



Manual for congress exhibitors

Services and information

Congress | Events

valid from 01.01.2025

If the event that forms the subject of this agreement needs to be cancelled by Olma Messen St. Gallen due to official or any other reasons, this agreement shall be deemed to be cancelled without replacement. Following such a cancellation, no claims can be made by either of the contracting parties. No processing fees will be charged by Olma Messen St. Gallen and any payments on account or advance payments will be refunded in full.

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Services

Unless otherwise stated, the following services can be ordered via the [Online Service Center \(OSC\)](http://www.olma-messen.ch/kundenkonto) at www.olma-messen.ch/kundenkonto. Information and other ordering options can be found in Clause Error! Reference source not found.

Prices exclusive of 8.1% VAT, unit price, unless otherwise stated.

1 Booth design

- 1.1.1 Several open sides
Unless otherwise specified by the organiser, the following regulations are applied. Surcharges on the space rental for open sides will only be charged in the halls.
- | | | |
|--------------|--------------|-----|
| 2 open sides | corner booth | 15% |
| 3 open sides | front booth | 20% |
| 4 open sides | island booth | 25% |
- 1.1.2 Excess height (booth height incl. lettering over 3 m)
Excess heights of more than 3 meters will not be charged, unless otherwise specified by the organiser. Maximum use height in the halls:
- | | | | |
|------------|---------|-----------|--------|
| SGKB-Hall | 13.70 m | Hall 7.0 | 4.80 m |
| SGKB-Foyer | 10.13 m | Hall 9.0 | 5.30 m |
| Hall 2.0 | 4.75 m | Hall 9.1A | 9.70 m |
| Hall 2.1 | 5.20 m | Hall 9.1B | 5.00 m |
| Hall 3.0 | 5.93 m | Hall 9.2 | 4.70 m |
| Hall 3.1 | 5.20 m | | |
- 1.1.3 Multistorey booth
For multistorey booths, approval of the project manager must be obtained in advance.
It is the exhibitor's responsibility to meet fire protection regulations.
- There is no surcharge for walk-in, multistorey stands, unless otherwise specified by the organiser.
- Clarification of the installation of safety equipment CHF 200.00
- 1.1.4 Covered booth
Fully or partially covered booth must be registered and approved by the project manager. Further information is given in Clause 25.1.2.

2 Rental of undeveloped booth space

The prices for the booth area and the minimum booth space are determined by the organiser.

2.1 Discounts

Unless otherwise specified by the organiser, there are no discounts on booth space.

2.2 Storage area

Storage area during the event, accessible	CHF	50.00	/m ²
Storage area during the event, inaccessible	CHF	80.00	/m ²

3 Booth equipment for undeveloped booth spaces

Orders must be submitted not later than 20 working days before the event. For orders/changes that are received later than 20 working days before the event, there will be no entitlement to timely completion and a processing fee of at least 25% of the order value will be charged.

3.1 Walls

(2.5 m high, installed)			
Wooden wall, white, used	CHF	49.00	/m ²
plus surcharge for painting white	CHF	20.00	/m ²
plus surcharge for painting in colour (according to NCS or RAL colour index)	CHF	58.00	/m ²

The walls are rented in used condition as a standard. For a surcharge, the walls can be painted white or in colour. The walls can only be painted by the Olma Messen St. Gallen painters.

All exhibitors with their own booth are required to furnish their non-open fronts with rear and side walls. The walls (4 cm thick) are put up within the rented booth area. After the fair, the rented walls must be returned in used condition. For wooden walls, Bostitch staples, nails and screws with a maximum size of 2 mm Ø may be used. They must be removed by the exhibitor after the event. Any damage will be charged.

3.2 Doors

Door (0.82 m door, 2.50 m high, 1.00 m wide), lockable, used	CHF	63.00
plus surcharge for painting white	CHF	27.00 /m ²

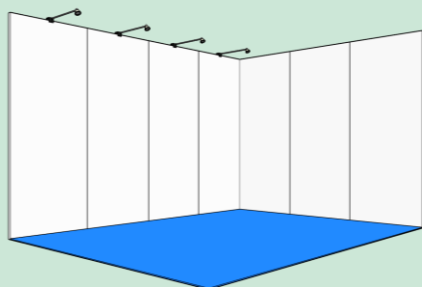
3.3 Floor covering

Carpet panels (2 m ² /panel), mottled gray	CHF	11.00 /m ²
Carpet Flat Rewind Film, needle felt (recyclable)	CHF	22.00 /m ²
Carpet Dilour Rewind Film, needle felt (recyclable)	CHF	28.00 /m ²
PVC floor covering	CHF	from 37.00 /m ²
Laminate floor covering	on request	
Floor covering «Grass» outdoor	on request	
Floor covering «Grass» indoor	CHF	from 30.00 / m ²
Floor covering «Cork»	CHF	63.00 / m ²
Please find the entire range here .		

3.4 Lighting

LED spotlights for walls (including assembly, excluding power connection)	CHF	62.00
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Sample picture of a 12 m² (4 m x 3 m x 2.5 m) corner booth with white painted walls, blue carpet and four LED spotlights:



3.5 Suspensions

Number/positioning by means of a booth drawing

Fixed hanging option (without cable)	CHF	162.00 /point
New hanging option (without cable)	CHF	292.00 /point
Use of the Olma steel cable (with Reutlinger slider)	CHF	68.00 /cable

The permitted load is 200 kg (500 kg at the SGKB Hall) per suspension option or 135 kg per Olma steel cable. More loads are provided upon request. All suspensions directly linked to the roof hall are subject to a fee and registration. The feasibility of suspension options (outside the existing grid) must be tested. Implementation cannot be guaranteed. Attachments to technical installations are not permitted. Please find further information on suspensions at www.olma-messen.ch/aufhaengungen-en.

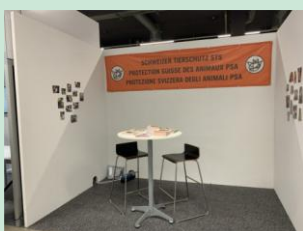
4 Booth construction offers

IMPORTANT: The following booth construction offers are an excerpt from the product range. The available range is determined by the organiser and can be provided by the [Online Service Center](#) (OSC).

Orders must be submitted at least 6 weeks before the event. For orders/changes that are received later than 20 working days before the event, there will be no entitlement to timely completion and a processing fee of at least 25% of the order value will be charged. The booths are ready for use from the set-up day (as communicated by the organiser/project management). After the exhibition, the rented items must be returned in perfect condition. Any damage will be charged.

Unless otherwise stated, the prices are based on a row booth. They include booth construction and furnishings according to the lists below.

4.1 Beginner Package «Easy»



- Simple booth construction in different sizes
- Walls painted white on front side (height 250 cm)
- Carpet panels, mottled gray
- Electrical connection 2 kW (including power consumption)
- 1 bar table, foldable
- 2 bar stools

Easy 6 m² (Art. 1000436/CE500100)
3 m x 2 m

1 open side (row booth)	CHF	930.00
2 open sides (corner booth)	CHF	1,069.50

Easy 9 m² (Art. 1000439/CE500101)
3 m x 3 m

1 open side (row booth)	CHF	1,025.00
2 open sides (corner booth)	CHF	1,178.75

Easy 12 m² (Art. 10004312/CE500110)
4 m x 3 m

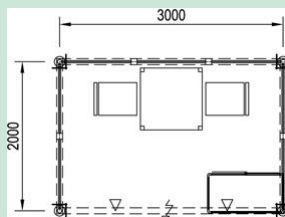
1 open side (row booth)	CHF	1,070.00
2 open sides (corner booth)	CHF	1,230.50

4.2 Booth type «Eco Plus»

- Carpet (Flat Rewind) on the entire booth space, colour of choice
- Rear and side walls in thin chipboard 5 mm (height 250 cm), coated white on both sides
- Braced girders all round including central girders (upper edge 283.5 cm)
- White fascia panel (185 x 22 cm) on every open booth front, including standard black lettering (height 10 cm) up to max. 20 characters per fascia
- LED spotlight 17 W, including 2 kW main connection and power consumption (per 3 m² of complete booth space one spotlight included)



Eco Plus 6 m² (Art. 100600/100601)
3 m x 2 m

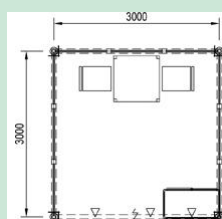


1 open side (row booth)	CHF	1,500.00
2 open sides (corner booth)	CHF	1,725.00
3 open sides (front booth)	CHF	1,800.00

Also included in the price:

- 1 table 80, white (Art. 460005)
- 2 chairs, black (Art. 460506)
- 1 bar carcass, white, lockable (Art. 461000)

Eco Plus 9 m² (Art. 100603/100604)
3 m x 3 m

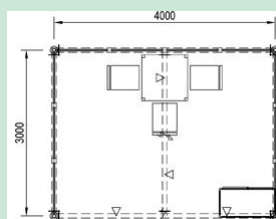


1 open side (row booth)	CHF	2,100.00
2 open sides (corner booth)	CHF	2,415.00
3 open sides (front booth)	CHF	2,520.00

Also included in the price:

- 1 table 80, white (Art. 460005)
- 2 chairs, black (Art. 460506)
- 1 bar carcass, white, lockable (Art. 461000)

Eco Plus 12 m² (Art. 100606/100607)
4 m x 3 m

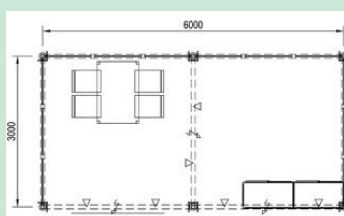


1 open side (row booth)	CHF	2,720.00
2 open sides (corner booth)	CHF	3,128.00
3 open sides (front booth)	CHF	3,264.00

Also included in the price:

- 1 table 80, white (Art. 460005)
- 3 chairs, black (Art. 460506)
- 1 bar carcass, white, lockable (Art. 461000)

Eco Plus 18 m² (Art. 100609/100610)
6 m x 3 m

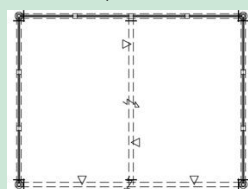


1 open side (row booth)	CHF	3,800.00
2 open sides (corner booth)	CHF	4,370.00
3 open sides (front booth)	CHF	4,560.00

Also included in the price:

- 1 table 120, white (Art. 460000)
- 4 chairs, black (Art. 460506)
- 2 bar carcass, white, lockable (Art. 461000)

Eco Plus X (Art. 100612/100613)
from 6 m², free choice of size



CHF 195.00 /m²

Basic equipment is included,
individual booth equipment is provided for a fee

The additional profile width of 4 cm required for this booth type will be charged. From a side length of 8 m, an additional support is fitted.

4.3

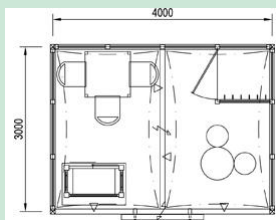
Booth type «Exclusive»

- Carpet (Flat Rewind) on the entire booth space, colour of choice
- Molto 90 construction (top edge 301 cm)
- Rear and side walls in thin chipboard, 5 mm (height 250 cm), coated white on both sides
- Cabin with white wooden door and wardrobe element (100 x 100 cm)
- White ceiling canopy over the entire stand space
- Hanging fascia panel (150 x 40 cm) on every open booth front, colour of choice, including standard black lettering (height 10 cm) up to max. 20 characters per fascia
- 35 W HIT spotlight including 2 kW main connection and power consumption (1 unit included per 3 m² of stand space)



Exclusive 12 m² (Art. 100575/100576)

4 m x 3 m



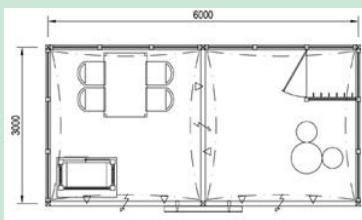
1 open side (row booth)	CHF	3,250.00
2 open sides (corner booth)	CHF	3,737.50
3 open sides (front booth)	CHF	3,900.00

Also included in the price:

- 1 table 80, white (Art. 460005)
- 3 chairs, black (Art. 460506)
- 1 round bar table, grey (Art. 460050)
- 2 bar stools, Z-shape, black (Art. 460542)
- 1 Molto counter with coloured cover, colour of choice (according to RAL2NCS colour index), sliding rear doors (Art. 461016)

Exclusive 18 m² (Art. 100580/100581)

6 m x 3 m



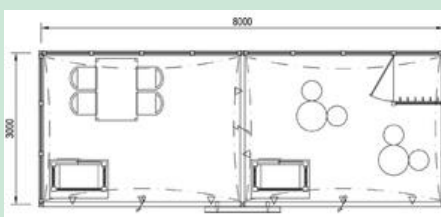
1 open side (row booth)	CHF	4,700.00
2 open sides (corner booth)	CHF	5,405.00
3 open sides (front booth)	CHF	5,640.00

Also included in the price:

- 1 table, white (Art. 460000)
- 4 chairs with backrests, black (Art. 460507)
- 1 round high table, grey (Art. 460050)
- 2 bar stools, Z-shape, black (Art. 460542)
- 1 Molto counter, white with coloured cover, colour of choice, and sliding rear doors (Art. 461016)

Exclusive 24 m² (Art. 100583/100584)

8 m x 3 m



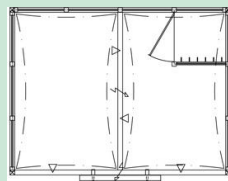
1 open side (row booth)	CHF	6,350.00
2 open sides (corner booth)	CHF	7,302.50
3 open sides (front booth)	CHF	7,620.00

Also included in the price:

- 1 table, white (Art. 460000)
- 4 chairs with backrests, black (Art. 460507)
- 2 round high table, grey (Art. 460050)
- 4 bar stools, Z-shape, black (Art. 460542)
- 2 Molto counter with coloured cover, colour of choice, and sliding rear doors (Art. 461016)

Exclusive X (Art. 100585/100586)

from 12 m², free choice of size



CHF 245.00 /m²

Basic equipment is included, individual booth equipment is provided for a fee.

The additional profile width of 9 cm required for this booth type will be charged.

4.4 Booth type «Fresh»

- Carpet (Flat Rewind) on the entire booth space, colour of choice
- Construction from pre-fabricated frame system, 6 cm (**height 300 cm**), white, thin chipboard 5 mm
- Walls 100 cm wide (from 12 m² stand space return walls, 25 cm wide)
- 1 inscription/logo on each rear and side wall (field size: height 50 cm, width 100 cm)
- 25 W LED telescopic lamp including 2 kW main connection and power consumption (1 unit per linear meter of wall, for row stand power rail support with 17 W LED spot lamps)

Sample pictures of the booth type «Fresh»:



Fresh 9 m²
Corner booth

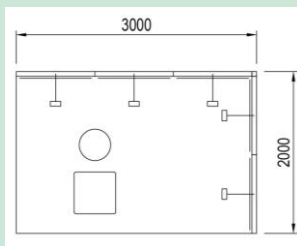


Fresh 9 m²
Corner booth with graphic printing
(not included)



Fresh 12 m²
Corner booth with graphic printing
(not included)

Fresh 6 m² (Art. 100730/CE500200)
3 m x 2 m

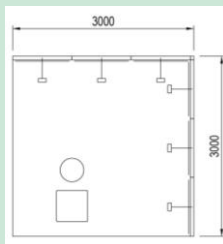


1 open side (row booth)	CHF	2,500.00
2 open sides (corner booth)	CHF	2,875.00

Also included in the price:

- 1 bar element, white (Art. 461005)
- 1 barstool, Z-shape, white (Art. 460541)

Fresh 9 m² (Art. 100735/CE500201)
3 m x 3 m

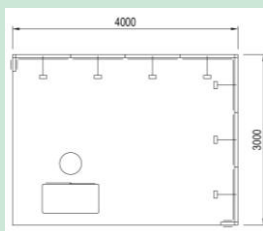


1 open side (row booth)	CHF	3,050.00
2 open sides (corner booth)	CHF	3,507.50

Also included in the price:

- 1 bar element, white (Art. 461005)
- 1 barstool, Z-shape, white (Art. 460541)

Fresh 12 m² (Art. 100740/CE500210)
4 m x 3 m



1 open side (row booth)	CHF	3,920.00
2 open sides (corner booth)	CHF	4,508.00

Also included in the price:

- 1 bar element, white (Art. 461000)
- 1 barstool, Z-shape, white (Art. 460541)

5 Booth equipment for booth construction offers

5.1 Booth equipment for booth construction offers: Exclusive and Eco Plus

5.1.1 Mandatory additional details

*Lettering on fascias

Letters 10 cm tall, black on a white background, per open booth front

20 characters are included. Additional letters

CHF 5.00

Special lettering according to the template

at cost

Please find further lettering options in Clause 5.1.2. Please note the specifications for data preparation in Clause Error! Reference source not found.

Carpet

Flat Rewind Film, felting needle (recyclable), in a range of colours

included

Dilour Rewind Film, felting needle (recyclable), in a range of colours

CHF 10.50 /m²

PVC floor covering, in a range of colours

CHF 47.50 /m²

(including flooring 1.9 cm and aluminium end bracket)

Laminate floor covering, in a range of colours

CHF 53.50 /m²

(including flooring 1.9 cm and aluminium end bracket)

Floor covering «Grass» indoor & outdoor

CHF 53.50 /m²

Floor covering Twister Cork

CHF 49.00 /m²

Please observe our entire range of floor coverings in Clause Error! Reference source not found. **Fehler! V erweisquelle konnte nicht gefunden werden..**

Walls

white, for all booth types

included

Coloured walls (according to the NCS or RAL colour index)

CHF 135.00 /m²

At the end of the exhibition, the walls must be restored to used condition. For thin chipboard, no Bostitch staples, nails or screws are to be used. Adhesives must be removed by the exhibitor without leaving any adhesive residue.

Cabins

For the Exclusive booth types (from 12 m²), a cabin is included. It must be positioned facing visitors and is only necessary for row or front booths.

Counter cover

For the Exclusive booth type, the counter cover can be ordered in the desired colour (according to the NCS or RAL colour index)

5.1.2 Optional additional equipment

White wall element (1 x 2.5 m)

CHF 86.00

Surcharge for coloured wall element (1 x 2.5 m)

CHF 135.00

Wall unit chipboard, white (1.9 cm), weiss (1 x 2.5 m)

CHF 163.00

Wooden door, white, lockable (1 x 2.5 m)

CHF 273.00

Folding door, white, lockable (1 x 2.5 m)

CHF 205.00

Curtain, white (1 x 2.5 m)

CHF 40.50

Lattice girder (1 x 0.25 m)

CHF 26.50

Ceiling canvas, white, per sqm

CHF 21.00

Aluminium shelf (1 x 0.3 m)

CHF 35.50

LED spotlight, grey (4,000 K, 17 W)

CHF 40.50

HIT spotlight, 35 W

CHF 76.00

Electrical socket (extension)

CHF 56.50

Surcharge for coloured fascia text (per open booth front)

CHF 28.50

Coloured panel

CHF 12.50 /rm

*Logo on panel (per open booth front)

CHF 142.00

*Customer logo on wall element (230 x 97 cm)

CHF 205.00

*Graphic print on wall panel, visible profile (230 x 97 cm)

CHF 310.00

*Graphic print on wall, full surface (2.5 x 1 m)

CHF 331.00

*Graphic print on textile sail per sqm

CHF 93.50

*Logo on front side of bar element including Forex panel 0.3 cm (100.5 x 94.7 cm)

CHF 215.50

*The carrier material is included in the price. The exhibitor can save the printed elements to be used again after the exhibition. Please find the specifications for data preparation in Clause Error! Reference source not found.

5.2 Booth equipment for booth construction offers: Fresh

5.2.1 Mandatory additional details

*Lettering/Logo

included

Booth type "Fresh" on rear and side wall (field size: height 50 cm, width 100 cm)

Please observe further lettering options in Clause Error! Reference source not foundPlease find the specifications for data preparation in Clause Error! Reference source not found.

Carpet

Carpet Flat Rewind Film, felting needle (recyclable), in a range of colours	included	
Carpet Dilour Rewind Film, felting needle (recyclable), in a range of colours	CHF	10.50 /m ²
PVC floor covering, in a range of colours	CHF	47.50 /m ²
(including flooring 1.9 cm and aluminium end bracket)		
Laminate floor covering, in a range of colours	CHF	53.50 /m ²
(including flooring 1.9 cm and aluminium end bracket)		
Floor covering «Grass» indoor & outdoor	CHF	53.50 /m ²
Floor covering Twister Cork	CHF	49.00 /m ²
Please observe the range of colours in Clause Error! Reference source not found.		

Walls

white	inklusive	
Coloured wall infill (according to the NCS or RAL colour index)	CHF	135.00 /m ²

The walls are put up within the rented booth area. The thickness is 6 cm or 12 cm for wing walls and single row booths. After the exhibition, they must be returned in used condition. For thin chipboard, no Bostitch staples, nails or screws are to be used. Adhesives must be removed by the exhibitor without leaving any adhesive residue.

5.2.2	Optional additional equipment		
	Cabin with white door (2.5 m high)	CHF	467.50
	Wall frame, single-sided infill, thin chipboard, white (2.5 x 1 m)	CHF	112.50
	Door with lintel, white (2.5 x 1 m)	CHF	355.00
	Wall reinforcement made of chipboard (3 x 1 m)	CHF	195.50
	LED spotlight, grey (17 W 4,000 K)	CHF	40.50
	LED telescopic lamp, black (25 W 4,000 K)	CHF	45.50
	Electrical socket (extension)	CHF	56.50
	*graphic print on wall infill	CHF	124.00 /m ²
	*logo on front of bar body including Forex panel 0.3 cm (100.5 x 94.7 cm)	CHF	215.50

*The carrier material is included in the price. The exhibitor can save the printed elements to be used again after the trade fair. Please find the specifications for data preparation in Clause Error! Reference source not found.

6 Co-exhibitor

A fee is charged to co-exhibitors, unless otherwise specified by the organiser. This does not include any obligatory services such as liability insurance or tickets for exhibitors.

Fee per co-exhibitor, flat rate	CHF	500.00
excluding mandatory liability insurance	CHF	38.00

Companies, representatives or people without an exhibitor or co-exhibitor agreement are prohibited, within the framework of the exhibition, from displaying or handing out advertising material on booths or on the exhibition grounds, as well as from accepting orders or displaying company signage. In case of non-compliance, the main exhibitor will be responsible for the co-exhibitor fee.

7 Technical connections

Orders must be submitted not later than 20 working days before the event. For orders/changes that are received later than 20 working days before the event, there will be no entitlement to timely completion and a processing fee of at least 25% of the order value will be charged.

7.1 Electrical connections

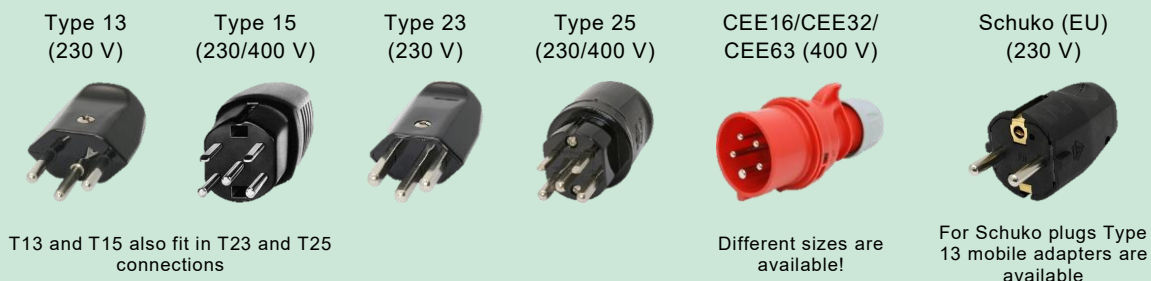
Ordered electrical connections are installed and tested before the construction. Routing the connections to your stand, testing and the power supply are included in the price. Installations within the booth must be organised by the exhibitor. In line with safety regulations, electrical companies commissioned by the exhibitor must have a licence from the St. Gallen Public Utilities Dept.

Available power categories:

Power	Minimum available connections		
2 kW	Type 13	CHF	270.00
6 kW	Type 15	CHF	425.00
10 kW	Type 23, Type 25	CHF	540.00
10 kW + CEE16	Type 23, Type 25, CEE16	CHF	540.00
15 kW	Type 23, Type 25, CEE16	CHF	640.00

20 kW	Type 23, Type 25, CEE32	CHF	745.00
CEE32	CEE32	CHF	640.00
CEE63	CEE63	CHF	1,155.00

Common plug types:



Example of power calculation connection order:

6 spotlights	à	50 W	300 W
1 computer	à	120 W	120 W
1 refrigerator	à	200 W	200 W
1 coffee machine	à	1,000 W	1,000 W
			<u>1,620 W</u> → requires power of 2 kW

The electrical supply line ends in a distribution box or plug directly above the floor or stand platform. Electrical supply lines and distributors cannot be handled. The exhibitor must use tested appliances. A separate distribution box may only be used with a valid safety certificate, which must accompany the distribution box. Adapters can be purchased from the hall supervisor.

Olma Messen St.Gallen operates with distribution boxes which are equipped with RCD type A as a standard. Please inform the Fair Management if you wish to use automated systems or appliances with a frequency converter during the exhibition, to avoid errors and ensure an optimal power supply.

7.2 Water connection

Cold water connection with wastewater connection	CHF	410.00
Cold water connection without wastewater connection	CHF	210.00

Connection without basin with water supply and drainage to/from the booth, including consumption and a wastewater fee. Sanitary facilities and their installation from the booth connection are the responsibility of the exhibitor. When ordering the cold water connection with wastewater connection, a basin is required. If not available, it can be ordered from Schwizer Haustechnik AG, Gossau.

7.3 Fire extinguisher

Fire extinguisher rental	CHF	50.00
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8 Internet connection and telecommunication

Orders must be submitted not later than 20 working days before the event. For orders/changes they are received later than 20 working days before the event, there will be no entitlement to timely completion and a processing fee of at least 25% of the order value will be charged.

8.1 Internet connection via hall network/Ethernet

		<= 3 days	> 3 days
• available in the SGKB halls, 2, 3, 7 and 9			
• 100 Mbps for 1 PC (DHCP addresses only)	CHF	477.00	CHF 795.00
• 100 Mbps up to 5 PCs via hall network/Ethernet, Connection type RJ45 (without Switch)	CHF	708.00	CHF 1,180.00
• 100 Mbps up to 13 PCs via hall network/Ethernet, Connection type RJ45 (without Switch)	CHF	870.00	CHF 1'450.00
• Switch RJ45 5 Port (purchase)			CHF 120.00
• Switch RJ45 8 Port (purchase)			CHF 170.00

The following services are included

- Connection to the hall network 100 BASE-TX Ethernet
- Connection cable for one terminal device with RJ45 plug
- Access to the Internet via 100 MB/s line
- Unlimited access to the Internet without volume charges

- Option to connect multiple devices using a switch
- WLAN for booked devices

The following services are NOT included

- End device and configuration of the PCs/servers
- Additional hardware such as mini hub/switches
- Networking within the booth
- Software, Browser, etc.

Connection

The Internet connection is routed into the booth in the form of a network cable and an Ethernet with 2 or 4 RJ45 connections. A maximum of 2 or 4 end devices can be connected. The number of booked devices can also be connected to the booth's own WLAN via the same Internet connection. The connection of a switch is required to connect additional end devices via a LAN cable. The connection of other booths without the authorisation of the exhibition management is prohibited. The exhibitor is responsible for networking within the booth.

Infringement/liability

The exhibitor shall be liable for any damage and disruptions resulting from non-compliance with the provisions of the Operating Regulations, the General Regulations or the instructions of the exhibition staff.

8.2

Olma Messen Free WiFi

WiFi is the wireless, secure access to the Internet and is offered in cooperation with Swisscom (Schweiz) AG. WiFi is available in all halls; the outdoor area is excluded. Swisscom (phone 0800 800 800, toll-free call, 7x24 in GER/FR/IT/EN) is responsible for supporting the Olma Messen Free WiFi.

Free SMS Login

Registration via phone number for 10 hours and one device. **This service is free of charge.** The upload and download rate is 40/40 Mbps. Not recommended for exhibitors who rely on fast Internet speed. [Here](#) you will find registration instructions.

Free Credit Card Login

Registration via credit card deposit for 30 days and up to 5 devices. The deposit serves the purpose of identification, which is required by law from September 1, 2023. **This service is free of charge.** The upload and download rate is 100/100 Mbps. [Here](#) you will find registration instructions.

8.3

Telecommunications

Phone connection including network devices	CHF	200.00
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8.4

Radio or microphone equipment

If you use your own wireless microphone system, radio remote controllers or other radio equipment on the exhibition grounds, it is compulsory to provide the radio frequency.

This is an extract from the rental furniture range. The full range can be provided by the [Online Service Center \(OSC\)](#). Orders must be submitted not later than 20 working days before the event. For orders/changes that are received later than 20 working days before the event, there will be no entitlement to timely completion and a processing fee of at least 25% of the order value will be charged.

After the exhibition, the rented items must be returned in perfect condition. Any damage will be charged.

9.1 Tables



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

CHF 45.00



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

CHF 45.00



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

CHF 45.00



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

CHF 45.00



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

CHF 84.00



Art. 460005
Table 80, white, aluminium legs
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. 470541
Table Medola 80, black
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 274.00



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

CHF 274.00



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

CHF 91.00



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

CHF 102.00



Art. 460020
Console 123, white
123 x 83 x 75 cm (W x D x H)

CHF 128.00



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

CHF 116.00



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

CHF 45.00



Art. 500053
High table, white, collapsible
108 cm (H), Ø 80 cm

CHF 45.00

9.2 Chairs



Art. 471010
Chair Catifa, black
56 x 79 x 51 x 45 cm
(W x D x H x SH)

CHF 67.00



Art. 460506
Chair, black

CHF 52.00



Art. 501038
Barstool, black
33 x 77 cm
(Ø x H)

CHF 15.00



Art. 460542
Barstool Z-shape, black

CHF 70.00



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

CHF 167.00



Art. 471005
Chair Vada, black
57 x 64 x 75 x 43 cm
(W x D x H x SH)

CHF 75.00



Art. 501022
Congress chair, black
50 x 58 x 45 cm
(D x W x SH)

CHF 24.00



Art. 472530
Barstool Lem, black
65 x 65 x 45 cm (W x D x H)

CHF 132.00



Art. 460541
Barstool Z-shape, white

CHF 70.00



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

CHF 195.00

9.3 Set with chairs and table



Art. 474500
Chair set Bunny
in a range of colours
4 chairs, 1 table

CHF 299.00



Art. 475015
Bar set Lem
in a range of colours
3 chairs, 1 Tisch

CHF 494.00



Art. 474505
Chair set Catifa
in a range of colours
3 chairs, 1 table

CHF 306.00



Art. 475000
Bar set Ginny
in a range of colours
3 chairs, 1 Tisch

CHF 268.00

9.4 Bar cupboards, cabinets



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

CHF 164.00



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

CHF 116.00



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

CHF 152.00



Art. 461521
Display cabinet with lighting,
lockable, white
90 x 45 x 190 cm (W x D x H)

CHF 509.00



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

CHF 105.00



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

CHF 238.00



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

CHF 147.00



Art. 461522
Display cabinet with lighting,
lockable, white
45 x 45 x 190 cm (W x D x H)

CHF 380.00

9.5 Kitchens



Art. 462000
Refrigerator, with a freezing
compartment
140 Lr, 85 W
46.5 x 61 x 86 cm (W x D x H)

CHF 230.00

9.6 Miscellaneous



Art. 462535
Waste bin
33 cm (H), Ø 30 cm

CHF 11.00



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

CHF 102.00



Art. 507042
Brochure stand on castors
100 x 45 x 175 cm
(W x D x H)

CHF 50.00



Art. 462500
Wardrobe,
97 cm (W)

CHF 43.00



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

CHF 167.00

9.7 Multimedia



Art. 466003
Audipack stand
foor flat screen 40"–75"

CHF 155.00



Art. 466009
55" LCD flat screen (16:9)
123.8 x 71.2 x 6.9 cm
(W x D x H)

CHF 1'030.00



Art. 466001
43" LCD flat screen (16:9)
91.8 x 53 x 5.5 cm
(W x D x H)

CHF 715.00



Art. 466010
75" LCD flat screen (16:9)
168.1 x 95.9 x 8.2 cm
(W x D x H)

CHF 1'410.00

Other LCD screen sizes are provided upon request.

10	Stand services			
10.1	Cleaning			
	Cleaning includes: cleaning the floor covering, tables and chairs (excluding exhibits)			
	Daily cleaning including pre-cleaning before the exhibition			
	up to 30 m ²	CHF	9.50	/m ²
	from 31 m ²	CHF	7.50	/m ²
	Pre-cleaning (once before the exhibition)	CHF	4.80	/m ²
	Additional booth cleaning at a cost	CHF	78.00	/h
10.2	Waste disposal			
	<i>Order or purchase directly on site from the hall supervisor</i>			
	Container 800 L charged per emptying	CHF	78.00	
	Waste disposal bag 110 L	CHF	9.85	
	Waste disposal bag 35 L	CHF	3.75	
10.3	Forklift			
	<i>Order on site from the hall supervisor</i>			
	up to 2.5 tonnes, including a driver	CHF	55.00	/15 min.
10.4	Lifting platform			
	<i>Order on site from the hall supervisor</i>			
	including driver	CHF	62.00	/15 min.
	excluding driver	CHF	44.00	/15 min.
10.5	Assembly and dismantling by Olma Messen St. Gallen			
	<i>Order on site from the hall supervisor</i>			
	Operating service, hall supervisor	CHF	87.10	/h
	Electrician	CHF	120.00	/h
10.6	Carpet tape			
	<i>Order or purchase directly on site from the hall supervisor</i>			
	1 roll of a carpet tape	CHF	15.00	
	Only carpet tape from Olma Messen St. Gallen can be used.			
10.7	Booth security			
	It is possible to have the booth guarded. For additional information and orders refer to			
	<i>Securitas AG, St.Gallen, phone +41 71 228 36 36, fax +41 71 228 36 04, stgallen@securitas.ch</i>			
10.8	Catering			
	Säntis Gastronomie AG offers a range of beverages and hot and cold drinks for catering on the booth. The full range can be provided by the Online Service Center or the congress organizer.			
	Säntis Gastronomie AG reserves the right to charge CHF 10.00 for handling costs for total quantities below CHF 50.00 at the end of the exhibition. A surcharge of CHF 0.30 per item will be charged for breakages. Six packs, disposable tableware and glasses are only available in full assembly.			
10.9	Flowers and plants			
	Plants are delivered directly to your booth on the 1st day of the exhibition. The full range can be provided by the Online Service Center .			
	<i>Blumen Pfister, St.Gallen, phone +41 71 244 57 31, www.blumenpfister.ch, info@blumenpfister.ch</i>			
11	Parking			
11.1	Parking lots			
	The organiser decides on the available parking spaces. The available parking options can be provided by the Online Service Center (OSC).			
	Daily rate, up to 12 hours	CHF	14.00	/space
	Half-day/evening rate	CHF	7.00	/space
12	Admissions and vouchers			
12.1	Exhibitor badge			
	The organiser decides on the offer. Passes are sold via the organiser or via the Online Service Center (OSC).			

13 Advertising opportunities and communication

The organiser decides on any advertising and communication options. The available options can be provided by the [Online Service Center](#) (OSC).

14 Insurance

14.1 Liability insurance

Mandatory for exhibitors and co-exhibitors

Premium for liability insurance CHF 38.00

The project management shall take out liability insurance for each exhibitor at the collective rate, unless the exhibitor can provide evidence of existing insurance for the corresponding amount. In the event of the exhibitor having existing insurance, they must check, in particular, that the insurance is valid for the participation in the trade fair.

Sum covered CHF 5 million

Deductible CHF 100.00

14.2 Optional exhibitor insurance

The exhibits and stand material are not insured during the trade fair or during transportation to and from the trade fair. It is therefore recommended that the exhibitor take out exhibition and transport insurance. Please find the application form with payment slip for this purpose at www.olma-messen.ch/ausstellungsversicherung.

General information

15 Registration and ordering options

You can register for the (industrial) exhibition and order services for your booth online via the [Online Service Center](#) (OSC).

The registration deadline will be announced by the organiser.

For orders/changes that are received later than 20 working days before the event, there will be no entitlement to timely completion and a processing fee of at least 25% of the order value will be charged.

16 Delivery of documents

After registration, the following documents will be delivered on the OSC or via e-mail:

Documents

Order confirmation

1. Partial invoice, hall plan

Final invoice

Reception

after registration

2 months before the exhibition

after the exhibition

17 Data preparation for graphics production for booth construction

If you have booked a booth construction offer (Clause 4), please note these general requirements for data preparation.

Production files

- Printable PDF, EPS or TIFF, ideally > 100 dpi
- 24 mm bleed allowance all round so that there are no blemishes
- Data on a scale of 1:1 or 1:10
- Convert all scripts to paths and convert line widths to outlines
- For open data: send scripts and all links
- do not place logos and text too close to margins
- send data without crop marks, register marks and colour bars
- create colours in PMS Pantone Solid Coated

Bleed margin for textile banner

For data to be used on banners, a bleed margin must be added to the delivered files due to the assembly process. This is 24 mm per banner part on each side. Get the visual dimensions of the individual banners from your project manager.

- W 193.8 x H 246.8 cm (visual dimension)
- W 193.8 + 4.8 cm (2.4 cm per side) = 198.6 cm
- H 246.8 + 4.8 cm (2.4 cm per side) = 251.6 cm
- Production dimension including bleed margin = W 198.6 x H 251.6 cm

Clean and timely data transfer

As a matter of principle, we do not interfere with incorrectly delivered data. However, if it should be necessary, a fee of CHF 120.00 per hour will be charged.

Printable data must be delivered not later than 3 weeks before the exhibition. In case of a delay in the supply or delivery of non-printable data, timely production cannot be guaranteed.

Data transfer

- For a data volume < 2 GB, please send the data to congressevents@olma-messen.ch.
- For a data volume > 2 GB, send the data via www.wetransfer.com.

18 Information about the venue

18.1 Arrival

St.Gallen is easily accessible from all directions: via the A1 highway, the Geneva-Zurich-Munich rail axis or Zurich Airport and St.Gallen-Altenrhein Airport. The exhibition center is located in the middle of the city.

Directions by car

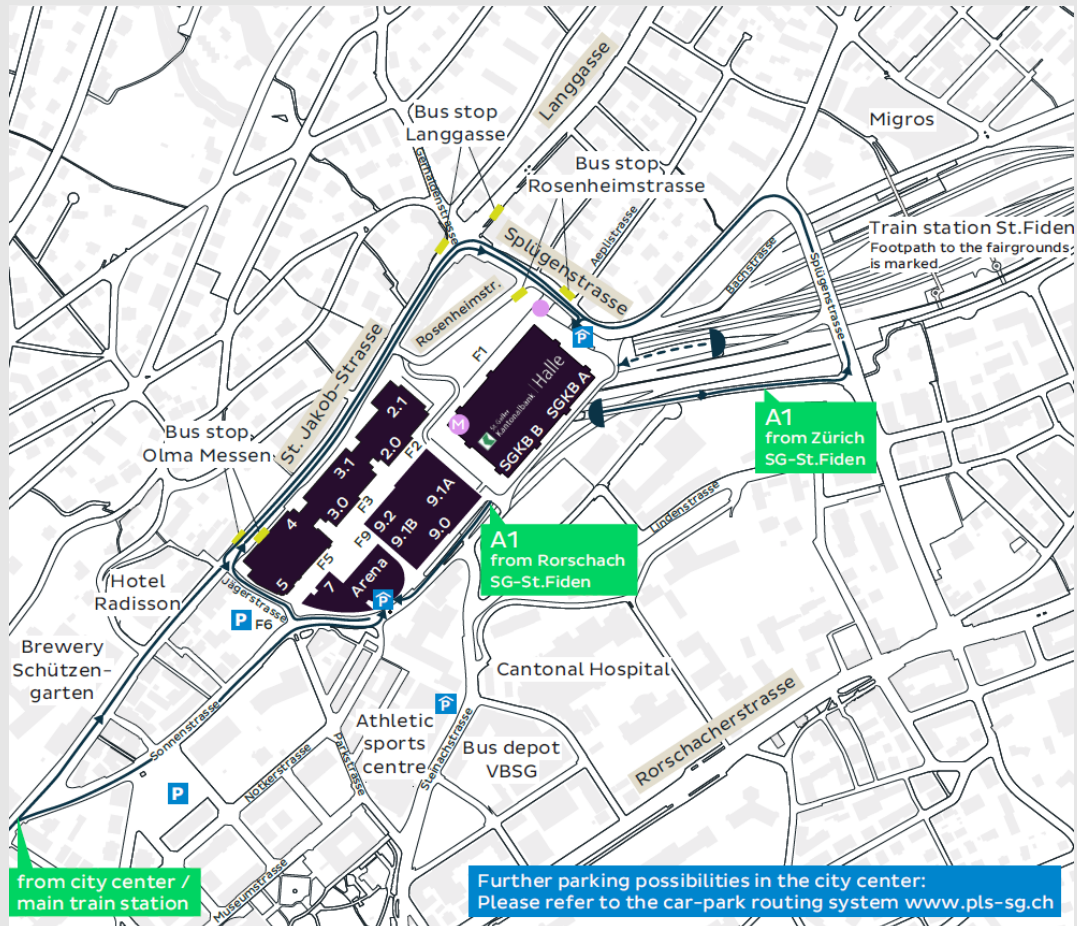
From the A1 highway, take the St.Gallen-St.Fiden exit (No. 82), follow this sign and the signs «Olma Messen St.Gallen» or follow the special parking instructions for major events.

Directions by public transport

From St.Gallen main station:

- by bus No. 3 (Heiligkreuz) to the bus stop «Olma Messen» or «Langgasse»
- by bus No. 4 (Wittenbach Bahnhof) to the bus stop «Olma Messen» or «Langgasse»

The digital plan is available [here](#)



18.2 Opening hours for visitors

The opening hours are determined and published by the organiser.

18.3 Opening hours for exhibitors

The opening hours are determined and published by the organiser.

18.4 Delivery times during the exhibition

The delivery times are determined and published by the organiser.

18.5 Traffic routing during the exhibition

Information will be determined and published by the organiser.

18.6 Entrance fee

Admission prices are set and published by the organiser.

19 Set-up and dismantling

The set-up and dismantling times are determined and published by the project management.

19.1 Delivery of booth material

For the delivery of a stand material, packages, pallets etc. must be labelled with the following address:

Olma Messen St.Gallen AG

<your company name>

<hall No., booth No.>

<event>

Splügenstrasse 12
CH-9000 St.Gallen

19.2 Traffic routing during set-up and dismantling

Deliveries are made via Entrance A from Splügenstrasse. The digital plan is available at www.olma-messen.ch/congressevents/kontakt.

20 Contact persons on the exhibition grounds

During set-up and dismantling, as well as during the event, a hall supervisor is available to answer your questions.

20.1 Hall supervisor

Hall	Phone
SGKB, F1A, F1B	+41 79 571 50 31
2.0, 2.1, F2, F2a	+41 79 571 50 32
3.0, 3.1, F3	+41 79 571 50 33
6, 7.0, 7.1, F5, F6	+41 79 571 50 37
9.0, Parkgarage	+41 79 571 50 40
9.1, 9.1.2, 9.2, F9	+41 79 571 50 39

Further contacts will be determined and published by the organiser.

20.2 Craftsmen

Our operations service will set up the booth for you according to your previous order.

Electrical installations and phone installations

If you would like to carry out further electrical installations after the installation by our operating service, we recommend the following specialist stores in the region, which also have the necessary license from St.GallerPublic utilities:

	Phone
Baumann Elektro, 9015 St.Gallen	+41 71 311 88 88
Elektro Akermann, 9008 St.Gallen	+41 71 244 69 66
Elektro Stampfl, 9000 St.Gallen	+41 71 222 75 70

21 Accommodation

The following tourist office will gladly take your hotel bookings:

St.Gallen-Bodensee Tourismus, Bankgasse 9, 9001 St.Gallen, phone +41 71 227 37 37, Fax +41 71 227 37 67, info@st.gallen-bodensee.ch, www.st.gallen-bodensee.ch

22 Post office/ATM

22.1 Post office

There are two post offices in the immediate vicinity of the exhibition grounds for all your postal needs.

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

Opening hours: Monday to Friday, 07:30 – 18:30 / Saturday, 08:00 – 12:00

Post office 9008 St.Gallen, Langgass (inside Migros Langgasse, restricted services)

Opening hours: Monday to Friday, 07:30 – 19:00 / Saturday, 07:30 – 17:00

Collection of courier deliveries: 0848 888 888

Please find further information on services at www.post.ch

22.2 ATM

Location

Jägerstrasse (Entrance G next to the cider bar)

Outdoor 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

23 Site surveillance

The organiser decides on the need to monitor the area.

24 Sustainability

24.1 Disposal

The aim is to separate recyclable materials during disposal. Inform your booth personnel and booth constructors in advance about the disposal concept. Please find further information at www.olma-messen.ch/entsorgung.

24.2 Energy efficiency tips

Please consider the environment when planning the construction of your booth. In case of using conventional halogen stand lighting, only 10% of energy is transformed into light; 90% is lost as waste heat.

If possible, use LED lighting. Thanks to lower energy consumption and ordering a smaller distribution box, you will reduce your costs. In addition, you will prevent heat localization on the booth, get a longer operating time and better light distribution.

25 Requirements and regulations for booth construction and exhibition operations

25.1 For all exhibitors

25.1.1 Booth construction regulations

The requirements for stand construction and design are given in Clause 4.2 of the [exhibitor regulations](http://www.olma-messen.ch/reglementausstellende) or www.olma-messen.ch/reglementausstellende.

25.1.2 Covered booth construction

Fully or partially covered booths must be registered along with a booth drawing and approved by the project management for fire safety reasons. It is the exhibitor's responsibility to meet all fire protection stipulations.

If the ceiling constructions do not comply with legal requirements, the authorities may order the rebuilding or removal of the contested elements at the exhibitor's expense.

The fire safety requirements for covered booths are given in Clause 4.2.2.5 of the exhibitor regulations at www.olma-messen.ch/reglementausstellende.

25.1.3 Fire safety measures

Information is given in Appendix 1 of the exhibitor regulations at www.olma-messen.ch/reglementausstellende.

25.1.4 Fee for attractions

The charging of special admission, usage, consultation or other fees by the exhibitor requires the prior written consent of the organiser.

25.1.5 Booth boundaries and escape routes

Booth boundaries must be respected. Emergency exits and escape routes must be kept clear at all times.

25.1.6 Smoking ban

Smoking (including e-cigarettes) is forbidden in generally accessible, closed spaces. This is also valid for all trade fair halls and restaurants.

25.1.7 Economic police regulations

The following regulations must be observed in accordance with the Hospitality Industry Act and the Commercial Police:

- The catering use must not conflict with any fire and food police regulations.
- Alcohol may not be sold or served to people under the age of 16 or to drunk people. For distilled spirits (schnapps, bitters, liqueurs, designer drinks), the legal drinking age is 18.

25.1.8 Price disclosure regulation

The price disclosure regulations are applied as binding conditions to suppliers of goods and services. Further information is available at www.seco.admin.ch (Home > Werbe- und Geschäftsmethoden > Preisbekanntgabe).

26 Tips for foreign exhibitors

26.1 Customs regime

The customs regime leaflet is available at www.olma-messen.ch/zollundmwst.

26.2 Reclaiming VAT

The leaflet on reclaiming VAT is available at www.olma-messen.ch/zollundmwst.

26.3 Obligation to report cross border services

The leaflet on the obligation to report cross border services is available at www.olma-messen.ch/zollundmwst.

26.4 Work permit

Exhibitors with foreign staff are requested to arrange for appropriate work permits. For further information please refer to:

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

27 Payment conditions

1. Partial invoice	90% of current obligation 2 months before the exhibition, payable within 30 days from the date of invoice
Final invoice	after the exhibition, payable within 10 days from the date of invoice

Invoices are sent to you by e-mail or via the Online Service Center.

28 Basis of contract and general terms and conditions

The basis of the contract between Olma Messen St.Gallen AG and the exhibitor are the Exhibitor Regulations, the Manual for Congress Exhibitors and the order confirmations from Olma Messen St.Gallen AG for the requested services. These and other documents can be downloaded at <https://www.olma-messen.ch/downloads> or provided by the project management. The regulations for exhibitors are available at www.olma-messen.ch/reglementausstellende.