

EXHIBITORS' TECHNICAL MANUAL

FOR ONSITE

Dear Exhibitor,

This Exhibitor Technical Manual contains important information designed to assist you in preparing for the **BOOM 24** Exhibition.

The Exhibition will be held in conjunction with the first edition of the **BOOM SUMMIT 2024**, which will take place on **10 – 11 April 2024** at the **MCH MESSE BASEL, Basel, Switzerland**.

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Basel and wish you a successful conference and exhibition!

Best Regards,

Zornitza Marinova

Project Manager

Email: zmarinova@kenes.com



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

TABLE OF CONTENTS

SECTION 1: General Information

- Congress Organizer
- Exhibition Manager
- Registration & Hotel Accommodation
- Sponsorship and Exhibition Sales Contact
- Venue Address
- Congress Website
- Exhibition Related Table
- Social Events at the Exhibition Area

SECTION 2: Exhibition Schedule, Exhibition Floor Plan & List of Exhibitors

- Exhibition Timetable at-a-glance
- Off Exhibition Information
- Access to the Exhibition Hall During Set-up and Dismantling
- Waste removal
- Exhibition Floor Plan
- List of Exhibitors

SECTION 3: Exhibition Services

- Exhibitors' Badges
- Access to the Exhibition Hall During Set-up and Dismantling

SECTION 4: Technical information

- Exhibition Area
- Floor
- Build-Up Height
- Ceiling Rigging
- Raised floor/ Platform
- Shell Scheme Stands
- Fascia Sign
- Technical Information and Regulations for Shell Schemes Stands
- Space Only Stands
- Stand Panel Specifications
- Electricity and Electrical Installations
- Internet & Wi-Fi
- Parking
- Access for Delivery
- Security
- Stand Catering



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

SECTION 5: Rules and Regulations -Binding for all exhibitors and their subcontractors

- Animals
- Build-Up & Dismantling Period
- Health and safety
- Children
- Compressed gasses
- Damage to the building
- Disposal of material
- Fire regulations
- Fire insurance
- Smoke
- Heavy Weight Element / Large Machinery
- Hanging of Posters, Banners etc.
- Insurance (compulsory)
- Liability
- Sound equipment and Music
- Personal Transportation Vehicles
- Promotional Activities
- Smoking Policy
- Special Effects
- Safety Rules inside CCIB Facilities (Compulsory)

SECTION 6: Delivery Regulations & Instructions

- Delivery and Logistic Services



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

SECTION 1: GENERAL INFORMATION

Dates

Thursday, April 10 – Friday, April 11, 2024

Conference Organizer

Kenex International

Rue François-Versonnex 7
1207 Geneva, Switzerland
Email: reg_boom24@kenes.com

Exhibition Manager

Mrs. Zornitza Marinova

Kenex International

Tel: +359 889 309 446
Email: zmarinova@kenes.com
Registration and Accommodation

Sponsorship and Exhibition Sales

Kenex International

Ms. Bilyana Hristova
Email: bhristova@kenes.com
Tel: +359 878 986 798

Venue Address:

MCH Messe Basel

Messeplatz 21, 4058 Basel, Switzerland
<https://www.messe-basel.com/en/>

Stand Cleaning/

Telecommunications/Flowers/Decoration/Electricity

Messe, Basel Congress Center Basel

Ms. Jasna Niederberger
Messeplatz 21, 4058 Basel, Switzerland
T +41 58 206 30 95
jasna.niederberger@Messe_Basel.ch
<https://www.messe-basel.com/en/>

Audio Visual Coordinator

SIMUL

Mr. Yaniv Finkelstein
Tel: +49 (0)159 040 462 24
Email: yaniv@simul-europe.com
Website:

Registration and Accommodation

Ms. Mariya Georgieva

Kenex International

Tel: +359 888 090 783
Email: reg_wom23@kenes.com

Shipping and logistics

Sempex AG

Mrs. Katrin Witzke
Isteinerstrasse 76
CH-4058 Basel
Tel:+49 (0) 172 1872 594
Email: k.witzke@sempex.com
Website: www.sempex.com

F&B and Catering:

Wassermann & Company AG

Riehenring 118
CH – 4005 Basel
Switzerland
Tel +41 61 201 08 40
Mobile: +41 75 429 48 50
Email : d.graf@wassermann-company.ch
Website: www.wassermann-company.ch

Stand furniture and graphics

Expomobilia

Simon Wodars

D +41 52 354 76 71
M +41 79 534 80 01
E swodars@expomobilia.com
www.expomobilia-shop.com

Note: there are parking facilities next to the venue. The parking is a subject to additional payment.

Website: For updated information regarding Conference, please visit the congress webpage:

<https://boom-summit.com/>

Exhibition related contact table

| Action Item | Deadline | Contact Person |
|---|---|---|
| Company profile | As soon as possible, not later than 28 February 2024 | Via Kenes Exhibitor's Portal |
| Designed Stand Approval | | |
| Text for Fascia (Shell Scheme stands only) | | |
| Badge Order (Available only after submitting company profile) | | |
| Information regarding stands delivery (for Space only) | 26 th February 2024 | Katrin Witzke Mobile:+49 (0) 172 1872 594 Email: k.witzke@sempex.com |
| Electricity * | Deadline for orders: Tuesday, 26 th March 2024 <i>After this deadline some services may not be available and are subject to express charges</i> | WEB SHOP Jasna Niederberger Email: Jasna.Niederberger@congress.ch |
| Stand Extras* | | |
| Furniture Rental MESSE, BASEL | | |
| Graphics/Signage * | Tuesday, 26 th March 2024 | Simon Wodars D +41 52 354 76 71 M +41 79 534 80 01 E swodars@expomobilia.com |
| Stand Graphics and furniture | | |
| In stand catering* | Friday, 08 th March 2024 | Wassermann & Company AG Doris Graf T +41 61 201 08 40 d.graf@wassermann-company.ch sales@wassermann-company.ch |
| Move in and logistics | | |
| Arrival of SEAFREIGHT SHIPMENTS at port of Hamburg Bremerhaven: LCL shipments | 18 th March 2024 | Please contact: Mrs. Katrin Witzke Sempex Mobil: +49 (0) 172 1872 594 Email: k.witzke@sempex.com Email: exhibitions.basel@sempex.com |
| Arrival of SEAFREIGHT SHIPMENTS at port of Hamburg Bremerhaven: FCL shipments | 21st March 2024 | |
| Arrival of AIRFREIGHT SHIPMENTS at Basel (BSL) airport: | 03rd April 2024 | |
| Arrival of ROADFREIGHT / COURIER SHIPMENTS at Sempex warehouse: | No later than 5th of March, 2024 | |



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

| | | |
|--|-----------------------------|---|
| Exhibition goods - Direct deliveries to Congress venue (only full load trucks) | Subject to time slot | Sempex AG; Tel.: +41 (0)58 307 7720 exhibitions.basel@sempex.com |
|--|-----------------------------|---|

*MESSE, BASEL Exclusive

*Please note that electricity and furniture is not included in the stand. It has to be ordered additionally by the exhibitor.

Social Event at The Exhibition Area

You are cordially invited to the **Welcome Party** which will be held in the Exhibition Hall on **10th April 2024 at 19:30 hrs.**, Foyer South.



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

SECTION 2: Exhibition Schedule, Exhibition Floor Plan & List of Exhibitors

Exhibition Timetable – *subject to change

| | | |
|--|---------------------------|--|
| Move in | Tuesday, 09 April, 2024 | 08:00-20:00 |
| Set up starts | Tuesday, 09 April, 2024 | 08:00-20:00 |
| Exhibitors space only Move-in | Tuesday, 09 April, 2024 | 10:00 |
| Exhibitors shell scheme Move-in | Tuesday, 09 April, 2024 | 17:00 |
| Decoration Only | Tuesday, 09 April, 2024 | 17:00 - 19:30 |
| Exhibitions Opening Hours | Wednesday, 10 April, 2024 | 16:00-21:00 (end of welcome reception) |
| | Thursday, 11 April, 2024 | 10:30 - 19:00 (end of closing ceremony) |
| move out of exhibitors move out only with item that are to be carried by hands | Thursday, 11 April, 2024 | 19:15- 20:00 |
| Dismantling / Breakdown | Friday, 12 April, 2024 | 08:00 - 17:00 |

❖ Please Note:

- Empty crates and packaging material must be removed after set-up and no later than **Tuesday, 09 April 2024 at 20:00**
- The timetable is subject to possible changes in accordance to the scientific program
- Updates to follow up in due time
- Dismantling of the stands before the official hour is not permitted.
- All shell scheme stands are required to be on time for dismantling from the hour that it is written that it starts, so that they can pack their materials and after that the official builder is being able to dismantle their stand.
- All exhibitors should be in their Stand 30 minutes before the official opening hour.
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.

Off Exhibition Information

- Dismantling of the stands before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment, display aid or other material left behind after Friday, **12 April, 2024 17:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
- Please do not leave any visible valuable articles at your stand.



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

Waste Removal

- Waste containers will be positioned within the exhibition area during set up and breakdown by the organizer.
- The exhibitor may dispose in the containers their waste as long as the waste does not exceed reasonable quantity and volume.
- In case that exhibitors has large amount of waste material exceeding 40 l during set-up/dismantling, they should order additional waste container in advance to zmarinova@kenes.com and will be subject to additional charge.

Access to the Exhibition Hall during Set-up and Dismantling

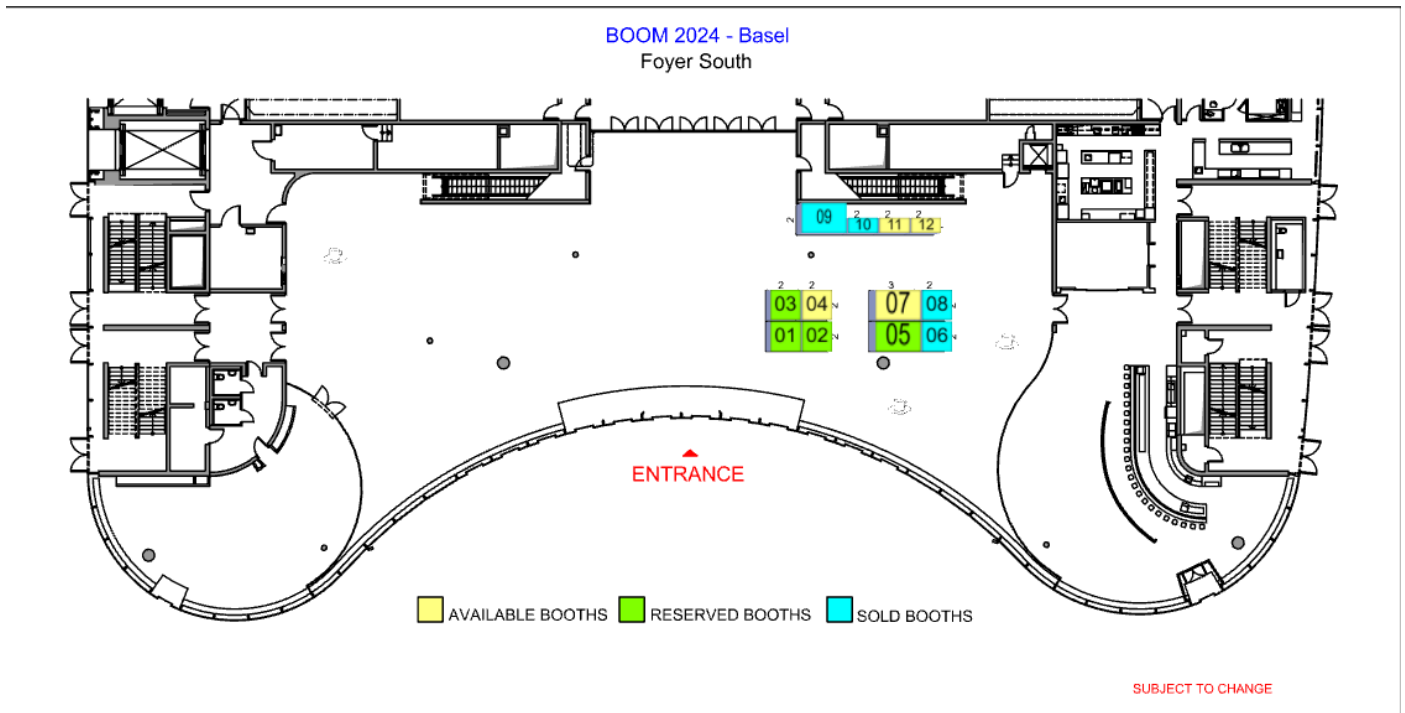
- Everyone must be fully registered to enter the exhibition hall during set-up and dismantling periods.
- Access to the **exhibition will** be granted based on list of names that will be provided to the organizers.
- For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel that are required to be on-site during set-up and dismantling periods.
- The following information should be submitted to the Exhibition Manager, by email, no later than **Wednesday, 3rd April** to zmarinova@kenes.com **Full name; Name of the exhibit company; Name of the contractor/stand builder; Stand number**

It is not necessary for persons with an Exhibitor Badge to additionally issue a set-up and dismantling pass.

Make sure to pre-register all personnel in order to avoid delays once you arrive on-site

Exhibition Floor Plan: **subject to change*

The floor plan has been designed to maximize the exhibitor's exposure to the delegates. It is a subject to change. For most updated floor plan and list of exhibitors, please click [here](#)





BASEL, SWITZERLAND
10 - 11 APRIL, 2024

List of Exhibitors

➤ Please see all exhibitors listed [here](#):

| Company Name | Stand No | Stand Size | Stand Type |
|------------------------|----------|------------|------------|
| digitalwitzerland | 06 | 4 sq. m. | shell |
| Women on Stage | 10 | 2 sq. m. | tabletop |
| Braunpat AG | 09 | 6 sq. m. | shell |
| MOD1 Consulting | 08 | 4 sq. m. | shell |
| Swiss SIP | TBD | 4 sq. m. | shell |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SECTION 3: Exhibition Services

Exhibitors' Badges

- All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names **will not** appear on badges in order that they may be used interchangeably between staff members.
- Exhibitor badges will be given as per your contract.
- Any additional exhibitor's badges will be charged an exhibitor registration **fee of €200**.
- The Exhibitors badges allow access to the exhibition area, refreshments, and Welcome party.

Additional Exhibitor badges can be ordered online via the Exhibitor's Portal:

<https://exhibitorportal.kenes.com>

Please make sure that your Company Profile has been submitted **before** placing an order for exhibitor badge.

Deadline: Wednesday, March 20 2024

- Each exhibitor will be contacted with login details to access the Exhibitor's Portal.
- All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Stand manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

SECTION 4: Technical Information

Exhibition Area

The Exhibition is being held in Foyer South, Messe, Basel.

- For stand walls 2,5 m. is the maximum high allowed. No hanging points for stands is allowed.

Floor

- Floor type: Cast asphalt light color
- Maximum floor load: 1400 kg/m²

Ceiling Rigging

Ceiling rigging possible. Please contact exhibition@congress.ch

Stand builders are **NOT allowed** to hang any item directly to the venue ceiling.

Raised Floor / Platform

- The organizers and MCH MESSE, BASEL must be informed if the stand has a platform (when submitting the drawings for approval), as well as the scheduled set-up (day and time). Without this information the MCH MESSE, BASEL/Official Contractor will not be able to provide the requested service(s) and the prepayment will not be refunded. Before placing the platform, the exhibitor/stand builder must confirm that service(s) provided by the MCH MESSE, BASEL/Official Contractor (electricity, cables, Internet, etc.) are in the right place. Access to the service points/electricity tramp are compulsory when a platform is installed (keep those points accessible!). Once the platform is installed, no new services that need to go under it will be accepted.
- The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible.
- Please note that if your stand has a platform higher than 4.5 cm, you are required to provide a ramp to ensure access for people with disabilities.



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

Shell Scheme Stands

To ensure the smooth and efficient installation and dismantling of your Stand, an official Stand Contractor has been appointed (See SECTION 5: official contractors).

Shell Scheme which has been pre-booked with Kenes includes the following:

- Company name on Fascia board printed in standard lettering.
- Shell scheme wall panels

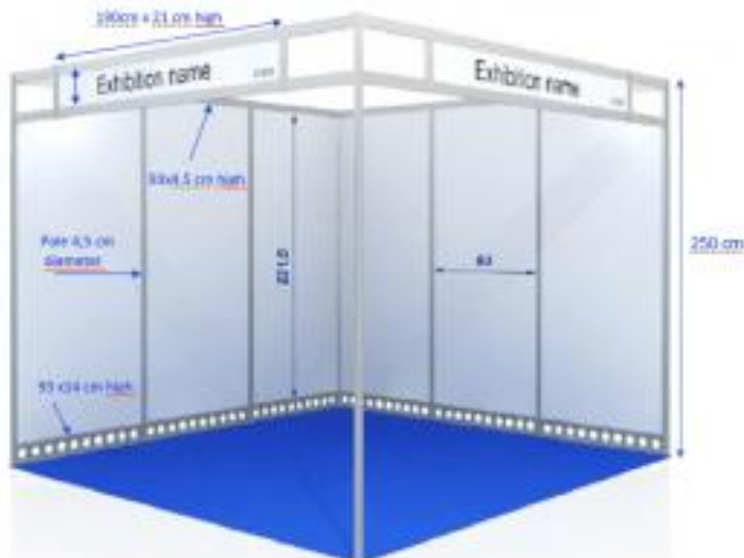
Stand Package **does not include:**

- Electricity and electrical connections
- Furniture
- Carpet
- Stand cleaning.
- Branding of the shell scheme walls

Electricity, and cleaning and other products and supporting services can be ordered via the **MCH MESSE, BASEL [Web Shop](#)**. Credentials and link to the MCH Messe, Basel web shop will be mailed to each of the exhibitors together with the manual.

Furniture can be ordered via designated general contractor **Expomobilia** at swodars@expomobilia.com or via designated the MCH Messe, Basel [web shop](#).

Wall branding can be ordered through the designated general contractor Expomobilia at swodars@expomobilia.com



*Image shown is for illustration purpose only. The stand may vary from the scheme.

Note: **Corner shell scheme stands** are provided with two open sides and 2 fascia panels with company name.

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia (valid for 9 sqm stands). Please submit lettering for fascia via the **Exhibitor's Portal** by Friday, **March 8th, 2024**.

You can submit your design/Fascia on the Exhibitors' Portal: [here](#)

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

If the text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official contractor.

Technical Information and Regulations for Shell Schemes Stands

- All basic shell scheme stand will be designed and built by the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the stands or remove any integral parts from the stands. Exhibitors wishing to remove or change the location of any standard equipment within the stand should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Friday, March 8st, 2024**.



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your stand. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and stand structure. **Stand must be returned in the same condition in which it was received. Any damage to stand structure will be invoiced to the exhibitor.**
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **stand at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Friday, March 8th, 2023** – it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a stand (any stand type) cannot be used by other exhibitors.
- Excess stock, literature or packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom.

Exhibitors requiring additional equipment may contact the MCH MESSE, BASEL or the official stand contractor – as per published deadlines (see section “Exhibition related contact table”).

Space Only Stands

Exhibitors using independent contractors are required to submit the following for the organizer approval:

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Stand to be built.
2. Utility connections: electrical - a list of all appliances
3. The name and contact details of their construction company
4. Electricity and connections are to be ordered through Jasna.Niederberger@congress.ch.

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com> Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Deadline: Friday, March 8th, 2023

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.**
- **Island Stands** should be partly accessible on all “open” sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- **Raised Floor/Platform** – please refer to section “Hall Specifications and Important Technical Information”
- Advertising on the boundary with other stands is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges, or similar constructions connecting two or more Stands are not permitted.
- For stand walls **2,5 m** is the maximum high allowed.
- **Any part facing neighbouring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).**



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

- **Ceiling Rigging** is permitted and exclusive to the venue please contact exhibition@congress.ch
- ❖ **Kindly note:**
 - *The organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.*
 - **Work cannot commence until the stand drawings are approved by the organizers.**
 - **The used spaces must be returned to MCH MESSE, BASEL completely clear of all items and the Exhibition areas restored to their original state.**
- We recommend Exhibitors using independent stand contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact the MESSE, BASEL at: exhibition@congress.ch to coordinate a visit.

Electricity and Electrical Installations for “Space

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply.

MESSE, BASEL is the only company allowed to connect any kind of device directly to the main power sources.

Only MESSE, BASEL is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the MESSE, BASEL and to pay for the electrical consumption according to his power needs.

- Please refer to the **MCH MESSE, BASEL** exhibition@congress.ch

The MESSE, BASEL will check that the official MCH MESSE, BASEL electrical switchboard are not removed from the stand.

- Electrical switchboards provide by the MCH MESSE, BASEL cannot be manipulated, adjusted, or damaged. The cost of a damaged Electrical box will be charge to the company who has ordered it.
- MCH MESSE, BASEL staff are authorized to unplug the whole stand electrical installation if they detected that it is not properly done, with a possible danger.

At the end of the day Stand manager must check before leaving the venue that the stand spotlights are switch off for security and ecologic reasons. Otherwise, MCH MESSE, BASEL will do it. MCH MESSE, BASEL won't be liable for any damages caused from this action.

Stand Services

Stand Cleaning

The organizers will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit stands and displays). For ordering daily stand cleaning, please refer to the online shop credentials and link of which will be mailed to each exhibitor additionally.

Any company **cannot** clean the venue facilities surfaces to avoid damage on them.

Internet & Wi-Fi

During the conference days a free **Wi-Fi access** will be provided to all visitors, suitable for basic web browsing.

Username: **BOOM 2024**

You will receive and code to enter the dedicated wi-fi.

Additional Wired internet and Wi-Fi connection may be ordered through MCH MESSE, BASEL. Please refer to please refer to the online shop credentials and link of which will be mailed to each exhibitor additionally.

Deadline: **Tuesday, March 26th, 2023**

Complimentary Wi-Fi will be provided by the conference during official conference days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your stand (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your stand (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Note regarding technical support: the MCH MESSE, BASEL will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.

Security

Please do not leave any bags, boxes, suitcases, or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither MCH MESSE, BASEL nor the organizers can accept responsibility for the security of the stands and their contents. MCH MESSE, BASEL as well as the organizers are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their stand and equipment.

If you wish to hire security for your stand, this can be done via the please refer to the online shop credentials and link of which will be mailed to each exhibitor additionally.

Stand Catering

Food & Beverages service is an exclusivity of .

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with MCH MESSE, BASEL's exclusive provider Wassermann & Company AG.

Please refer to the Wassermann & Company AG at the following mail d.graf@wassermann-company.ch

IMPORTANT:

- *It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.*



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

- *This exclusivity also includes all types of catering equipment such as coffee makers, juicers, popcorn machines, etc.*
- MCH MESSE, BASEL reserves itself the right to add a charge for the entry of any F&B products not supplied by the venue (authorization is necessary from the venue)
- *The exhibitor must consider the space available on the stand to store and display the requested deliveries.*

In case to have any other doubt about F&B please contact the organizers or the Wassermann & Company AG at the following mail d.graf@wassermann-company.ch to avoid misunderstandings once the event started.

Waste Removal

For ordering waste removal please contact MCH MESSE, BASEL exhibition@congress.ch

Storage

MCH MESSE, BASEL has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with **Sempex AG** team (payable service).

Under no circumstances may packing materials of any kind be left in the aisles, on the stands, around or behind the stands.

Please contact **Sempex AG** with information on sizes and number of parcels, size, and storage period. E-mail: k.witzke@sempex.com and lsc@sempex.com

Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.

Once the event & dismantling are over, MCH MESSE, BASEL shall not be held responsible for the safekeeping and/or storage of any items left in the building. If MCH MESSE, BASEL takes care of the removal of these items, it will be charged to the exhibitor.

Access for Deliveries

- Please be advised that neither the Organizers nor MCH MESSE, BASEL can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.
- As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.
- Trucks for direct deliveries and pick ups to / from the stand can be routed directly to exhibition hall 1 of MCH Messe, Basel during the official move in and move out dates of BOOM 2024.

Access via: Messe, Basel

Gate: Isteinerstrasse Sued

Exhibition hall: 1.0

CH – 4058 Basel

Move in date: Tuesday 9th April 2024

Move out date: Friday 12th April 2024

- For transport of any goods inside the venue to and from your stand please contact well in advance k.witzke@sempex.com and lsc@sempex.com

SECTION 5: Rules and Regulations -Binding for all exhibitors and their subcontractors

Animals

- It is not permitted to bring animals into MCH MESSE, BASEL.

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol, drugs or any other type of substances that could alter the perception of risk.
- The Exhibitors and contractors are required to wear the necessary **personal protective equipment (PPE)** such as protective helmets, eye protection, and hand protection required by the specific work activity, with special attention to the **safety shoes/boots inside the facilities.**
- The use of cutting machines, welding machines, sanders and a spray gun is strictly forbidden.

Health & Safety

- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the organizers.

Children

- No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

- Use of compressed gases is not allowed.

Damage to the Building

- Boring, screwing, nailing, or the use of paint, glue, adhesive stickers, fixtures of any kind or anything that can damage the structural elements of the building (floor, walls, ceiling, pillars...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the exhibitor.

Disposal of Material

- It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by MCH MESSE, BASEL in removing this property will be charged to the exhibitor.

Fire Regulations

- Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.
- Storage paint liquids, gas or other inflammable substances in the stand space is forbidden.



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

- The use/storage of inflammable substances is forbidden (liquids, gas or other). For any doubt for these substances contact the organizers or MCH MESSE, BASEL.

Fire Insurance (compulsory)

- Exhibitors must be insured against fire.

Smoke

- It is not permitted the operation of any machine in the exhibition that emanate fumes, gases or steam, or any item or device that generates or contains flame.

Hanging of Posters, Banners etc.

- Hanging of posters, banners or decals, stickers, or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of MCH MESSE, BASEL are not allowed.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organizers nor the MCH MESSE, BASEL, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organizers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organizers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have **a public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organizers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of MESSE, BASEL or any part thereof in any manner whatsoever.

Sound equipment and Music

In general, the use of sound equipment/music in stands is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

Speakers and other sound devices should be positioned to direct sound inward (to be contained within the stand) rather than outward (toward aisles and other exhibitor stands).

It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's stand and cannot carry on a normal voice-level conversation, the noise source is too loud.

Further guidelines:

- Live music is not allowed.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organizers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organizers have no copyright responsibility in respect of any exhibiting company.
- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organizers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Personal Transportation Vehicles

- Bikes, skates, electric scooter and any personal transport by wheels are not permitted inside the building.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring stands.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Smoking Policy

- MCH MESSE, BASEL operates a NO SMOKING policy in ALL halls and all kinds of cigarettes.

Special Effects

- Special effects lighting, live music, smoke and laser projection may not be used in the stands.
- No permission will be given for projection in the aisles or on the walls of the hall.

MCH MESSE, BASEL reserves the right to access inside the stand to check the compliance with the MCH MESSE, BASEL regulations.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

SECTION 5: DELIVERY REGULATIONS AND INSTRUCTIONS

Delivery & Logistic Services

Sempex AG. has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Sempex is the sole official agent to handle cargo inside the venue.

Stand builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Exhibitors and Stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

TRANSPORT AND LOGISTIC SERVICES

Transports to and from the fairground

- Handling of empties and full packings
- Unloading and loading services
- Rental of lifting equipment
- Supervisor and labour
- Material movements on the fairground
- Shuttle transfers from fairground
- Handling via advanced warehouse
- Warehousing (long-term storage and transshipment)
- Customs services
- Creation of documentations

Exhibition Goods and Display Materials

To ensure an on-time delivery, it is necessary that all shipments meet the arrival deadlines.

Your detailed pre-alert (incl. desired customs clearance procedure when necessary) needs to be send in written to Sempex Logistic Service Center prior to the departure of the transporting truck / airplane / vessel.

Failure to comply with latest arrival dates could result in non-delivery, late arrival or extra charges. Delayed shipments, arriving after stated deadlines may result in non-deliveries and incur additional costs.

DEADLINES OF ARRIVAL

Arrival of **SEAFREIGHT SHIPMENTS** at port of Hamburg | Bremerhaven:

LCL shipments **12 working days** prior stand delivery date.

FCL shipments **10 working days** prior stand delivery date

Arrival of **AIRFREIGHT SHIPMENTS** at Basel (BSL) airport:

All shipments **3 working days** prior stand delivery date

Arrival of **ROADFREIGHT / COURIER SHIPMENTS** at Sempex advanced warehouse:

Courier|Groupage shipments **2 working days** prior stand delivery date



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

ADDRESSES FOR SHIPPING DOCUMENTS AND ADVANCED WAREHOUSE:

CONSIGNEE ADDRESS:

Sempex AG
Bleichestrasse 7
CH – 4058 Basel
Tel.: +41 (0)58 307 7720

NOTIFY: BOOM 2024

exhibitors name:

Hall: Foyer South

Stand:

TERMS OF DELIVERY

All shipments have to be sent freight prepaid up to named air- and seaport or to Sempex warehouse. Shipments which are not sent freight prepaid, will not be accepted.

Please make sure that every package is clearly marked with the name of the exhibition, name of the exhibitor, hall and stand number.

Sempex will deliver the shipments to the selected stand according to the booking details and after effected customs clearance procedure, when necessary.

All shipments will be positioned on the stand latest on last day of build up regardless of the presence of the exhibitor or a representative. Sempex will not accept any responsibility or liability for subsequent damages or losses.

STORAGE OF EMPTIES AND FULL PACKINGS

Sempex offers you the storage of material during the show and furthermore for temporary or long-term period in our local warehouses.

To confirm and arrange storage services, please send your booking by Email or call our Sempex office to get further instructions about marking and pick up service.

All items need to be packed properly and marked with specific exhibitor details.

Please ask for assistance and dedicated rates according to your needs.

RETURN SHIPPING

Sempex is glad to arrange the pick up of shipments from the stand after the end of the exhibition and organize the return transport to a desired destination.

All packages need to be clearly marked with the exhibitor name and stand number and final delivery address.

The service needs to be booked in writing at least two days prior to the official end of the exhibition.



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

Exhibitors leaving the stand before handing over the shipment officially to Sempex will do this on their own risk. Sempex will not accept any responsibility or liability for subsequent damages or losses.

For necessary customs clearance, please send the following documents **before arrival of the shipment to: EMAIL FOR CUSTOMS ORDERS: lsc@sempex.com**

For any customs clearances, please provide the following documentation **along with your booking:**

- Copy of Transit document (T1 or T2)
- When used: Copy of the valid Carnet ATA
- Commercial or proforma invoice
- Bill of Lading|AWB |CMR |Courier waybill
- If applicable: certificates (EUR 1, Form A, CITES, Fumigation certificate, DGR certificate)

Attention: Please note that customs clearances for the Congress Center in Basel can be done only by the local customs office. It might be necessary to arrange a national transit document at the borders to reach the Congress Center. Carnet ATAs need transit pages included.

The commercial or proforma invoice **must include** the following information:

- Name of the exhibition, hall and stand number
- Addresses of the shipper and the consignee
- Detailed description of each product
- Customs codes (Harmonized customs codes)
- Value per item and total value of the shipment
- Number of pieces, dimensions and weight
- Place, date, signature and stamp

Please keep consumable items and exhibits always separated also as packing units.

For goods which are supposed to stay in Switzerland, a final customs clearance procedure must be released and Duties and VAT have to be paid.

The final import clearance and payment of Duties and VAT must be confirmed and effected prior to pick up from exhibition stand. Disregard of this procedure may incur high penalties!

LIABILITY

We work exclusively according to the most recent version of the General Terms and Conditions of the Swiss Freight Forwarding and Logistics Association (GC SPEDLOGSWISS), http://www.spedlogswiss.com/pdf/ab_spe_e.pdf, Jurisdiction is in Basel). The complete conditions are available upon request.

TRANSPORT INSURANCE

It is the exhibitors responsibility to ensure that all goods are covered by a fully-comprehensive insurance policy for the complete journey, i.e. from the exhibitor's premises up to exhibition stand and vice versa. For



BASEL, SWITZERLAND
10 - 11 APRIL, 2024

an adequate protection against damages and loss, we recommend the coverage of a transport insurance. Sempex is glad to offer a specific quote and give further information about it. Please send your request by email.

PAYMENTS

All rates / charges are net prizes and are valid plus the applicable value added tax.

Any charges not mentioned in the tariff and / or return shipping rates are available upon request.

Our service invoice need to be paid immediately. We may ask for prepayments for booked services.

We accept the following payment methods: Credit card

Bank transfer

Cash (up to CHF 1000.00 max.)

For delay of payment we invoice interest on late payment in the event of 2,0% per month.

Our bank details:

Bank: Basellandschaftliche Kantonalbank

IBAN: CH18 0076 9016 1432 1995 1

Swift: BLKB CH 22