

# MATERIAL AND SERVICES FOR EXHIBITORS

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Zip code / City: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**(below Exhibitor)**Event: GSASA Congress  
Date: 10-12 novembre 2021  
Event Location: **Palazzo dei Congressi Lugano**

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**Booth Number.:** \_\_\_\_\_

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Please return this form, duly completed, to:

**Palazzo dei Congressi**Ms. Diana Bernasconi  
Piazza Indipendenza 4  
CH-6901 Lugano  
Tel. +41 58 866 66 30  
diana.bernasconi@luganoconventions.com

<b>Deadline:</b>
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*Material*

- |  |              |              |
|--|--------------|--------------|
| <input type="checkbox"/> Tables (170x85cm)                             | Free of cost | _____ Pieces |
| <input type="checkbox"/> Chairs  | Free of cost | _____ Pieces |
| <input type="checkbox"/> Tablecloths (white, not covering until floor) | Free of cost | _____ Pieces |

*Network /IT*

- |   |   |                   |
|---|---|-------------------|
| <input type="checkbox"/> Wired connection | CHF 100.- /connection (1 connection)    | _____ connection  |
|   | CHF 90.- /connection (2-5 connections)  | _____ connections |
|   | CHF 80.- /connection (6-10 connections) | _____ connections |

These are flat rates and for each device must be ordered one connection. Rates for further connections on request. The support of our technical staff and the unlimited use of the network are included in this service. Rates for analogical or ISDN connections on request.

Please send orders for (exclusively) network services to: **ict.admins@luganoconventions.com**

*Power Connection*

1 basis power connection (230V 13A) Free of cost

**or**

<input type="checkbox"/>	Special power connctions (excl. basis connection)	CHF 50.- /Connection/day	as from 2,4 Kwh	_____ connections
		CHF 100.- /Connection/day	as from 10 Kwh	_____ connections
		CHF 200.- /Connection/day	as from 20 Kwh	_____ connections
		CHF 250.- /Connection/day	as from 30 Kwh	_____ connections
		CHF 50.-	for each additional 10 Kwh	

Depending on the position of the stand or in case of special requirements, there could be extra costs.

*Empties*

Storage for empties in the basement  
excl. Transport to the stand

CHF 50.- /m<sup>2</sup> (flat rate per m<sup>2</sup>) \_\_\_\_\_ m<sup>2</sup>

Agreement with the management is required when items are to be delivered prior to the date of assembly and collected after the day on which they are dismantled. 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.

*Parking*

Exhibitors can park in the multi-storey car park in Piazza Castello (in front of the Convention Centre) or in the public car park at Campo Marzio (situated at a distance of 600 m from the Convention Centre). Daily passes for these car parks can be obtained at the special rate of CHF 15.—(excl. 7,7% VAT) from the Convention Centre or the congress secretariat.

*Additional services*

The staff of the Convention Centre is at your disposal for other requirements and can offer additional services concerning material and technical equipment not mentioned in this document.

*Comments*

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Place and date

Signature

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Stamp and signature as confirmation of the order  
and acceptance of the general conditions

## General conditions for trade exhibitions.

### 1. Access / parking

Take the motorway exit for Lugano Sud and follow the signs for 'Palazzo dei Congressi' (Convention Centre). Cars and vans up to a height of 1.9m 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 on foot 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 signs for the Palazzo dei Congressi. These vehicles may park in the Cornaredo car park, near the stadium. An authorization has to be asked 10 days before arrival in writing to the police (polizia@lugano.ch).

### 2. Loading / unloading

Cars up to a height of 1.9m max are prohibited from parking in the square in front of the Convention Centre. Loading and unloading is 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.

### 3. Assembly / fitting out / dismantling

The days and times for assembly and dismantling are to be agreed in advance and are 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. 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 above, as well as cleaning costs, will be invoiced.

Access to the lift and to the area around the lift is to be kept free at all times for wheelchairs and trolleys.

One or two safety officers must be present during assembly/dismantling operations.

### 4. Overnight accommodation

The Convention Centre provides a hotel booking system.

### 5. 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 pallets left are 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 is to collect the goods (plus telephone number and contact person).

### 6. Storage of items

Agreement with the management is required where items are to be delivered prior to the date of assembly and collected after the day on which they are dismantled. 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.

### 7. Electricity supply / cleaning of stands

The rental charge shall include: 1 x 230 V, maximum 13A socket and daily cleaning (of the carpets and wastepaper bins) once the conference has started (excl. cleaning post assembly).

Special 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.

### 8. Telephone lines

The Convention Centre has a limited number of telephone lines that may be rented at the cost of CHF 150.- (excluding taxes). Additional lines may be ordered via the Convention Centre from a Swisscom agent. The installation price is approximately CHF 250.-.

### 9. IT Internal network lines

The internal network lines are invoiced on the basis of a one-off fee per connection:

- 1 connection CHF 100.-
- 2 to 5 connections CHF 90.-
- 6 to 10 connections CHF 80.-

### 10. Motor shows

In order to avoid marks from oil leaking onto the floor, plastic sheets are to be placed under the cars on show, both indoors and out.

### 11. Supply of refreshments / food and drink of any type

Food and drink may be sold at the stand by way of agreement with one of the catering companies that the Convention Centre is in partnership with. The list of companies can be found on our site: [www.luganoconventions.com](http://www.luganoconventions.com).

### 12. 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 away when left unattended.

### 13. No smoking

Smoking is strictly prohibited throughout the building.

### 14. No animals

It is strictly forbidden to bring dogs or other animals into any part of the building.

### 15. VAT

All our charges are VAT exclusive (7.7%). VAT will be added on issue of invoice.