



Olma Messen St.Gallen AG

Splügenstrasse 12

Postfach

CH-9008 St.Gallen

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olma-messen.ch

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».

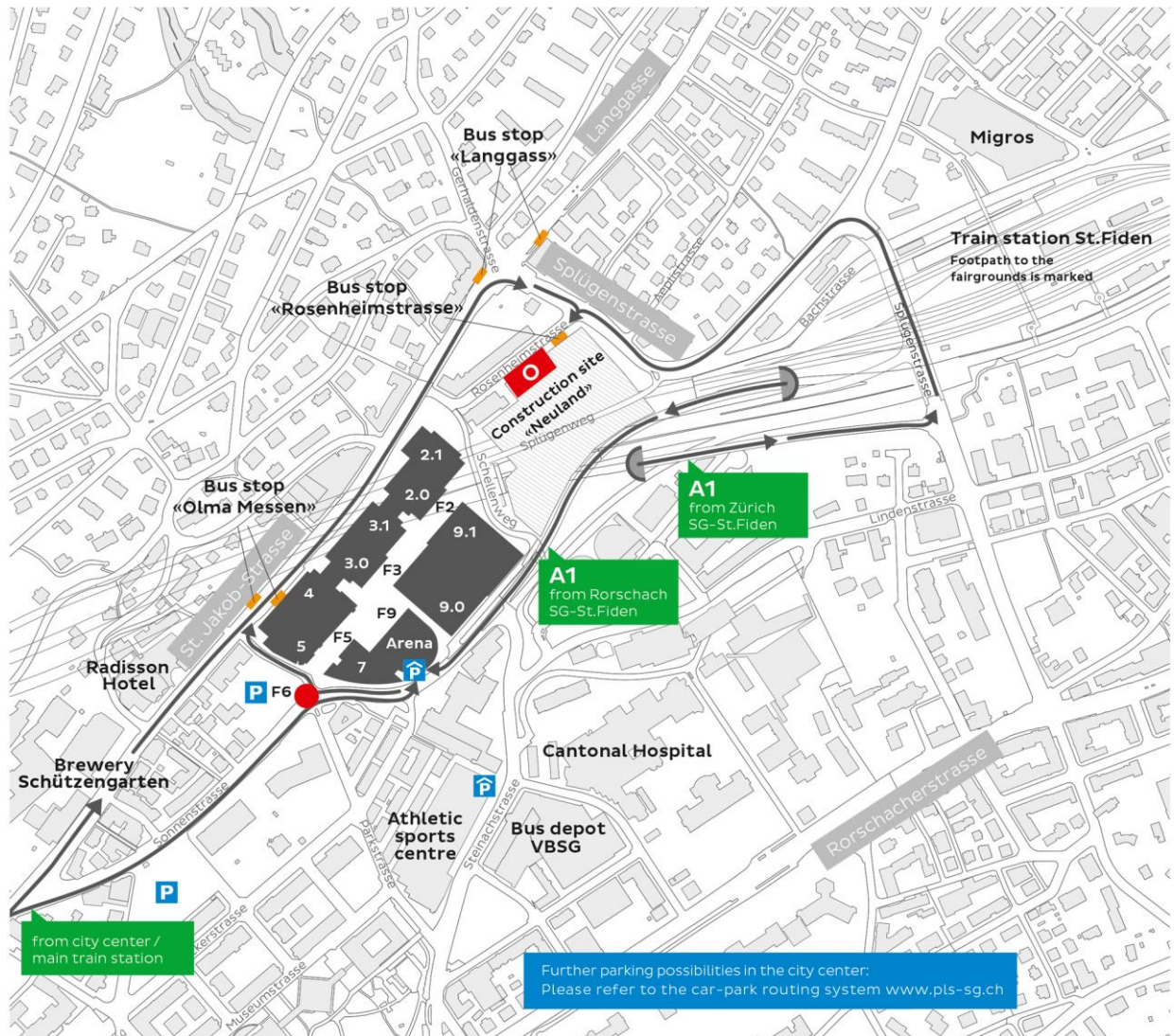
1.2 on foot

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

Hall	Phone
2.0, 2.1	+41 (0)79 571 50 32
3.0, 3.1	+41 (0)79 571 50 33
Moststube	+41 (0)79 571 50 34
7.0, 7.1	+41 (0)79 571 50 37
9.0	+41 (0)79 571 50 40
9.1, 9.1.2, 9.2	+41 (0)79 571 50 39

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

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4 Hall information / overview fairground

4.1 Inside area

Olma Messen St.Gallen

technical hall characteristics april 2022



hall	hall space sqm	length x width m	effective depth	max. persons ①	max. persons ②	theater seating	classroom seating	banquet seating (square tables / round tables)	number parking spaces (referred to fire prevention depis)	restaurant area sqm	restaurant seating	permitted floor capacity kg/sqm	cover load per suspension point	floor structure	canopy	power (p) & water connection (w)	window daylight	columns	number of doors	door sizes (width x depth)	lifts	goods lifts to 3.0t	fire protection system (sprinkler, detector)
H 2.0	3'163	88 x 31	4.75/5.80	2'216	-					290	250	1000	200	concrete	x	p/w		x	2	3.70 x 4.10	x		d
H 2.1 ③	3'025	72 x 35	9.60/5.80			1'500 ④	1'200 ④	1'000 ④		280	250												
2.1/Audi	1'760	36 x 35	5.20 ⑤	3'165	-	1'100	600	550/400				600	250	concrete	x	p/w	x		2	5.40 x 4.10	x		d
H 3.0	2'927	86 x 30	6.80/5.93	2'199	-			2'000 ④	93	295	250	1000	200	concrete	x	p/w		x	2	3.70 x 4.10	x		d
H 3.1	2'683	68 x 35	5.20 ⑥	3'496	-	1'500	1'200	1'000/700		280	250	600	250	asphalt	x	p/w	x		2	5.36 x 4.10	x		d
H 7.0	1'970	48x42/12	4.80						39			2000		asphalt	x	p/w		x	2	4.80 x 5.20	x	x	s/d
H 7.1	1'840	48x42/12	4.00									300		wood		p/w	x	x			x	x	s/d
H 9.0	7'430	107 x 77	5.30	2'400	4'000				210	300	200	700	250	concrete	x	p/w		x	4	10.40 x 4.10	x	x	s/d
TR A - D	240	22 x 11				210	108																
TR A/B, C/D	480	22 x 21.5	5.30			450	216					700	500	concrete	x	p/w	x	x	2		x		s/d
TR foyer	1'000			500																			
H 9.1	3'940	73 x 54	9.90/9.70			3'800	2'500	1'800/1'200				700	500	asphalt	x	p/w	x		1	3.90 x 5.40	x	x	s
½ hall	1'970	54 x 36	9.90/9.70	2'400	3'800	1'600	1'100	800/600															
H 9.1.2	1'050	42 x 25	5.00	1'000		800	600	530/400				500	500	asphalt	x	p/w	x		2		x	x	s
H 9.2	1'185	39 x 36	4.70	800		800	600	600/360					50/100										
9.2/D	390	22 x 18	4.70			300	180																
9.2/D&A	732	43 x 17	4.70			600	350	450/360				500		parquet		p/w	x				x	x	s
9.2/C	226	18 x 12	4.70			100	30																
9.2/B	202	14 x 14	4.70			140	70																
9.2/A	342	21 x 17	4.70	250																			
Rosso	285	18 x 15	3.25	250		270	60	250		285	250	500		asphalt		p	x				x		s
gallery 9.1	350	51 x 7	5.45									500		asphalt		p/w					x		s
Moststube	430			750				250/150		430	280			rubber		p/w	x						s/d

① without fireguard

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

③ H 1 totally 931 suspension points, 40 with additionally 1'500kg
(simultaneously resilient, no matter which one), canopy 100kg/suspension point

④ lower edge framework (H 2.1/3.1)

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

⑥ bench seating

⑦ 700kg/sqm floor loading delivery zone west, south, east

⑧ H 2.1 ceiling height 5.80m until the lower edge of the frame work (outside of the hall)
ceiling height 5.90m until the lower edge of the frame work (in the middle of the hall)

4.2 Open-air area / parking

place	space in sqm	length m	width m	max. parking spaces	parking spaces for disabled	parking spaces leased	permitted floor capacity kg/sqm	floor structure	number of doors	door sizes (width x depth)	parking spaces marked	power- (p) & water connection (w)
P1				251				concrete				
F2a				27				asphalt	1	3.00	x	②
F2b *				5	4			asphalt			x	②
F3a *				3				asphalt			x	②
F2	1'883			55				asphalt	1	7.00		③
F3	1'602			30				asphalt				③
F5	3'582			100				asphalt	1	4.40**		③
F9	1'645	43	38	56			700***	asphalt		12.50****		③
F6	2'820			110		79		asphalt	1	6.00 ①	x	③
PG8	2'200			60	4	47	200	concrete	1	3.00x2.10	x	
PG8.-1	2'130			80		80	200	concrete		3.00x2.10	x	
PG9.-1	8'010			264	5		200	asphalt		3.00x2.10	x	
Arena	1'032						500	concrete/sand				②
total parking spaces without outdoor area				765	13	206	after 2024	(PG1/F6/PG8/PG9)				
total public parking spaces				514	13		until 2024	(F6/PG8/PG9)				
available at the moment (F6/PG8/PG9)				514								
total parking spaces on-site				185		699						

* parking spaces alongside of halls 2.1 / 3.1

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

✧ parking spaces inside the terrain without tree troughs! (consider costs for displacement / evacuation!!)

① traffic island & piles in the entry removable

② available in the appropriate hall, can be placed outside if requested

③ connections available in the floor duct

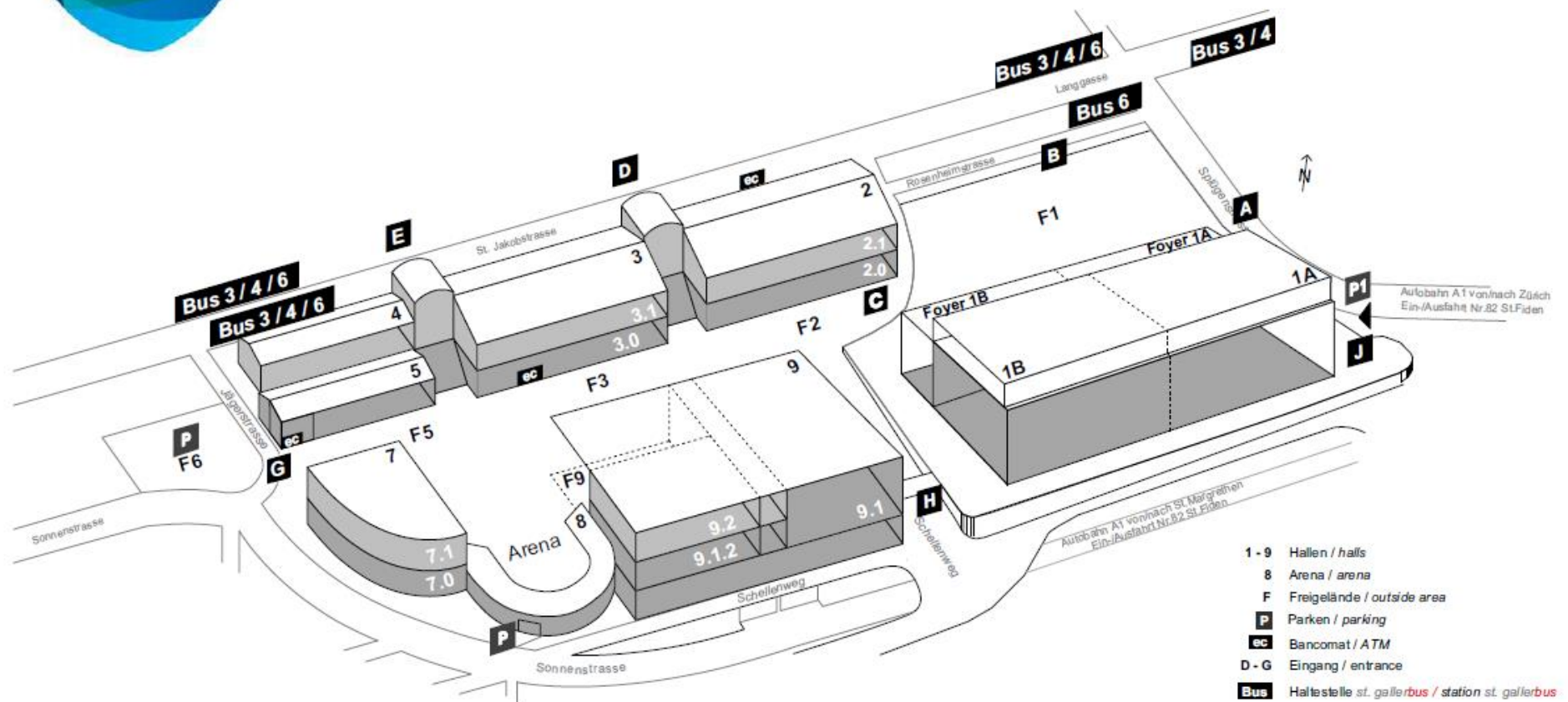
④ floor ducts existing, can be wired on request

*** 24 tons vehicle allowed

**** UK metall carrier

4.3 Fairground overview

The map can be found digitally at 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

Location

Jägerstrasse (entrance G next to Moststube)

open-air area F3 in front of hall 3.0

Drive-in, St. Jakobstrasse (in front of hall 2.1)

Bank

Raiffeisen

St.Galler Kantonalbank

St.Galler Kantonalbank

6 Accommodation

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

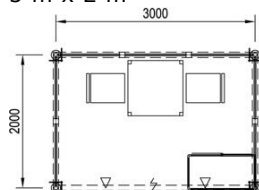
7.3.2 Stand type Eco Plus

- 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

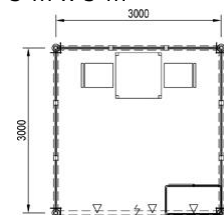


Price includes:

- 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

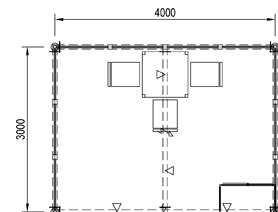


Price includes:

- 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

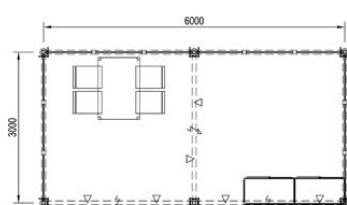


Price includes:

- 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

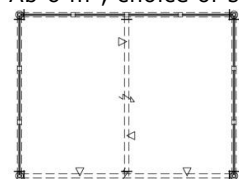


Price includes:

- 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.

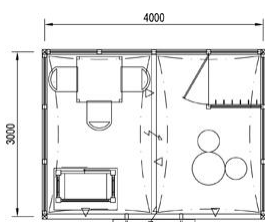
7.3.3 Stand type Exclusiv

- 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

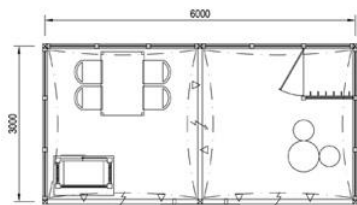


Price includes:

- 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

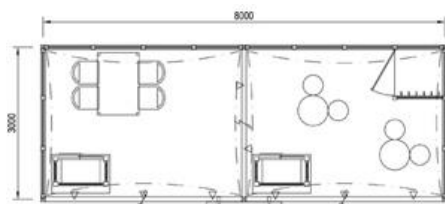


Price includes:

- 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

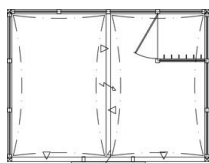


Price includes:

- 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



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 9 m², corner stand

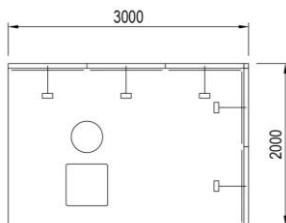


Fresh 9 m², corner stand with printed graphic



Fresh 12 m², corner stand with printed graphic

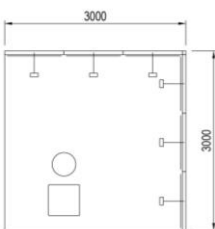
Fresh 6 m² (Art. 100730) 3 m x 2 m



Additionally included:

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

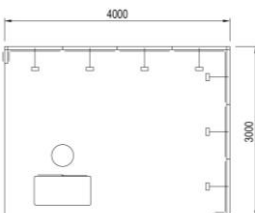
Fresh 9 m² (Art. 100735) 3 m x 3 m



Additionally included:

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

Fresh 12 m² (Art. 100740) 4 m x 3 m



Additionally included:

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

8 Co-exhibitor

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

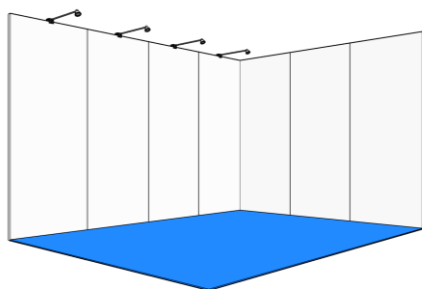
The walls are rented as standard in used condition. For an additional charge, the walls can be painted white or colored. The walls may only be painted by the painter of Olma Messen St.Gallen.

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

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

Laminate, in various colours CHF 53.50 /m²

(incl. 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)

Wall element (1.9 cm), white (1 x 2.5 m)

Folding door white, lockable (1 x 2.5 m)

Lattice girder (1 x 0.25 m)

Aluminium shelf (1 x 0.3 m)

Aluminum tray (1 x 0.3 m)

HIT spotlight 35 W

Extra charge on coloured text characters on panel

Logo on panel *

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)*

Extra charge wall element coloured (1 x 2.5 m)

Wooden door white, lockable (1 x 2.5 m)

Curtain white (1 x 2.5 m)

Textile roofing white (1 x 1 m)

LED ET-Spot 17W (4000K)

LED ET-Spot 17 W (4000 K)

Power socket (extension)

Coloured panel

Logo on wall-element* (230 x 97 cm)*

Graphic printing wall panel*

Graphic printing on textile sails per m²*

* 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

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

Laminate, in various colours CHF 53.50 /m²

(incl. 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 thin chipboard panels. Stickers must be removed by the exhibitor without leaving any adhesive residue.

9.3.2 Additional equipment

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

* The support material is included in the price. The printed elements can be reused by the exhibitor after the event. Please note the guidelines for data preparation under subsection Pkt. 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
		<u>1540 W</u> → 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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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

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

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 I, 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



Art. 475500

Sofa set Favara, in different colours
2 sofas, 1 table



Lounge set

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

11.4 Bar elements, cupboard



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



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



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



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



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



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



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



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



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

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



Art. 466002
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)

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
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Waste disposal bag	110 l		CHF	9.85
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Waste disposal bag	35 l		CHF	3.75
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12.3 Forklift

Order directly on-site from the hall supervisor

up to 2.5 tons, including driver	CHF	54.30	/15 min
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12.4 Lifting ramp

Order directly on-site from the hall supervisor

incl. driver	CHF	61.80	/15 min
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excl. driver	CHF	44.10	/15 min
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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
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12.6 Carpet tape

Order or purchase directly on-site from the hall supervisor

Carpet tape, 1 roll	CHF	15.00
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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	on request
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16 Insurance policies

16.1 Liability insurance

Compulsory for exhibitors and co-exhibitors

Premium for liability insurance	CHF	38.00
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For each exhibitor the trade fair management will take out liability insurance at group rates unless the exhibitor can demonstrate that he already has the appropriate and sufficient insurance cover. It is the exhibitor's liability to make sure, that his insurance cover is also valid for trade fairs.

Sum guaranteed	CHF	5 Mio.
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
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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 accept data that is supplied incorrectly. However, if it is necessary, it will be charged CHF 120.00 per hour for the time taken.

The printable data must be supplied no later than 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