



## Important information for exhibitors

### 1. Opening hours

|             |                                          |                     |
|-------------|------------------------------------------|---------------------|
| Visitors:   | Monday, 1 <sup>st</sup> December 2025    | 08:00 AM – 07:00 PM |
|             | Tuesday, 2 <sup>nd</sup> December 2025   | 08:00 AM – 06:30 PM |
|             | Wednesday, 3 <sup>rd</sup> December 2025 | 08:00 AM – 04:00 PM |
| Exhibitors: | Monday, 1 <sup>st</sup> December 2025    | 07:00 AM – 07:30 PM |
|             | Tuesday, 2 <sup>nd</sup> December 2025   | 08:00 AM – 06:30 PM |
|             | Wednesday, 3 <sup>rd</sup> December 2025 | 08:00 AM – 04:00 PM |

### 2. Stand building and dismantling timetable

|              |                                                                                                                                                         |                     |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Building:    | Sunday, 30 <sup>th</sup> November 2025                                                                                                                  | 07:00 AM – 09:00 PM |
| Dismantling: | Wednesday, 3 <sup>rd</sup> December 2025<br>(No dismantling booths of the stands before 04:00 PM,<br>there is no access for vehicles before this time!) | 04:00 PM – 10:00 PM |

### 3. Delivery hours during the fair

daily until 09:00 AM

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

Basis for the calculation of the fee is the sum of length, width and height of the mail.

|                       |     |       |                   |     |       |
|-----------------------|-----|-------|-------------------|-----|-------|
| up to 80 cm           | CHF | 42.00 | up to 300 cm      | CHF | 75.00 |
| per additional 300 cm | CHF | 75.00 | express surcharge | CHF | 30.00 |

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

European Colorectal Congress  
**<Your company name>**  
**<Hall 9.1.A, your booth no.>**  
 Splügenstrasse 12  
 CH-9008 St.Gallen

### 4. Catering

You can find the offer for booth catering in our Online Service Center (OSC). Please order the desired catering in advance via the OSC.

### 5. Liability insurance (mandatory for exhibitors)

The project management will arrange liability insurance at a group rate for each exhibitor, provided the exhibitor cannot present proof of existing insurance coverage to the required extent. If an exhibitor already has liability insurance, they must verify whether the coverage also applies to events and trade fair participation.

Soverage amount: CHF 5 Mio.

Deductible: CHF 100.00

Please upload supporting documents via the file upload in our Online Service Center (OSC) or send them via email to [congressevents@olma-messen.ch](mailto:congressevents@olma-messen.ch).



## 6. Parking

During set-up and dismantling: Access to the indoor area is guaranteed during set-up and dismantling times (for loading and unloading).  
The parking garages are subject to a charge (the ticket can be validated at the cash desk in the underground garage). Costs: 1st hour CHF 2.00, each additional half hour CHF 1.00.

During the congress: No access to the indoor car park. All parking spaces are subject to a charge. Exhibitors can order parking tickets for the parking garage in advance via the OSC - or pay the parking fees on site at the payment stations.

## 7. Storage room

The options for storage space for empties etc. can be found in the OSC. Please order the required space in advance via the OSC.

## 8. Waste disposal

*Pre-order via OSC and purchase on site from the event manager*

|                      |                     |           |
|----------------------|---------------------|-----------|
| Roll container 800 l | Charge per emptying | CHF 78.00 |
| Waste bag 110 l      |                     | CHF 9.85  |
| Waste bag 35 l       |                     | CHF 3.75  |

## 9. Floor load, hall height

The maximum floor load is 700 kg/m<sup>2</sup> in Hall 9.1.A and must not be exceeded. The maximum usable height of the hall is 9.70 m.

## 10. Surveillance of the area

The event halls are not monitored. Please never leave valuables unattended.

## 11. Contact

Olma Messen St.Gallen AG

|                 |        |                                                                                  |
|-----------------|--------|----------------------------------------------------------------------------------|
| Nadine Bleiker: | Tel.   | +41 71 242 01 48                                                                 |
|                 | E-Mail | <a href="mailto:nadine.bleiker@olma-messen.ch">nadine.bleiker@olma-messen.ch</a> |

Hall Supervisor

|                        |      |                  |
|------------------------|------|------------------|
| Building & dismantling | Tel. | +41 79 571 50 39 |
|------------------------|------|------------------|

*during building, congress and dismantling hours only*