

## Trade Fair

### Setup and dismantling times:

The times are binding in all cases. If an exhibitor leaves the exhibition prematurely, they will be charged a penalty fee of CHF 2'000.00. Please also inform your booth constructor about the setup and dismantling times.

<b>Setup:</b>	Tuesday, 25 June 2019	08:00 – 18:00
	Wednesday, 26 June 2019	08:00 – 11:00
<b>Dismantling:</b>	Friday, 28 June 2019	15:00 – 20:00

### Access to the hall:

See situation map on page 3

### Loading and unloading:

You are permitted to park your vehicle to load or unload goods (see situation map). Please park your vehicle in the public car park immediately after you have finished loading or unloading. Transits must always be kept clear. The exhibitors must obey the orders of the CongressEvents St. Gallen, the security service and the traffic police.

**Trucks and delivery vans with trailers must have a slot card to ensure the right of way. Please inform the congress organisation before the 30. April 2019.**

### Parking:

For exhibitors, the "Parking Olma" (GPS: Sonnenstrasse 39; max. height 2.05m) or the "outdoor parking F6" (GPS: Jägerstrasse) is available. A day park ticket or even multi-day park tickets can be bought on site at the Welcome Desk.

### Booth size:

The size of the booth is indicated in the booth renting contract. Please pay special attention to the specified maximum booth height. Stand heights of more than 3.50 m are subject to authorization. The plans are to be sent to CongressEvents St. Gallen.

### Booth setup:

Please do not stick anything to the walls, doors, floors, columns, glass panes, ceilings or furniture, or damage these with nails, screws or clamps etc. The charge for any damage that occurs – e.g. due to the use of unsuitable adhesive agents – will be forwarded to the exhibitor company for payment.

### Cleaning up:

Cleaning up the booth is the responsibility of the exhibitor. However, the CongressEvents St. Gallen can clean your booth for compensation (please see form in the online shop of CongressEvents St. Gallen). Every exhibitor during the setup and dismantling, and during the congress, responsible for the disposal of his rubbish. On the day of the setup and the day of the dismantling, the congress organisation provides one rubbish bag of 60 litres per exhibitor for free. More rubbish bags can be bought at the Welcome Desk for CHF 10.00. The rubbish bags can be deposited at the booth on the day of setup and dismantling. For larger quantities exhibitors have the possibility to obtain roller containers (billing per emptying).

### Booth supplies:

No electrical connection per booth is included. All electrical connections, furniture, communication mediums, internet connections etc. can be ordered no later than 5 June 2019 in the online shop of the CongressEvents St. Gallen. For late orders, no guarantee for a delivery can be made. Additionally, a surcharge of CHF 50.00 will be charged.

➤ [Online Shop](#)

You received the login data from the congress organisation.

For the placement of power/ water connections and suspension points, please send your stand construction concept to [nicole.friedli@olma-messen.ch](mailto:nicole.friedli@olma-messen.ch).

**Delivery of goods:**

Day of delivery: from Monday, 24.06.2019, 14:00.

Neither the congress organisation nor CongressEvents St. Gallen supervise any arriving deliveries, nor accept any responsibility for them. Deliveries must be placed on the booth by the hauler, and respectively be collected. CongressEvents St. Gallen and BV Congress Creating GmbH do not take any liability for the goods.

**Address:** Genossenschaft  
Olma Messen St. Gallen  
Halle 9.1  
SGGG-Kongress 26. – 28.06.2019  
Company: \_\_\_\_\_/ Booth no.: \_\_\_\_\_  
St. Jakob-Strasse 94  
9000 St. Gallen

**Storage of exhibition goods**

For empties and storage of material there is the possibility to rent open or lockable storage areas, either in the Online Shop or on site.

**Transportation of exhibition goods**

The CongressEvents St. Gallen cannot perform forwarding services for exhibitors nor can they supervise any material. Please contact directly any other forwarding agent of your choice.

**Access to the Congress Centre:**

Exhibitors must present their company's own badge to gain access to the halls of the Olma Messen St. Gallen. If necessary, the Exhibition Management will print badges with the company's name, as well as the first and last name of the employee.

Last order date: 1 June 2019

Badges will be sent to the company. An order of badges in St. Gallen is not possible.

**Catering for exhibitors:**

Employees have the possibility to purchase meals during lunch time inside the Congress Center.

**Welcome Tour:**

The board of gynécologie suisse begins on Wednesday, 26 June 2019, at 11:00, with their welcome tour.

**Congress Schedule:**

Wednesday, 26 June 2019: 12:30 – 16:30 (door opening 08:00)

Thursday, 27 June 2019: 08:00 – 17:30 (door opening 07:30)

Friday, 28 June 2019: 08:00 – 15:00 (door opening 07:30)

(Prices subject to change, all prices excl. VAT. unless otherwise stated)

