



# Manual for congress exhibitors

Services and information

Congress | Events

valid from 01.01.2025

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

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# Services

Unless otherwise stated, the following services can be ordered on the [Online Service Center \(OSC\)](http://www.olma-messen.ch/kundenkonto) at [www.olma-messen.ch/kundenkonto](http://www.olma-messen.ch/kundenkonto). Information about this and other ordering options can be found in Pt. **Fehler!**

**Verweisquelle konnte nicht gefunden werden..**

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

## 1 Booth design

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### 1.1.1 Several open sides

Unless otherwise specified by the organizer, the following regulations apply. Surcharges on the space rental for open sides will only be charged in the halls.

2 open sides	corner booth	15 %
3 open sides	front booth	20 %
4 open sides	island booth	25 %

### 1.1.2 Excess height (booth height incl. lettering over 3 m)

Excess heights of more than 3 meters will not be charged, unless otherwise specified by the organizer. Maximum use height in the halls:

SGKB-Hall	13.70 m	Hall 7.0	4.80 m
SGKB-Foyer	10.13 m	Hall 9.0	5.30 m
Hall 2.0	4.75 m	Hall 9.1A	9.70 m
Hall 2.1	5.20 m	Hall 9.1B	5.00 m
Hall 3.0	5.93 m	Hall 9.2	4.70 m
Hall 3.1	5.20 m		

### 1.1.3 Multi-storey booth

For multi-storey booths, approval of the project manager must be obtained in advance. It is the exhibitor's responsibility to meet fire protection regulations.

There is no surcharge for walk-in, multi-storey stands, unless otherwise specified by the organizer.

Clarification of the installation of safety equipment CHF 200.00

### 1.1.4 Covered booth

Fully or partially covered booth must be registered and approved by the project manager. Further information is provided in Pt. 25.1.2.

## 2 Rental of undeveloped booth space

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

### 2.1 Discounts

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

### 2.2 Storage area

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

## 3 Booth equipment for undeveloped booth spaces

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

### 3.1 Walls

(2.5 m high, installed)

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

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

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

### 3.2 Doors

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

### 3.3 Floor covering

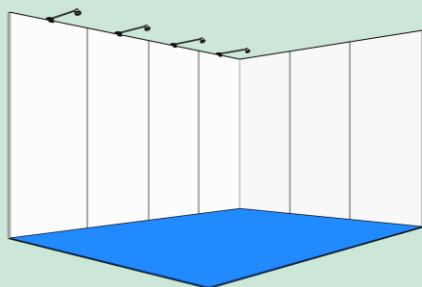
Carpet panels (2 m <sup>2</sup> /panel), mottled gray	CHF	11.00 /m <sup>2</sup>
Carpet Flat Rewind Film, needle felt (recyclable)	CHF	22.00 /m <sup>2</sup>
Carpet Dilour Rewind Film, needle felt (recyclable)	CHF	28.00 /m <sup>2</sup>
PVC floor covering	CHF	from 37.00 /m <sup>2</sup>
Laminate floor covering		on request
Floor covering «Grass» outdoor		on request
Floor covering «Grass» indoor	CHF	from 30.00 / m <sup>2</sup>
Floor covering «Cork»	CHF	63.00 / m <sup>2</sup>

You can find the entire range [here](#).

### 3.4 Lighting

LED spotlights for walls (including assembly, excluding power connection)	CHF	62.00
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Sample picture of a 12 m<sup>2</sup> (4 m x 3 m x 2.5 m) corner booth with white painted walls, blue carpet and four LED spotlights:



### 3.5 Suspensions

*Number/positioning by means of a booth drawing*

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

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

## 4 Booth construction offers

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

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

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

### 4.1 Beginner Package «Easy»

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



**Easy 6 m<sup>2</sup>** (Art. 1000436/CE500100)  
3 m x 2 m

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

**Easy 9 m<sup>2</sup>** (Art. 1000439/CE500101)  
3 m x 3 m

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

**Easy 12 m<sup>2</sup>** (Art. 10004312/CE500110)  
4 m x 3 m

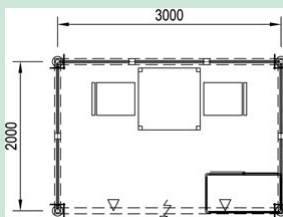
1 open side (row booth)	CHF	1'070.00
2 open sides (corner booth)	CHF	1'230.50

### 4.2 Booth type «Eco Plus»

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



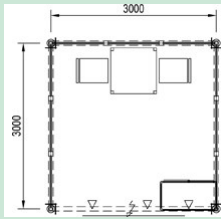
**Eco Plus 6 m<sup>2</sup>** (Art. 100600/100601)  
3 m x 2 m



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

Also included in the price:  
1 table 80, white (Art. 460005)  
2 chairs, black (Art. 460506)  
1 bar carcass, white, lockable (Art. 461000)

**Eco Plus 9 m<sup>2</sup>** (Art. 100603/100604)  
3 m x 3 m

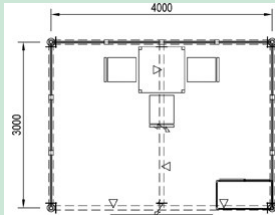


1 open side (row booth)	CHF	2'100.00
2 open sides (corner booth)	CHF	2'415.00
3 open sides (front booth)	CHF	2'520.00

Also included in the price:

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

**Eco Plus 12 m<sup>2</sup>** (Art. 100606/100607)  
4 m x 3 m

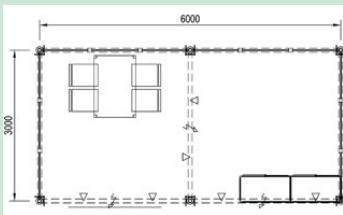


1 open side (row booth)	CHF	2'720.00
2 open sides (corner booth)	CHF	3'128.00
3 open sides (front booth)	CHF	3'264.00

Also included in the price:

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

**Eco Plus 18 m<sup>2</sup>** (Art. 100609/100610)  
6 m x 3 m



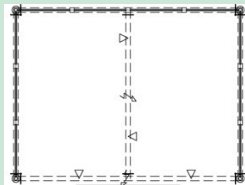
1 open side (row booth)	CHF	3'800.00
2 open sides (corner booth)	CHF	4'370.00
3 open sides (front booth)	CHF	4'560.00

Also included in the price:

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

**Eco Plus X** (Art. 100612/100613)  
from 6 m<sup>2</sup>, free choice of size

CHF 195.00 /m<sup>2</sup>



Basic equipment included,  
individual booth equipment for a fee

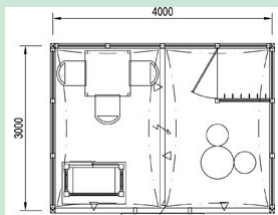
The additional profile width of 4 cm required for this booth type will be charged. From a side length of 8 m, an additional support is fitted.

**4.3 Booth type «Exclusiv»**

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



**Exclusiv 12 m<sup>2</sup>** (Art. 100575/100576)  
4 m x 3 m

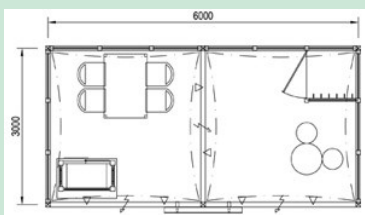


1 open side (row booth)	CHF	3'250.00
2 open sides (corner booth)	CHF	3'737.50
3 open sides (front booth)	CHF	3'900.00

Also included in the price:

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

**Exclusiv 18 m<sup>2</sup>** (Art. 100580/100581)  
6 m x 3 m

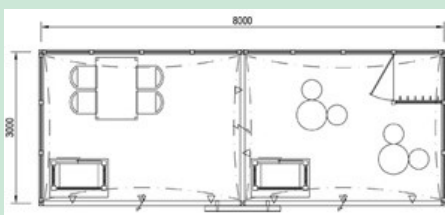


1 open side (row booth)	CHF	4'700.00
2 open sides (corner booth)	CHF	5'405.00
3 open sides (front booth)	CHF	5'640.00

Also included in the price:

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

**Exclusiv 24 m<sup>2</sup>** (Art. 100583/100584)  
8 m x 3 m

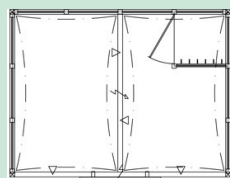


1 open side (row booth)	CHF	6'350.00
2 open sides (corner booth)	CHF	7'302.50
3 open sides (front booth)	CHF	7'620.00

Also included in the price:

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

**Exclusiv X** (Art. 100585/100586)  
from 12 m<sup>2</sup>, free choice of size



CHF 245.00 /m<sup>2</sup>

Basic equipment included,  
individual booth equipment for a fee.

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

#### 4.4 Booth type «Fresh»

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



Sample pictures of the booth type «Fresh»:



Fresh 9 m<sup>2</sup>  
Corner booth

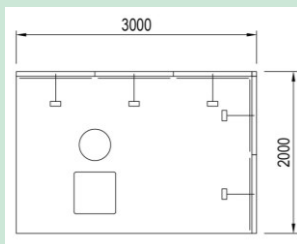


Fresh 9 m<sup>2</sup>  
Corner booth with graphic printing  
(not included)



Fresh 12 m<sup>2</sup>  
Corner booth with graphic printing  
(not included)

**Fresh 6 m<sup>2</sup>** (Art. 100730/CE500200)  
3 m x 2 m

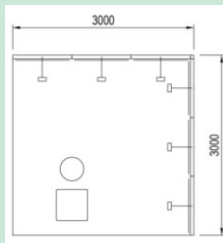


1 open side (row booth)	CHF	2'500.00
2 open sides (corner booth)	CHF	2'875.00

Also included in the price:

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

**Fresh 9 m<sup>2</sup>** (Art. 100735/CE500201)  
3 m x 3 m

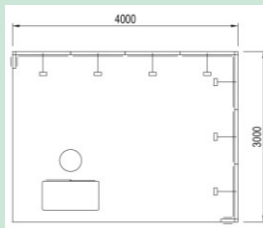


1 open side (row booth)	CHF	3'050.00
2 open sides (corner booth)	CHF	3'507.50

Also included in the price:

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

**Fresh 12 m<sup>2</sup>** (Art. 100740/CE500210)  
4 m x 3 m



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

Also included in the price:

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

## 5 Booth equipment for booth construction offers

### 5.1 Booth equipment for booth construction offers: Exclusiv and Eco Plus

#### 5.1.1 Mandatory additional details

##### \*Lettering on fascias

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

20 characters are included. Additional letters

CHF 5.00

Special lettering according to template

at cost

Further lettering options can be found in Pt. 5.1.2. Please note the specifications for data preparation in Pt. **Fehler! Verweisquelle konnte nicht gefunden werden..**

##### Carpet

Flat Rewind Film, needle felt (recyclable), in a variety of colours

included

Dilour Rewind Film, needle felt (recyclable), in a variety of colours

CHF 10.50 /m<sup>2</sup>

PVC floor covering, in a variety of colours

CHF 47.50 /m<sup>2</sup>

(including flooring 1.9 cm and aluminium end bracket)

Laminate floor covering, in a variety of colours

CHF 53.50 /m<sup>2</sup>

(including flooring 1.9 cm and aluminium end bracket)

Floor covering «Grass» indoor & outdoor

CHF 53.50 /m<sup>2</sup>

Floor covering Twister Cork

CHF 49.00 /m<sup>2</sup>

You can find our entire range of floor coverings under Pt. **Fehler! Verweisquelle konnte nicht gefunden werden..**

##### Walls

white, for all booth types

included

Coloured walls (according to NCS or RAL colour index)

CHF 135.00 /rm

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

##### Cabins

For the Exclusive booth types (from 12 m<sup>2</sup>), a cabin is included. It must be positioned facing visitors and is only necessary for row or front booths.

##### Counter cover

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

#### 5.1.2 Optional additional equipment

White wall element (1 x 2.5 m)

CHF 86.00

Surcharge for coloured wall element (1 x 2.5 m)

CHF 135.00

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

CHF 163.00

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

CHF 273.00

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

CHF 205.00

Curtain, white (1 x 2.5 m)

CHF 40.50

Lattice girder (1 x 0.25 m)

CHF 26.50

Ceiling canvas, white, per sqm

CHF 21.00

Aluminium shelf (1 x 0.3 m)

CHF 35.50

LED spotlight, grey (4000 K, 17W)

CHF 40.50

HIT spotlight, 35 W

CHF 76.00

Electrical socket (extension)

CHF 56.50

Surcharge for coloured fascia text (per open booth front)

CHF 28.50

Coloured panel

CHF 12.50 /rm

\* Logo on panel (per open booth front)

CHF 142.00

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

CHF 205.00

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

CHF 310.00

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

CHF 331.00

\* Graphic print on textile sail per sqm

CHF 93.50

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

CHF 215.50

\* The carrier material is included in the price. The exhibitor can take the printed elements with them to be used again after the exhibition. Please note the specifications for data preparation in Pt. **Fehler! Verweisquelle konnte nicht gefunden werden..**

### 5.2 Booth equipment for booth construction offers: Fresh

### 5.2.1 Mandatory additional details

**\* Lettering/Logo** included

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

Further lettering options can be found in Pt. **Fehler! Verweisquelle konnte nicht gefunden werden..** Please note the specifications for data preparation in Pt. **Fehler! Verweisquelle konnte nicht gefunden werden..**

#### Carpet

Carpet Flat Rewind Film, needle felt (recyclable), in a variety of colours included

Carpet Dilour Rewind Film, needle felt (recyclable), in a variety of colours CHF 10.50 /m<sup>2</sup>

PVC floor covering, in a variety of colours CHF 47.50 /m<sup>2</sup>

(including flooring 1.9 cm and aluminium end bracket)

Laminate floor covering, in a variety of colours CHF 53.50 /m<sup>2</sup>

(including flooring 1.9 cm and aluminium end bracket)

Floor covering «Grass» indoor & outdoor CHF 53.50 /m<sup>2</sup>

Floor covering Twister Cork CHF 49.00 /m<sup>2</sup>

The full colour selection is in Pt. **Fehler! Verweisquelle konnte nicht gefunden werden..**

#### Walls

white inklusive

Coloured wall infill (according to NCS or RAL colour index) CHF 135.00 /m<sup>2</sup>

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

### 5.2.2 Optional additional equipment

Cabin with white door (2.5 m high) CHF 467.50

Wall frame, single-sided infill, thin chipboard, white (2.5 x 1 m) CHF 112.50

Door with lintel, white (2.5 x 1 m) CHF 355.00

Wall reinforcement made of chipboard (3 x 1 m) CHF 195.50

LED spotlight, grey (17W 4000K) CHF 40.50

LED telescopic lamp, black (25W 4000K) CHF 45.50

Electrical socket (extension) CHF 56.50

\* graphic print on wall infill CHF 124.00 /m<sup>2</sup>

\* logo on front of bar body including Forex panel 0.3 cm (100.5 x 94.7 cm) CHF 215.50

\* The carrier material is included in the price. The exhibitor can take the printed elements with them to be used again after the trade fair. Please note the specifications for data preparation in Pt. **Fehler! Verweisquelle konnte nicht gefunden werden..**

## 6 Co-exhibitor

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

Fee per co-exhibitor, flat rate CHF 500.00

excluding mandatory liability insurance CHF 38.00

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

## 7 Technical connections

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

### 7.1 Electrical connections

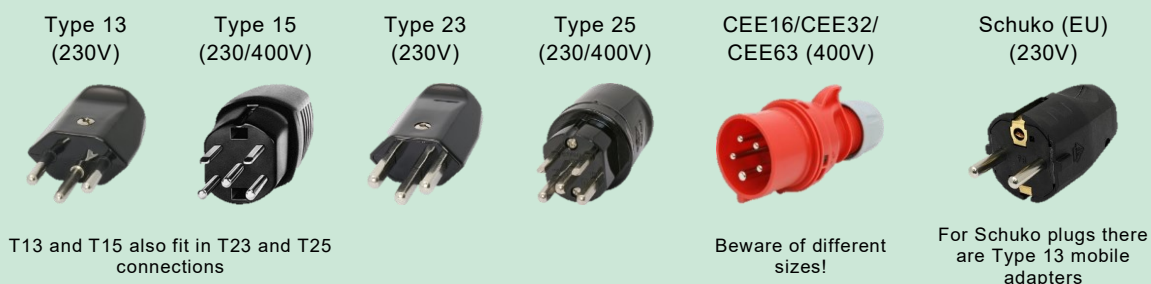
Ordered electrical connections are installed and tested before construction starts. Routing the connections to your stand, testing and the power supply are included in the price. Installations within the booth must be organised by the exhibitor. In line with safety regulations, electrical companies commissioned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

Available power categories:

**Power** Minimum available connections

2kW	Type 13	CHF	270.00
6kW	Type 15	CHF	425.00
10kW	Type 23, Type 25	CHF	540.00
10kW + CEE16	Type 23, Type 25, CEE16	CHF	540.00
15kW	Type 23, Type 25, CEE16	CHF	640.00
20kW	Type 23, Type 25, CEE32	CHF	745.00
CEE32	CEE32	CHF	640.00
CEE63	CEE63	CHF	1'155.00

Common plug types:



Example of power calculation connection order:

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

The electrical supply line ends in a distribution box or plug directly above the floor or stand platform. It is forbidden to handle electrical supply lines and distributors. The exhibitor is required to use tested appliances. A separate distribution box may only be used with a valid safety certificate, which must accompany the distribution box. Adapters can be purchased from the hall supervisor.

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

## 7.2 Water connection

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

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

## 7.3 Fire extinguisher

Fire extinguisher rental	CHF	50.00
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## 8 Internet connection and telecommunication

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

### 8.1 Internet connection via hall network/Ethernet

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

The following services are included

- Connection to the hall network 100 BASE-TX Ethernet
- Connection cable for one terminal device with RJ45 plug
- Access to the Internet via 100 MB/s line
- Unlimited access to the Internet without volume charges
- Option to connect multiple devices using a switch
- WLAN for booked devices

**The following services are NOT included**

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

**Connection**

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

**Infringement/liability**

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

**8.2 Olma Messen Free WiFi**

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

**Free SMS Login**

Registration via phone number for 10 hours and one device. There are **no costs**. The upload and download rate is 40/40 Mbit/s. Not recommended for exhibitors who rely on fast Internet speed. [Here](#) you will find instructions on how to register.

**Free Credit Card Login**

Registration via credit card deposit for 30 days and up to 5 devices. The deposit serves the purpose of identification, which is required by law from September 1, 2023. There are **no costs**. The upload and download rate is 100/100 Mbit/s. [Here](#) you will find instructions on how to register.

**8.3 Telecommunications**

Telephone connection including device via network CHF 200.00

















**8.4 Radio or microphone equipment**

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

## 9 Furniture and Multimedia

This is an extract from the rental furniture range. The full range can be found in the [Online Service Center \(OSC\)](#). Orders must be submitted no later than 20 working days before the start of the event. For orders/changes that are received later than 20 working days before the start of the event, there will be no entitlement to timely completion and a processing fee of at least 25% of the order value will be charged. After the end of the exhibition, the rented items must be returned in perfect condition. Any damage will be charged.

### 9.1 Tables

	Art. 500000 A-table, white laminated 185 x 80 x 75 cm (W x D x H)  CHF 45.00		Art. 500005 B-table, white laminated 200 x 70 x 70 cm (W x D x H)  CHF 45.00
	Art. 500010 C-table, wood lacquered 170 x 70 x 75 cm (W x D x H)  CHF 45.00		Art. 500015 R-table, wood lacquered 130 x 70 x 75 cm (W x D x H)  CHF 45.00
	Art. 460000 Table 120, white, aluminium legs 120 x 80 x 75 cm (W x D x H)  CHF 84.00		Art. 460005 Table 80, white, aluminium legs 80 x 80 x 75 cm (W x D x H)  CHF 80.00
	Art. 470540 Table Medola 80, black 80 x 80 x 75 cm (W x D x H)  CHF 76.00		Art. 470541 Table Medola 80, black 80 x 80 x 75 cm (W x D x H)  CHF 76.00
	Art. 470535 Table Levante 170, white 170 x 60 x 110 cm (W x D x H)  CHF 274.00		Art. 470536 Table Levante 170, white 170 x 60 x 75 cm (W x D x H)  CHF 274.00
	Art. 470515 Table Fermo 70, black 110 x 60 cm (H x Ø)  CHF 91.00		Art. 470520 Table Fermo 110, black 110 x 60 cm (H x Ø)  CHF 102.00
	Art. 460020 Console 123, white 123 x 83 x 75 cm (W x D x H)  CHF 128.00		Art. 460010 Round table 90, grey 72 x 90 cm (H x Ø)  CHF 116.00
	Art. 500045 High table, wood lacquered 110 cm (H), Ø 80 cm  CHF 45.00		Art. 500053 High table, white, collapsible 108 cm (H), Ø 80 cm  CHF 45.00









## 9.2 Chairs

	Art. 471010 Chair Catifa, black 56 x 79 x 51 x 45 cm (W x D x H x SH)	CHF 67.00		Art. 471005 Chair Vada, black 57 x 64 x 75 x 43 cm (W x D x H x SH)	CHF 75.00
	Art. 460506 Chair, black	CHF 52.00		Art. 501022 Congress chair, black 50 x 58 x 45 cm (D x W x SH)	CHF 24.00
	Art. 501038 Barstool, black 33 x 77 cm (Ø x H)	CHF 15.00		Art. 472530 Barstool Lem, black 65 x 65 x 45 cm (W x D x H)	CHF 132.00
	Art. 460542 Barstool Z-shape, black	CHF 70.00		Art. 460541 Barstool Z-shape, white	CHF 70.00
	Art. 471535 Sofa Lentini, white 65 x 65 x 45 cm (W x D x H)	CHF 167.00		Art. 471505 Sofa Cadiz 1 backrest, black 60 x 60 x 79 cm (W x D x H)	CHF 195.00


## 9.3 Set with chairs and table

	Art. 474500 Chair set Bunny in a variety of colours 4 chairs, 1 table	CHF 299.00		Art. 474505 Chair set Catifa in a variety of colours 3 chairs, 1 table	CHF 306.00
	Art. 475015 Bar set Lem in a variety of colours 3 Stühle, 1 Tisch	CHF 494.00		Art. 475000 Bar set Ginny in a variety of colours 3 Stühle, 1 Tisch	CHF 268.00






#### 9.4 Bar cupboards, cabinets

	<p>Art. 461000 Bar element, middle unit, lockable, white 103 x 53 x 110 cm (W x D x H)</p> <p>CHF 164.00</p>		<p>Art. 461005 Bar element, end unit, lockable, white 53 x 53 x 110 cm (W x D x H)</p> <p>CHF 105.00</p>
	<p>Art. 461010 Bar element, corner unit, white 53 x 53 x 110 cm (W x D x H)</p> <p>CHF 116.00</p>		<p>Art. 461015 Bar element, 90° unit, white 103 x 53 x 110 cm (W x D x H)</p> <p>CHF 238.00</p>
	<p>Art. 461025 cupboard 90, lockable, white 95 x 47 x 90 cm (W x D x H)</p> <p>CHF 152.00</p>		<p>Art. 461001 Exhibition element, white 50 x 50 x 100 cm (W x D x H)</p> <p>CHF 147.00</p>
	<p>Art. 461521 Display cabinet with lighting, lockable, white 90 x 45 x 190 cm (W x D x H)</p> <p>CHF 509.00</p>		<p>Art. 461522 Display cabinet with lighting, lockable, white 45 x 45 x 190 cm (W x D x H)</p> <p>CHF 380.00</p>

#### 9.5 Kitchens

	<p>Art. 462000 Refrigerator, with freezing compartment 140 Lr, 85 W 46.5 x 61 x 86 cm (W x D x H)</p> <p>CHF 230.00</p>
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#### 9.6 Miscellaneous

	<p>Art. 462535 Waste bin 33 cm (H), Ø 30 cm</p> <p>CHF 11.00</p>		<p>Art. 462500 Wardrobe, 97 cm (W)</p> <p>CHF 43.00</p>
	<p>Art. 462520 Brochure stand Real Zip 25 x 29 x 155 cm (W x D x H)</p> <p>CHF 102.00</p>		<p>Art. 474000 Brochure stand Cori, black 30 x 29 x 170 cm (W x D x H)</p> <p>CHF 167.00</p>
	<p>Art. 507042 Brochure stand on castors 100 x 45 x 175 cm (W x D x H)</p> <p>CHF 50.00</p>		



**9.7 Multimedia**



Art. 466003  
Audipack stand  
floor flat screen 40"-75"

CHF 155.00



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

CHF 1'030.00



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

CHF 715.00



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

CHF 1'410.00

Other LCD screen sizes on demand.

## 10 Stand services

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### 10.1 Cleaning

Cleaning includes: Cleaning the floor covering, tables and chairs (excluding exhibits)

Daily cleaning including pre-cleaning before the exhibition

up to 30 m<sup>2</sup> CHF 9.50 /m<sup>2</sup>

from 31 m<sup>2</sup> CHF 7.50 /m<sup>2</sup>

Pre-cleaning (once before the start of the exhibition) CHF 4.80 /m<sup>2</sup>

Additional booth cleaning at cost CHF 78.00 /h

### 10.2 Waste disposal

*Order or purchase directly on-site from the hall supervisor*

Container 800 l charged per emptying CHF 78.00

Waste disposal bag 110 l CHF 9.85

Waste disposal bag 35 l CHF 3.75

### 10.3 Forklift

*Order on site from the hall supervisor*

up to 2.5 tonnes, including driver CHF 55.00 /15 min.

### 10.4 Lifting platform

*Order on site from the hall supervisor*

including driver CHF 62.00 /15 min.

excluding driver CHF 44.00 /15 min.

### 10.5 Assembly and dismantling work by Olma Messen St. Gallen

*Order on site from the hall supervisor*

Operating service, hall supervisor CHF 87.10 /h

Electrician CHF 120.00 /h

### 10.6 Carpet tape

*Order or purchase directly on-site from the hall supervisor*

1 roll of carpet tape CHF 15.00

Only carpet tape from Olma Messen St. Gallen can be used.

### 10.7 Booth security

It is possible to have the booth guarded. Further information and order from

*Securitas AG, St.Gallen, Telephone +41 71 228 36 36, Fax +41 71 228 36 04, [stgallen@securitas.ch](mailto:stgallen@securitas.ch)*

### 10.8 Catering

Sântis Gastronomie AG offers a variety of beverages and hot and cold drinks for catering on the booth. The full range can be found in the [Online Service Center](#) or from the congress organizer.

Sântis Gastronomie AG reserves the right to charge CHF 10.00 for handling costs for total quantities below CHF 50.00 at the end of the exhibition. A surcharge of CHF 0.30 per item will be charged for breakages. Six packs, disposable tableware and glasses are only available in whole units.

### 10.9 Flowers and plants

Plants are delivered directly to your booth on the 1st day of the exhibition. The full range can be found in the [Online Service Center](#).

*Blumen Pfister, St.Gallen, Telephone +41 71 244 57 31, [www.blumenpfister.ch](http://www.blumenpfister.ch), [info@blumenpfister.ch](mailto:info@blumenpfister.ch)*

## 11 Parking

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### 11.1 Parking lots

The organizer decides on the available parking spaces. The available parking options can be found in the [Online Service Center](#) (OSC).

Daily rate, up to 12 hours CHF 14.00 /space

Half-day/evening rate CHF 7.00 /space

## 12 Admissions and vouchers

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### 12.1 Exhibitor badge

The organizer decides on the offer. Passes are sold via the organizer or via the [Online Service Center](#) (OSC).

### 13 Advertising opportunities and communication

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The organizer decides on any advertising and communication options. The available options can be found in the [Online Service Center](#) (OSC).

### 14 Insurance

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#### 14.1 Liability insurance

**Mandatory** for exhibitors and co-exhibitors

Premium for liability insurance CHF 38.00

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

Sum covered CHF 5 million

Deductible CHF 100.00

#### 14.2 Optional exhibitor insurance

The exhibits and stand material are not insured during the trade fair or during transport to and from the trade fair. It is therefore recommended that the exhibitor take out exhibition and transport insurance. The application form with payment slip for this purpose can be found on [www.olma-messen.ch/ausstellungsversicherung](http://www.olma-messen.ch/ausstellungsversicherung).

# General information

## 15 Registration and ordering options

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

**The registration deadline will be announced by the organizer.**

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

## 16 Delivery of documents

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

### Documents

Order confirmation

1. Partial invoice, hall plan

Final invoice

### Reception

after registration

2 months before exhibition

after the exhibition

## 17 Data preparation for graphics production for booth construction

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

### Production files

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

### Bleed margin for textile banner

For data for use on banners, it is necessary to add a bleed margin to the delivered files due to the assembly process. This is 24 mm per banner part on each side. Get the visual dimensions of the individual banners from your project manager.

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

### Clean and timely data transfer

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

Printable data must be delivered no later than 3 weeks before exhibition start. In the event of a delay in the supply or delivery of non-printable data, timely production cannot be guaranteed.

### Data transfer

- For a data volume < 2 GB, please send data to [congressevents@olma-messen.ch](mailto:congressevents@olma-messen.ch).
- For a data volume > 2 GB, send us the data via [www.wetransfer.com](http://www.wetransfer.com).

## 18 Informationen about the venue

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### 18.1 Arrival

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

#### Directions by car

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

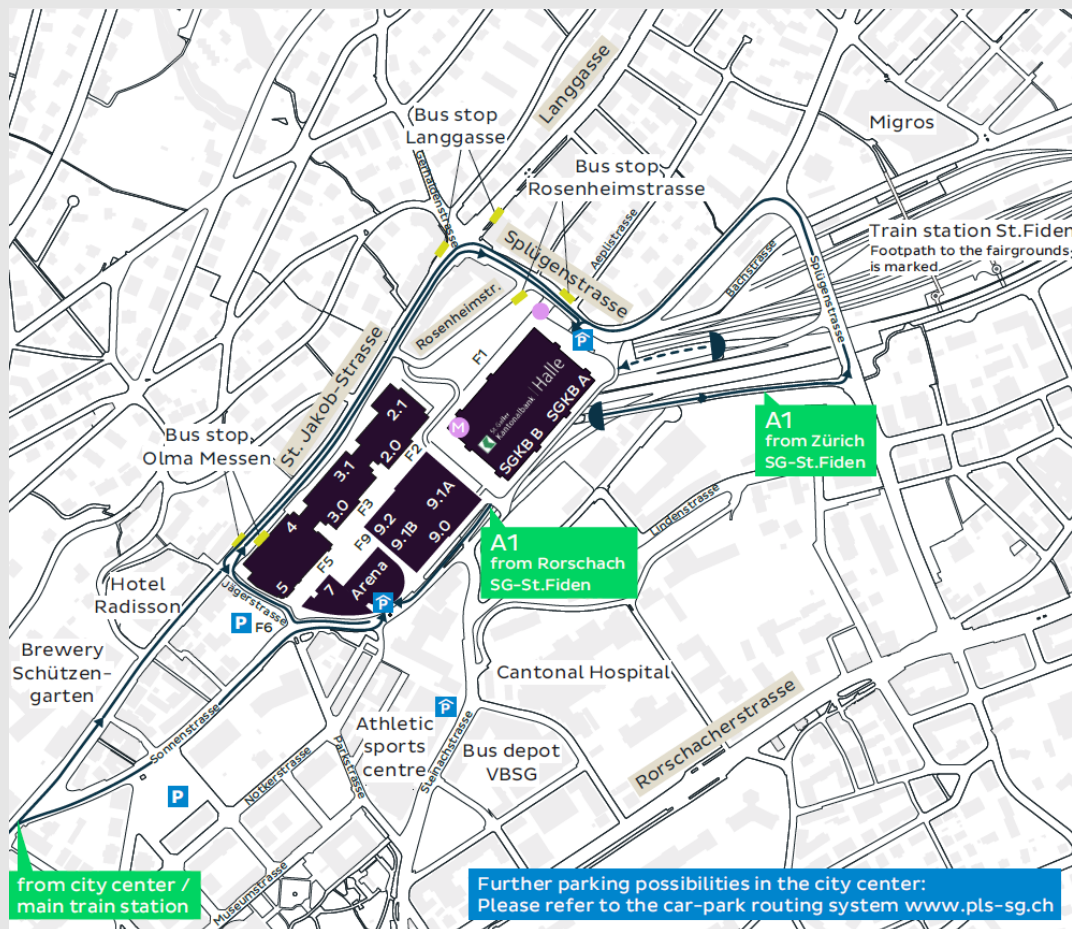
#### Directions by public transport

From St.Gallen main station:

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

- by bus no. 6 (Heiligkreuz) to the bus stop «Olma Messen» oder «Rosenheimstrasse»

The plan can be found digitally: [click here](#)



## 18.2 Opening hours for visitors

The opening hours are determined and published by the organizer.

## 18.3 Opening hours for exhibitors

The opening hours are determined and published by the organizer.

## 18.4 Delivery times during the exhibition

The delivery times are determined and published by the organizer.

## 18.5 Traffic routing during the exhibition

Information on this will be determined and published by the organizer.

## 18.6 Entrance fee

Admission prices are set and published by the organizer.

## 19 Set-up and dismantling

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

### 19.1 Delivery of booth material

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

Olma Messen St.Gallen AG  
 <your company name>  
 <hall nr., booth nr.>  
 <event>  
 Splügenstrasse 12  
 CH-9000 St.Gallen

## 19.2 Traffic routing during set-up and dismantling

Deliveries are made via Entrance A from Splügenstrasse. The plan can be found digitally at [www.olma-messen.ch/congressevents/kontakt](http://www.olma-messen.ch/congressevents/kontakt).

## 20 Contact persons on the exhibition grounds

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

### 20.1 Hall supervisor

#### Hall

SGKB, F1A, F1B

2.0, 2.1, F2, F2a

3.0, 3.1, F3

6, 7.0, 7.1, F5, F6

9.0, Parkgarage

9.1, 9.1.2, 9.2, F9

#### Telephone

+41 79 571 50 31

+41 79 571 50 32

+41 79 571 50 33

+41 79 571 50 37

+41 79 571 50 40

+41 79 571 50 39

Further contacts will be determined and published by the organizer.

### 20.2 Craftsmen

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

#### Electrical installations and telephone installations

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

Baumann Elektro, 9015 St.Gallen

Elektro Akermann, 9008 St.Gallen

Elektro Stampfl, 9000 St.Gallen

#### Telephone

+41 71 311 88 88

+41 71 244 69 66

+41 71 222 75 70

## 21 Accommodation

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The following tourist office will gladly take your hotel bookings:

*St.Gallen-Bodensee Tourismus, Bankgasse 9, 9001 St.Gallen, Telephone +41 71 227 37 37,*

*Fax +41 71 227 37 67, [info@st.gallen-bodensee.ch](mailto:info@st.gallen-bodensee.ch), [www.st.gallen-bodensee.ch](http://www.st.gallen-bodensee.ch)*

## 22 Post office / ATM

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### 22.1 Post office

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

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

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

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

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

Collection of courier deliveries: 0848 888 888

For more information on services: [www.post.ch](http://www.post.ch)

### 22.2 ATM

#### Location

Jägerstrasse (Eingang G next to the cider bar)

Outdoor area F3, in front of hall 3.0

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

#### Bank

Raiffeisen

St.Galler Kantonalbank

St.Galler Kantonalbank

## 23 Site surveillance

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The organizer decides whether the area is monitored.

## 24 Sustainability

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### 24.1 Disposal

The aim is to separate recyclable materials during disposal. Inform your booth personnel and booth constructors in advance about the disposal concept. You can find further information on this at [www.olma-messen.ch/entsorgung](http://www.olma-messen.ch/entsorgung).

## 24.2 Energy efficiency tips

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

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

## 25 Requirements and regulations for booth construction and exhibition operations

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### 25.1 For all exhibitors

#### 25.1.1 Booth construction regulations

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

#### 25.1.2 Covered booth construction

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

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

The fire safety requirements for covered booths can be found in point 4.2.2.5 of the exhibitor regulations at [www.olma-messen.ch/reglementausstellende](http://www.olma-messen.ch/reglementausstellende).

#### 25.1.3 Fire safety measures

Information can be found in Annex 1 of the exhibitor regulations at [www.olma-messen.ch/reglementausstellende](http://www.olma-messen.ch/reglementausstellende).

#### 25.1.4 Fee for attractions

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

#### 25.1.5 Booth boundaries and escape routes

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

#### 25.1.6 Smoking ban

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

#### 25.1.7 Economic police regulations

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

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

#### 25.1.8 Price disclosure regulation

The price disclosure regulations apply as binding conditions to suppliers of goods and services. Further information is available on [www.seco.admin.ch](http://www.seco.admin.ch) (Home > Werbe- und Geschäftsmethoden > Preisbekanntgabe).

## 26 Tips for foreign exhibitors

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### 26.1 Customs regime

The customs regime leaflet can be found on [www.olma-messen.ch/zollundmwst](http://www.olma-messen.ch/zollundmwst).

### 26.2 Claiming back VAT

The leaflet on claiming back VAT can be found on [www.olma-messen.ch/zollundmwst](http://www.olma-messen.ch/zollundmwst).

### 26.3 Obligation to report cross-border services

The leaflet on the obligation to report cross-border services can be found at [www.olma-messen.ch/zollundmwst](http://www.olma-messen.ch/zollundmwst).

### 26.4 Work permit

Exhibitors with foreign staff are requested to arrange for appropriate work permits. Information can be obtained from:

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

**27 Payment conditions**

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

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

**28 Basis of contract and general terms and conditions**

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