Manual CongressEvents

Services and information
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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.
2 Addresses

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

2.2 Fairground
Olma Messen St.Gallen AG
Sonnenstrasse 39
CH-9008 St.Gallen

2.3 Visit address
Olma Messen St.Gallen AG
CongressEvents
Splügenstrasse 12
CH-9008 St.Gallen
Phone: +41 (0)71 242 01 66
Fax: +41 (0)71 242 01 02
www.congressevents.ch
info@congressevents.ch

2.4 Company address
Olma Messen St. Gallen AG
CongressEvents
Splügenstrasse 12
CH-9008 St. Gallen

3 Contact person on site
During assembly and dismantling and during the event a hall supervisor is at your disposal.

3.1 Hall supervisor

<table>
<thead>
<tr>
<th>Hall</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0, 2.1</td>
<td>+41 (0)79 571 50 32</td>
</tr>
<tr>
<td>3.0, 3.1</td>
<td>+41 (0)79 571 50 33</td>
</tr>
<tr>
<td>Moststube</td>
<td>+41 (0)79 571 50 34</td>
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<td>7.0, 7.1</td>
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<tr>
<td>9.0</td>
<td>+41 (0)79 571 50 40</td>
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<td>9.1, 9.1.2, 9.2</td>
<td>+41 (0)79 571 50 39</td>
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</table>

Please find further contacts in the organisational manual of the event.
### 4.1 Inside area

**Olma Messen St. Gallen**

*technical hall characteristics april 2022*

<table>
<thead>
<tr>
<th>Hall</th>
<th>Hall space</th>
<th>length x width</th>
<th>effective height</th>
<th>max. people</th>
<th>theater seating</th>
<th>classroom seating</th>
<th>height setting (in mm)</th>
<th>number of entrance points</th>
<th>number of exit points</th>
<th>hall area</th>
<th>seating area</th>
<th>covered floor area</th>
<th>hall structure</th>
<th>power &amp; water connection</th>
<th>fire protection</th>
<th>number of doors</th>
<th>door area with depth</th>
<th>lift</th>
<th>fire alarms to STL</th>
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<td>1000</td>
<td>asphalt</td>
<td>x</td>
<td>plw</td>
<td>x</td>
<td>2</td>
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<td>x</td>
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<td>350</td>
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<tr>
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<td>plw</td>
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<td>x</td>
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<td>250/150</td>
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</tr>
</tbody>
</table>

- Ø without fireguard
- ² with fireguard will be arranged by the office for fire protection
- ³ Hall totally 531 suspension points, 40 with additionally 1500kg (simultaneously restless, no matter which one), canopy 100kg/suspension point
- ⁴ lower edge framework (H 2.1/3.1)
- ⁵ height backage area: H 2.1 = 3.45m / H 3.1 = 3.40m
- ⁶ bench seating
- ⁷ 700kg/qm floor loading delivery zone west, south, east
- ⁸ ceiling height 5.80m until the lower edge of the frame work (outside of the hall)
- ⁹ ceiling height 5.90m until the lower edge of the frame work (in the middle of the hall)
### 4.2 Open-air area / parking

<table>
<thead>
<tr>
<th>Place</th>
<th>Space in qm</th>
<th>length m</th>
<th>width m</th>
<th>max. parking spaces</th>
<th>parking spaces for disabled</th>
<th>permitted floor capacity /sqm</th>
<th>floor structure</th>
<th>number of doors</th>
<th>door sizes (width x depth)</th>
<th>parking spaces length</th>
<th>power (-) &amp; water connection (y)</th>
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</thead>
<tbody>
<tr>
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<td>251</td>
<td>27</td>
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<td>1.00</td>
<td>x</td>
<td></td>
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<td>x</td>
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<td>F2a</td>
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<td>4</td>
<td></td>
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<td></td>
<td>7.00</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
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<td>x</td>
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<td>Arena</td>
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<td></td>
<td>concrete/sand</td>
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<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

** total parking spaces without outdoor area: 765 13 206 after 2024 (PG1/6/8/P4/P8)**

** total public parking spaces: 514 13 until 2024 (F4/P6/8/P3)**

---

* parking spaces alongside of halls 2.1 / 3.1
** exit gate G / trolley gate next to exits 4.70m
*+ parking spaces inside the terrain without tree boughs! (consider costs for displacement / evaulation!!)
*+ traffic island & piles in the entry removable
*+ available in the appropriate hall, can be placed outside if requested
*+ connections available in the floor duct
*+ floor ducts existing, can be wired on request

| *** 24 tons vehicle allowed |
| **** UK install carrier |
4.3 **Fairground overview**

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

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

5.2 ATM
<table>
<thead>
<tr>
<th>Location</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jägerstrasse (entrance G next to Moststube)</td>
<td>Raiffeisen</td>
</tr>
<tr>
<td>open-air area F3 in front of hall 3.0</td>
<td>St.Galler Kantonalbank</td>
</tr>
<tr>
<td>Drive-in, St. Jakobstrasse (in front of hall 2.1)</td>
<td>St.Galler Kantonalbank</td>
</tr>
</tbody>
</table>

6 Accommodation
The following tourist office will be pleased to assist you with your hotel reservation:
St.Gallen-Bodensee Tourismus, Bankgasse 9, Postfach, 9001 St.Gallen, phone +41 71 227 37 37, fax +41 71 227 37 67, info@st.gallen-bodensee.ch, 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).

7 Stand area and stand construction

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, white
- 2 barstools
7.3.2 Stand type Eco Plus
- carpet (Rewind) 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 m² of complete stand floor space one spotlight included)

**Eco Plus 6 m² (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 m² (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 m² (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 m² (Art. 100609)**
6 m x 3 m

Price includes:
- 1 table white (Art. 460000)
- 4 chairs black (Art. 460506)
- 2 bar elements white, lockable (Art. 461000)

**Eco Plus X (Art. 100612)**
Ab 6 m², 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 (Rewind) 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 m² of complete stand floor space one spotlight included)

#### Exclusiv 12 m² (Art. 100575)
4 m x 3 m

![Exclusiv 12 m² diagram](image)

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 m² (Art. 100580)
6 m x 3 m

![Exclusiv 18 m² diagram](image)

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 m² (Art. 100583)
8 m x 3 m

![Exclusiv 24 m² diagram](image)

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 m², choice of size

![Exclusiv X diagram](image)

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 (Rewind) 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 m² 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 6 m²** (Art. 100730)
3 m x 2 m

![Diagram of Fresh 6 m²](image)

**Fresh 9 m²** (Art. 100735)
3 m x 3 m

![Diagram of Fresh 9 m²](image)

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

![Diagram of Fresh 12 m²](image)

Additionally included:
1 small counter, white (Art. 461005)
1 bar stool, Z-form, white (Art. 460541)
8 Co-exhibitor
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

9.1 Stand equipment for unbuilt stand area

9.1.1 Walls (2.5 m high, installed)
Wall white, used CHF 49.00 /rm
plus surcharge for painting white CHF 20.00 /rm
plus surcharge for painting in color (according to NCS or RAL color index) CHF 58.00 /rm
The walls are rented as standard in used condition. For an additional charge, the walls can be painted white or colored. The walls may only be painted by the painter of Olma Messen St.Gallen.
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 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 Fehler! Verweisquelle konnte nicht gefunden werden. (incl. installation, without electrical connection)
Example visualization of a corner stand 12 m2 (4 m x 3 m x 2.5 m) with white painted walls, blue carpet and four boom spot lamps:

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 5.00
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 21.

**Carpet**
Needled felt, in different colours included
Velours, in different colours CHF 10.50 /m²
Floor covers PVC, in various colours CHF 47.50 /m²
(inc. installation shelf 1.9 cm and aluminium end bracket)
Laminate, in various colours CHF 53.50 /m²
(inc. installation shelf 1.9 cm and aluminium end bracket)

**Walls**
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)
Aluminium tray (1 x 0.3 m) LED ET-Spot 17 W (4000 K)
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 wall panel*
Graphic printing on textile sails per m²*
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 21.

9.3 Stand equipment for stand type: Fresh

9.3.1 Mandatory additional information

**Lettering/Logo or Label**
Stand type Freshon 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. Please note the guidelines for data preparation under subsection.

**Carpet**
Rewind (Needled felt, recyclable), in various colours included
Salsa (Velours), in various colours CHF 10.50 /m²
Floor covers PVC, in various colours CHF 47.50 /m²
(inc. installation shelf 1.9 cm and aluminum end bracket)
Laminate, in various colours CHF 53.50 /m²
(inc. installation shelf 1.9 cm and aluminum end bracket)

**Walls** white included
Walls coloured (according to colour index NCS oder RAL) CHF 23.00 /m²

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 thins 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. Technical services

9.4 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
- CEE 63

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

Total: 1540 W → requires electrical connection 2 kW/230 V

9.5 Water
- Cold water connection with waste water connection CHF 400.00
- Cold water connection without waste water connection CHF 200.00

Cold water connections are installed to order and consist of:
Connection without basin with water supply and drainage to/from stand, incl. consumption and waste-water charge. Sanitary equipment and their installation from the water supply connection in the stand are the responsibility of the exhibitor.

9.6 Fire extinguisher
Fire extinguisher can be rented on request.

10 Internet connection and telecommunications

10.1 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 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.

10.2 Free-WiFi
Free-of-charge internet with reduced speed (5000/500 Kbit/s, not suitable for business purposes) through WLAN „Free_Olma_Messen“.

WiFi Premium access with credit card
Free Internet. Valid for up to 5 devices during 30 days.
11 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.

11.1 Tables

<table>
<thead>
<tr>
<th>Art. 500000</th>
<th>Art. 500005</th>
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<tbody>
<tr>
<td>A-table, white laminated</td>
<td>B-table, white laminated</td>
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<tr>
<td>185 x 80 x 75 cm (W x D x H)</td>
<td>200 x 70 x 70 cm (W x D x H)</td>
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<tr>
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<th>Art. 460005</th>
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<td>Table white, feet aluminium</td>
<td>Table white, feet aluminium</td>
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<tr>
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<th>Art. 470535</th>
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<tr>
<td>Table Medola 80, white</td>
<td>Table Levante 170, white</td>
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<tr>
<td>80 x 80 x 75 cm (W x D x H)</td>
<td>170 x 60 x 110 cm (W x D x H)</td>
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<th>Art. 470515</th>
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<tbody>
<tr>
<td>Table Levante 170, white</td>
<td>Table Fermo 70, black</td>
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<tr>
<td>170 x 60 x 75 cm (W x D x H)</td>
<td>70 cm (H), Ø 60 cm</td>
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<thead>
<tr>
<th>Art. 470520</th>
<th>Art. 460020</th>
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<td>Table Fermo 110, black</td>
<td>Desk white</td>
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<tr>
<td>110 cm (H), Ø 60 cm</td>
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<thead>
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<th>Art. 460010</th>
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<tbody>
<tr>
<td>Bar table round, wood lacquered</td>
<td>Round table grey</td>
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<td>110 cm (H), Ø 80 cm</td>
<td>72 cm (H), Ø 90 cm</td>
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<table>
<thead>
<tr>
<th>Art. 460005</th>
<th>Art. 460050</th>
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</thead>
<tbody>
<tr>
<td>Bar table round, grey</td>
<td>110 cm (H), Ø 60 cm</td>
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</tbody>
</table>
11.2 Chairs

Art. 460506
Chair, black

Art. 471005
Chair Vada, in different colours

Art. 471020
Chair Bunny, in different colours

Art. 460507
Chair with armrests, black

Art. 471010
Chair Catifa, in different colours

Art. 501022
Congress stool, black

Art. 460541
Barstool Z-shape, white

Art. 460542
Barstool Z-shape, black

Art. 501038
Barstool black

Art. 472015
Armchair Hello, in different colours

Art. 472530
Barstool Lem, in different colours

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

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

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

11.3 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
11.4 Bar elements, cupboard

Art. 461000
Bar element, middle
lockable, white
103 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. 461025
Cupboard lockable, white
95 x 47 x 90 cm (W x D x H)

Art. 461521
Showcase illuminated,
lockable, white
90 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)

Art. 461005
Bar element, end,
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. 461001
Pedestal, white
50 x 50 x 100 cm (W x D x H)

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

11.5 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)
11.6 Multimedia

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

Art. 466001
40” LCD Flachbildschirm (16:9)
Full HD 1920 x 1080 Pixel
92.2 x 53.9 x 3 cm (B x H x T)

Art. 466002
75” LCD flat (16:9)
Full HD 1920 x 1080 pixel
168.1 x 95.9 x 8.2 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)

Other sizes of LCD flats on request.
12  Stand services

12.1 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)

12.2 Waste disposal
Order or purchase directly on-site from the hall supervisor
- Container 800 l charged per emptying CHF 77.00
- Waste disposal bag 110 l CHF 9.85
- Waste disposal bag 35 l CHF 3.75

12.3 Forklift
Order directly on-site from the hall supervisor
up to 2.5 tons, including driver CHF 54.30 /15 min

12.4 Lifting ramp
Order directly on-site from the hall supervisor
- incl. driver CHF 61.80 /15 min
- excl. driver CHF 44.10 /15 min

12.5 Assembly and dismantling work carried out by Olma Messen St.Gallen
Support is provided on pre-order:
- technician, hall supervisor CHF 87.10 /h

12.6 Carpet tape
Order or purchase directly on-site from the hall supervisor
Carpet tape, 1 roll CHF 15.00
It may only be used carpet tape from the Olma Messen St.Gallen.

12.7 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 online service center or 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
St. Jakob-Strasse 87
Post office box 162
CH-9008 St.Gallen
Phone: +41 (0)71 242 03 55
Fax: +41 (0)71 242 03 56
messegastronomie@saentisgastro.ch

12.8 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.

13  Parking
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.
14 Packages to the stand

Parcel post, express post and letter post articles which arrive before the trade fair begins are delivered to you on the final set-up day. In the case of incorrect address, inadequate arrangements between stand personnel and private carriers or for other reasons, Olma Messen St.Gallen accepts the consignment in good faith and ensures that it is forwarded to the exhibitor and accepted by them. In this case, the exhibitor must be charged a fee.

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

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

15 Conference room for rent

Room sizes as required

16 Insurance policies

16.1 Liability insurance

**Compulsory** for exhibitors and co-exhibitors

Premium for liability insurance  CHF 38.00

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

Sum guaranteed  CHF 5 Mio.
Deductible  CHF 100.00

16.2 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.

17 Surveillance of the stand

Surveillance of the stand by Securitas AG

on request
Information, regulations and rules

18 Sustainability
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.

19 Regulations and rules

19.1 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.

19.2 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.

19.3 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.

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

19.5 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.

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

19.7 Catering and economic police 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).

20 Information for foreign exhibitors

20.1 Customs treatment
The leaflet customs treatment can be found at www.olma-messen.ch/congressevents/aussteller/informationen.
20.2 Reclaim of VAT
The leaflet reclaim of VAT can be found at www.olma-messen.ch/congressevents/aussteller/informationen.

20.3 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

21 Data preparation for production of graphics in stand construction
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 access data that is supplied incorrectly. However, if it is necessary, it will be charged CHF 120.00 per hour for the time taken.
The printable data must be supplied no later than XX. Monat. Jahr. 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.
• For a data volume > 2 GB you can send the data via www.wetransfer.com.

22 Contractual basis and GTC
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 or ordered at the project management...