

Olma Messen St.Gallen
CongressEvents St.Gallen
Splügenstrasse 12
CH-9008 St.Gallen
Tel. +41 71 242 02 26
Fax:+41 71 242 01 02
nicole.friedli@congressevents.ch



Dates
Rates
Services

AAL Forum

26 – 28 September 2016

Prices do not include VAT

1. Duration of conference
Monday, 26 to Wednesday, 28 September 2016

2. Opening hours during the conference

2.1 Visitors:	Monday, 26 September 2016	05:00 PM – 10:00 PM
	Tuesday, 27 September 2016	08:30 AM – 06:00 PM
	Wednesday, 28 September 2016	08:00 AM – 23:00 PM
2.2 Exhibitors:	Monday, 26 September 2016	08:00 AM – 04:00 PM
	Tuesday, 27 September 2016	08:00 AM – 06:00 PM
	Wednesday, 28 September 2016	07:30 AM – 10:00 PM

3. Stand building and dismantling timetable

3.1 Building:	Monday, 26 September 2016 (Corridor zones will be cleaned after this time. Please do not place any objects in the corridor zones.)	08:00 AM – 04:00 PM
3.2 Dismantling:	Wednesday, 28 September 2016 No dismantling booths of the stands before 08:00 PM, there is no access for vehicles before this time! Remnants will be disposed with costs through the cleaning staff.	20:00 PM – 10:00 PM

4. Delivery hours

4.1 Access to Area / one way street
The access to the area of the Olma Messen St.Gallen is well-marked. Please follow the sign-posting to your hall.

4.2 Hall drive
Always keep the hall drive free of stuff. Please consider that this is the only way for a smooth building and dismantling.

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

Company Name
Hall 2.1
AAL Forum 2016
St.Jakobstrasse 94
CH-9000 St.Gallen

The exhibitor must take receipt of the equipment in person.

5. Stand space and construction → Form Registration / Exhibitor contract

5.1 System stand construction
Stand including fitted carpet covering the entire floor space, with choice of colour. Back and side walls thin chipboard 5 mm, coated in white on both sides (total height 2500 mm).
Braced girders all round including central girders (upper edge 2835 mm) with white inset panel (1850 mm x 220 mm) along the open stand front, including black standard lettering (100 mm high) with up to 20 characters per panel.
Lighting via LED ET-Spot 17W (4000K), with one spotlight per 3 m2 of complete stand floor space included in the basic price, including 2 kW main connection and power consumption.

Eco Plus 4, including floor space rent	CHF 1'700.00
Eco Plus 6, including floor space rent	CHF 2'300.00
Eco Plus 9, including floor space rent	CHF 3'600.00
Eco Plus 12, including floor space rent	CHF 4'100.00
Eco Plus 16, including floor space rent	CHF 5'400.00

5.2 Several open sides

two open sides (corner stand)	additional fee	10 %
three open sides (head stand)	additional fee	15 %
four open sides (island stand)	additional fee	20 %

6. Technical Services

→ Form 1

Please use form 1 for technical service orders. Deadline for these orders is 29 July 2016. For orders after this deadline the conference management can not guarantee the services in time and a fee of CHF 50.00 will be charged.

6.1 Electricity

The electric power wire ends at a distribution box directly under the floor or the stand platform. Tampering with the Gifas wiring is strictly prohibited. The exhibitor is responsible for all the electrical installations on the stand downstream of the Gifas sockets.

Charge per electrical connection (distribution box and socket) including power consumption:

2 kW / 230 V	CHF	240.00
6 kW / 230/400 V	CHF	379.00
10 kW / 230/400 V	CHF	480.00
15 kW / 230/400 V	CHF	571.00
20 kW / 230/400 V	CHF	662.00
CEE 32	CHF	571.00
CEE 32	CHF	1'030.00

6.2 Water

1 connection (no basin, cold water) with water pipe to/from stand CHF 400.00

including water consumption and waste-water fee

Sanitary equipment and its installation downstream of the stand outlet are the exhibitor's responsibility

6.3 Internet

10 Mbps Internet connection for 1 PC (DHCP only) CHF 477.00

10 Mbps Internet connection up to 5 PCs CHF 708.00

(Plug type RJ45/ without switch)

Switch RJ 45 5 port (to be purchased) CHF 120.00

Switch RJ 45 8 port (to be purchased) CHF 170.00

6.4 WiFi (Prices do include VAT)

Purchase voucher on-site at the conference information desk.

Premium WiFi – high-speed internet

Fee-based high-speed internet (30/30 Mbit/s) through the WLAN „Premium_Olma_Messen“.

WiFi voucher for Premium WiFi

60 minutes	CHF	9.00	2 days (48 hours)	CHF	29.00
4 hours	CHF	15.00	3 days (72 hours)	CHF	39.00
1 day (24 hours)	CHF	19.00			

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

Free-of-charge internet with reduced speed (1000/300 Kbit/s) through the WLAN „Free_Olma_Messen“.

WiFi access with a mobile contract or credit card

There is an additional Swisscom hotspot for WiFi access.

WiFi is secure, wireless access to the Internet and is offered in collaboration with Swisscom (Switzerland) Ltd). Use of this service requires ownership of a WLAN-enabled notebook, mobile phone or tablet.

7. Services

→ Form 2

Please use form 2 and return it no later than 29 July 2016. If orders/changes are received after this date we cannot guarantee that they will be carried out in time and a fee of CHF 50.00 will be charged.

7.1 Parking (if available)

Parking space, from 26 – 28 September 2016 → height 2.05 m	CHF	30.00	/ pc
Parking space, from 27 – 28 September 2016 → height 2.05 m	CHF	24.00	/ pc

7.2 Stand cleaning

Final cleaning of the stand after build-up, and cleaning every evening after hours (this does not include cleaning the exhibits)

Daily cleaning: vacuum-cleaning carpets, empty waste-paper baskets, clean all round. up to 50 sqm

Clean stand equipment once before the conference starts (this does not include cleaning the exhibits) up to 50 sqm

7.3 Storage space (if available)

Storage space during the congress (open)

7.4 Waste-disposal

The following are available from the hall supervisor during the stand-building, fair and dismantling time

Container	800 l	CHF	69.00
Waste disposal bag	35 l	CHF	3.50
Waste disposal bag	110 l	CHF	9.20

Please refer to our waste-disposal policy for further information. Price changes reserved.

7.5 Suspension (please refer to *Rules for exhibitors*, pt. 4.2.2.6.)

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

Use of existing suspension point on hall ceiling	CHF	125.00	/ point
Use of existing ceiling grids for suspension	CHF	125.00	/ point
Freshly set suspension point on hall ceiling	CHF	230.00	/ point
Use of suspension rope	CHF	53.00	/ rope

The maximum weight is 200 kg per suspension point on the hall ceiling directly, 135 kg per point with suspension rope. Additional weight on demand. All suspensions directly connected to the hall ceiling will incur costs and must be reported. Newly installed suspension points must be ordered through conference management. Exceptions must be requested from conference management. 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. Orders should be sent by 19. August 2016.

8. Information / instructions

8.1 It's only allowed to give away drinks and food at the stand for free.

Catering for stand: order via form 6

→ Form 5

8.2 Hand over of advertising material: The distribution and installing of advertising material is only allowed on the own stand space. Sharing out of stickers and gas-filled balloons is forbidden.

9. Other services

9.1 Adhesive tape: It's only allowed to take the special adhesive tape „Permafix 543“ for fixing the carpet. This is to avoid adhesive residues on the hall floor. If there is a usage of other tapes and there are some residues, the exhibitor is obligated to pay the costs.

The special adhesive tape can be purchased from the hall supervisor during the conference

Price per piece

9.2 Fork-lift truck: up to 2.5 tonnes; including driver

Orders for fork-lift truck directly from the hall supervisor (telephone numbers are displayed in the halls)

9.3 Work carried out by Olma Messen St.Gallen

company technicians, hall manager

company electrician

10. Insurance policies (exclusion of organisers' liability)

10.1 Compulsory liability insurance

For each exhibitor the conference 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 liability to make sure, that his insurance cover is also valid for trade fairs / conferences.

Sum guaranteed:	CHF	5 Mio.
Deductible:	CHF	100.00
Premium (excl. VAT):	CHF	35.00

11. Due-dates for payments

First instalment 90 percent of the total payable previously.
Final account after the conference, due for payment within 30 days of invoice dates

The invoice is issued in CHF and can be converted to EUR at the daily exchange rate. Please state at the time of registration.

Basis for the contract between Olma Messen St.Gallen and the exhibitor are the Exhibitor Contract, the Rules for Exhibitors, and this list of Dates/Rates/Services.