

EXHIBITION GUIDELINES

Deadline for application: April 30th, 2017
Deadline for payments: May 31st, 2017

VENUE CONVENTION CENTRE LUGANO

The Convention Centre Lugano is equipped with the most modern technical equipment. It includes a large Amphitheatre of 1'150 square meters capable of seating 1'150 people on the ground floor, a grand Hall of 1'350 square meters and several large spaces with bright windows looking out over the park, which can be divided into sections and host up to 6 parallel sessions.

The exhibition will be situated in a prime position in the hall of the conference building. Coffee will be served during breaks in the exhibition area giving maximum visibility to the exhibition itself. The Opening session will be held in the Amphitheatre and the parallel sessions will take place on the first floor and ground floor in the same building and in the immediate vicinity of the exhibition hall. The specific location is shown on the plan (see separate file). The given dimensions of the stand are approximate. The Congress Organisers reserve the right to change the dimensions in order to use the available exhibition area most efficiently.

PURPOSE OF THE EXHIBITION AND EXHIBITION PACKAGES

The stands may be used for exhibiting and advertising the exhibitor's own products. Due to restrictions, selling and purchasing books, journals, etc. is only allowed upon authorization from the congress organizer. Advertising materials may be distributed only within the stand.

Exhibition is only possible in combination with a sponsorship (see sponsorship invitation).

Platinum and Gold Sponsors

The booth includes 2 tables (one table 170 x 85 x 74 cm), 2 chairs, standard wireless internet access, standard electrical outlet (230 V, max 10A). For the staff working at the stand 2 exhibitor badges that cover lunches and coffee breaks during the conference are included.

Instead of the second table you can make use of 2 roll-up's or a screen.

Instead of the standard tables you can install your own individual booth on the 8m² (4x2m) covering, at your disposal. Please contact us for the details. We also offer additional items upon request (extra WLAN, extra power supply, etc.)

Silver Sponsors

The booth includes 1 table (one table 170 x 85 x 74 cm), 1 chair, standard wireless internet access, standard electrical outlet(230 V, max 10A). For the staff working at the stand 1 exhibitor badge that covers lunches and coffee breaks during the conference are included.

Instead of the table you can make use of 2 roll-ups or a screen.

Instead of the standard tables you can install your own individual booth on the 4m² (2x2m) covering, at your disposal. Please contact us for the details. We also offer additional items upon request (extra WLAN, extra power supply, etc.)

Furniture included



EXHIBITION SCHEDULE, INSTALLATION AND DISMANTLING OF THE STAND

The conference sessions will take place from August 21st to 26th 2017, giving plenty of opportunity to exhibit. The exhibition will remain open for the duration of the sessions, which means indicatively from 8:30 am – 5:50 pm on August 21st / 25th and from 8:30 am – 4:00 pm on August 26th. Exhibitors can expect the largest number of attendees to visit their stands during breaks.

Installation hours:	Saturday, August 19 th	2.00 pm– 6.00 pm and
	Sunday, August 20 th	8.00 am– 12.00 am
Dismantling hours:	Saturday, August 26 th August	5.00 pm to 7.30 pm

The days and the timing established for the setting up and removal of stands and material must be strictly respected. **No packing of equipment, literature, etc., or dismantling of exhibits will be permitted until the official dismantling time.**

The exhibitor must dismantle the stand within the allotted time. Items for which no arrangements for removal and/or storage have been made and are left behind, will become property of the local organiser and no reimbursement will be made for such items. For special arrangements, please contact the local organizer (info@cirp2017.org). Exceptions may be possible but only prior to agreement and an extra charge maybe requested.

FURTHER CONDITIONS FOR EXHIBITIONS

Access / parking

Take the motorway exit Lugano Sud and follow the signs 'Palazzo dei Congressi' (Convention Centre). Cars and vans up to a height of 2.2m max can be parked in the multi-storey car park in Piazza Castello or in the public car park at Campo Marzio, which is 5 minutes walk from the Convention Centre. Daily passes for these car parks can be obtained at the special price of CHF 17.- from the Convention Centre office (Mon-Fri during office hours) or otherwise from the conference office. Lorries and trailers are prohibited from using the lakeside road: taking the motorway exit for Lugano Nord, go through the tunnel and then follow the signs for Palazzo dei Congressi.

These vehicles may park for free in the Cornaredo car park, near the stadium. An authorization has to be requested 10 days before arrival by writing to the police (polizia@lugano.ch).

Loading / unloading

Cars up to a height of 2.2m max are prohibited from parking in the square in front of the Convention Centre. Loading and unloading has to be carried out in the underground multi-storey car park using two lifts (2.1 deep x 0.98 wide x 2 high). For cumbersome items and/or where vehicles exceed these measurements, the access ramp may be used for the time necessary for loading and unloading.

Assembly / fitting out / dismantling

The days and times for assembly and dismantling have to be agreed in advance and have to be strictly observed. Exceptions to the same may be possible, depending on the extent to which the Convention Centre is already in use and by agreement in advance with management. In case of other dismantling agreements, an additional charge of CHF 200 will be invoiced per day per stand. It is strictly forbidden:

- to affix any placard/item or other material onto the windows, doors, walls, pillars and lifts;
- use nails, screws, clips or similar on the doors, walls, pillars, ceilings, floors and furniture;
- fix rugs/pieces of carpet to the floor using anything other than tape specifically designed for that purpose.

Any damage resulting from a failure to comply with the rules above, as well as cleaning costs, will be invoiced. Access to the lift and to the area around the lift has to be kept free at all times for wheelchairs and trolleys. One or two safety officers must be present during assembly/dismantling operations.

Material shipment

Exhibitors are requested to send all items free of any charge to the Convention Centre (including customs clearance charges and VAT) at Piazza Indipendenza 4, 6900 Lugano, stating the relevant conference and stand. Exhibitors are requested to give detailed instructions to their transport company concerning any prepaid dispatch/export once the conference/exhibition has finished. All costs of dispatch (prior to and following the exhibition), customs clearance charges and taxes (VAT) shall be borne by the exhibitor. Transport containers and palettes left have to be accompanied by a consignment note in the case of rail transport or the address of the consignee together with the address of the transport company that has to collect the goods (plus telephone number and contact person).

Storage of items

Agreement with the local organizer is required if items have to be delivered prior to the date of assembly and collected after the day of dismantling. The Convention Centre reserves the right to store such items with a transport company, with the cost being debited to the exhibitor, or to invoice CHF 200.- per day if the items are kept at the Convention Centre.

Electricity supply / cleaning of stands

The rental charge includes: 1 x 230 V, maximum 10A socket and daily cleaning (of the carpets and wastepaper bins) once the conference has started (excl. cleaning post assembly). Additional electricity supplies will be invoiced at the following daily rates:

- from 2,4 KW CHF 50.-
- from 10 KW CHF 100.-
- from 20 KW CHF 200.-
- from 30 KW CHF 250.-
- each additional 10 KW: CHF 50.- per day.

Insurance / supervision

The exhibitor shall be wholly responsible for the stand and for the exhibits (including during related evening events). The exhibitor shall also be responsible for any damage to persons or things caused by the exhibits or by the exhibitor's staff. Exhibitors are advised to lock valuables, gifts and other items when left unattended.

Cleaning of the booth

Daily cleaning of carpets, floors and cleaning of wastepaper baskets is guaranteed. Cleaning of the entire stand after installing/daily on request, cost depending on the size of the stand.

No smoking

Smoking is strictly prohibited throughout the building.

VAT

All our charges are VAT exclusive (8%). VAT will be added on issue of invoice.

CONTACT DETAILS

For any questions concerning the exhibition, please send an e-mail to: info@cirp2017.org