl. driver	CHF	41.25	/15 min
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### 13.5 Assembly and dismantling work carried out by Olma Messen St.Gallen

*Support is provided on pre-order:*

technician, hall supervisor	CHF	81.40	/h
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### 13.6 Carpet tape

*Order or purchase directly on-site from the hall supervisor*

Carpet tape, 1 roll	CHF	10.00
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It may only be used carpet tape from the Olma Messen St.Gallen.

### 13.7 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 on the forms.

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.

*Contact:*

*Säntis Gastronomie AG*

*Karl Metzger*

*St. Jakob-Strasse 87*

*Post office box 162*

*CH-9008 St.Gallen*

*Phone: +41 (0)71 242 03 60*

*Fax: +41 (0)71 242 03 56*

*karl.metzger@saentisgastro.ch*

### 13.8 Flowers and plants

Flowers and plants will be delivered directly at your stand. Please ask the project management for more information. The full range is available in our Online Service Center or on the forms.

## 14 Parking

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Parking space in parking garage (height 2.05 m) or outside can be ordered. Please find further information about parking and arrival under subsection 1.

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**15 Packages to the stand**

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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:

*Genossenschaft  
Olma Messen St.Gallen  
<company>  
<hall, stand>  
<event>  
St. Jakob-Strasse 94  
CH-9000 St.Gallen*

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**16 Conference room for rent**

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Room sizes as required	on request
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**17 Insurance policies**

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**17.1 Liability insurance**

**Compulsory** for exhibitors and co-exhibitors

Premium for liability insurance	CHF	35.00
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For each exhibitor the trade fair management will take out liability insurance at group rates unless the exhibitor can demonstrate that he already has the appropriate and sufficient insurance cover. It is the exhibitor's liability to make sure, that his insurance cover is also valid for trade fairs.

Sum guaranteed	CHF	5 Mio.
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Deductible	CHF	100.00
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**17.2 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 on request.

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**18 Surveillance of the stand**

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Surveillance of the stand by Securitas AG	on request
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# Information, regulations and rules

## 19 Sustainability

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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.

## 20 Regulations and rules

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### 20.1 Stand construction rules

The conditions concerning stand construction and stand design can be found under section 4 of the Rules for Exhibitors at [www.olma-messen.ch/congressevents/aussteller/informationen](http://www.olma-messen.ch/congressevents/aussteller/informationen).

### 20.2 Covered stands

Fully or partially covered stands must be registered together with the stand sketch and approved by the project 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.olma-messen.ch/congressevents/aussteller/informationen](http://www.olma-messen.ch/congressevents/aussteller/informationen).

### 20.3 Fire-safety regulations

Information can be found in attachment 1 of the Rules for Exhibitors which can be downloaded at [www.olma-messen.ch/congressevents/aussteller/informationen](http://www.olma-messen.ch/congressevents/aussteller/informationen).

### 20.4 Stand boundaries and emergency exits

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

### 20.5 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.

### 20.6 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).

### 20.7 Catering and commercial regulations

In accordance with the Catering Act and the commercial police regulations, the following regulations must be complied with:

- No catering facilities used may violate fire or food safety regulations.
- No alcohol may be served or sold to young people under the age of 16 or to drunk people. 18 is the statutory minimum age for being served or sold distilled spirits (schnapps, bitters, liqueurs and designer drinks).

## **21 Information for foreign exhibitors**

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### **21.1 Customs treatment**

The leaflet customs treatment can be found at  
[www.olma-messen.ch/congressevents/aussteller/informationen](http://www.olma-messen.ch/congressevents/aussteller/informationen).

### **21.2 Reclaim of VAT**

The leaflet reclaim of VAT can be found at  
[www.olma-messen.ch/congressevents/aussteller/informationen](http://www.olma-messen.ch/congressevents/aussteller/informationen).

### **21.3 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*

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

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If you have booked a stand construction (subsection 7.3), please pay attention to these general requirements for data preparation.

### **Production files**

- printable PDF, EPS or TIFF, ideally >100dpi
- 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 project manager 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 accept 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 2017. 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**

- For a data volume < 2 GB you can send the data to [info@congressevents.ch](mailto:info@congressevents.ch).
- For a data volume > 2 GB you can send the data via [www.wetransfer.com](http://www.wetransfer.com).

## **23 Covid-19**

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To combat the COVID-19 pandemic, regulations of the responsible federal and cantonal authorities as well as hygiene recommendations apply. These are implemented by Olma Messen St.Gallen in a protection concept for the (event). Depending on the pandemic situation, this protection concept and the associated conditions may be amended by Olma Messen St.Gallen at any time and without observing any deadlines. The event participant/exhibitor undertakes to strictly observe the specifications of the protection concept of Olma Messen St.Gallen, including any possible changes to the concept, even during the event, and also to strictly enforce them in his area of control (rented areas including ancillary rooms). The restrictions resulting from the protection concept or its amendments do not entitle the exhibitor to a price reduction or retention in accordance with the agreements in the exhibitor contract.

## **24 Contractual basis and GTC**

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Basis for the contract between Olma Messen St.Gallen and the exhibitor are the registration and the Manual. This documentation and further information can be downloaded at [www.olma-messen.ch/congressevents/aussteller/informationen](http://www.olma-messen.ch/congressevents/aussteller/informationen) or ordered at the project management