

## Information for organisers | Exhibitions in Hall 4.1

### A

#### Access/exhibitor entrance

During assembly and dismantling, lift 403/402 via delivery zone 4 (opposite Clarahofweg 39) is used as the exhibitor entrance.

### C

#### Caterer

Wassermann & Company is the exclusive caterer of the Congress Center Basel. For hygienic and quality assurance reasons and the exclusivity as catering partner it requires pre-approval, if exhibitor plan on bringing in any own branded beverages, food coffee, ect. Generally, open food is not permitted.

Riehenring 118  
CH-4058 Basel  
Tel.: +41 61 201 08 45  
[sales@wassermann-company.ch](mailto:sales@wassermann-company.ch)

#### Cleaning

Stand cleaning can be booked in the online shop. The cleaning of the aisles is included in the rental price.

#### Consignments for delivery to the exhibitor

There are two options open to organisers:

##### Parcels counter

Deliveries will be managed by Congress Center Basel personnel (CHF 45.00 plus VAT/hour) at a central point throughout the assembly phase and handed directly to the exhibitor, who is required to confirm their receipt with a signature.

##### Handover to the organiser

At the start of the assembly phase, the organiser will be handed all the packages at the desired point, including an overview of the consignments received, with responsibility being handed over at the same time.

#### Consignments to be returned

Packaged consignments that are to be returned, accompanied by the corresponding doc-

uments, must be brought to the appropriate collection point during dismantling and collected within a week (Mon – Fri, 8:00 – 12:00/13:15 – 17:00 at the reception on the 2<sup>nd</sup> floor, Messeplatz 21). Material that is not deposited in the correct manner will be disposed of.

The Congress Center Basel does not assume any responsibility or liability for loss, damage or delays.

#### Customs

Customs Office Basel:  
Tel.: +41 58 206 21 22  
Fax: +41 58 206 21 81  
e-mail: [messe.bs-stjakob-zi@ezv.admin.ch](mailto:messe.bs-stjakob-zi@ezv.admin.ch)

### D

#### Driving ban at night and on Sundays

Certain categories of vehicle are subject to the driving ban which applies throughout Switzerland at night, on Sundays and on public holidays. Vehicles affected include those towing a trailer and/or with an overall weight in excess of 3.5 t.

The night-time ban on driving applies from 22:00 to 05:00 (Art. 91 Para. 2 of the Swiss Road Traffic Regulations - VRV).

### E

#### Electricity

Electricity connections are available on all the pillars and along the walls. If the organiser's stand positioning does not take this into account, additional costs will be incurred that will be charged accordingly.

### F

#### Forwarding agent

Sempex AG  
Isteinerstr. 76  
CH-4058 Basel

Katrin Witzke  
Tel.: +41 58 307 77 13  
[k.witzke@sempex.ch](mailto:k.witzke@sempex.ch)

### G

#### General Regulations

See Annex

The General Regulations are also available in the online shop.

**I****Import of Goods**

The Federal Office for Customs and Border Security carries out regular inspections during events. Undeclared imports will be penalized accordingly by the office.

Further information are available in the online shop.

**L****Late Orders/Orders on Site**

Orders placed after the communicated deadline are subject to a 50% express surcharge.

**M****Map with directions**

See Annex

The map with directions is also available in the online shop.

**Material consignments**

Material will not be accepted any earlier than one week before the event (Mon – Fri, 8:00 – 12:00/13:15 – 17:00). The delivery address is as follows:

Congress Center Basel  
MCH Messe Schweiz (Basel) AG  
c/o [Event] / Hall 4.1  
[Exhibitor] / [Stand number]  
Messeplatz 21  
CH-4058 Basel

Please note that if the details are not complete, the delivery may be handed out too late, or refused and sent back.

Deliveries requiring cash payment will be refused. The Congress Center Basel does not accept any responsibility or liability for losses, damage and delays.

**N****Noise ban at night**

Without a police permit and the agreement of the neighbours, no work that creates noise may be performed between 22:00 at night and 7:00 in the morning. Unloading and loading in the delivery zone is thus not permitted during this time.

**O****Online shop**

All services for exhibitors can be ordered in the online shop. Information (order deadline, link,

logins, etc.) for the event-specific shop will be sent to the organiser. The organiser will arrange for each exhibitor to receive a non-personalised user name with a password. Links to documents (Exhibitor Manual, etc.) can be provided in the shop.

The logo should be 550 x 90 px in size.

Demo shop:

<https://ccbshop.mch-group.com/osc/go?shop=demoshopgb>

User name: 52613

Password: 6dt82r

**P****Private booth WLAN**

To avoid interference with the event WLAN, the use of private WLAN equipment is not permitted. Activated systems will be closed down immediately and permanently by the Congress Center Basel. The stand owner will be charged CHF 1'500.– excl. VAT for the inconvenience caused.

**S****Stand construction**

For stand areas in excess of 20m<sup>2</sup> and stands incorporating cladding around a pillar, we expressly recommend submitting a stand concept with dimensions (overall height, size, etc.) for approval to [exhibition@congress.ch](mailto:exhibition@congress.ch).

Technical details of the infrastructure may be found in the "Technical Description".

Pillar connections that are in use must be accessible at all times.

If a stand that has not been submitted for approval does not comply with technical or safety-based specifications, the necessary adjustments must be made without delay at the exhibitor/stand constructor's expense.

**Surveillance and coordination**

During assembly and dismantling, security personnel must be present in the delivery zone at all times. The rental price includes 18 person-hours. Any outlay above this will be charged on the basis of the corresponding tariff (daytime: CHF 57.50/hour, night-time and Sundays: CHF 64.00/hour).

**W****Waste**

Waste is collected regularly during assembly and dismantling – disposal will be charged to the organiser after the event.

