

## Trade Fair

### Setup and Dismantling Times:

The times are binding in all cases. Please also inform your stand construction company about the setup and dismantling times.

<b>Setup:</b>	Tuesday, 21 June 2022	13:00 – 18:00 hrs
	Wednesday, 22 June 2022	08:00 – 18:00 hrs
<b>Dismantling:</b>	Friday, 24 June 2022	16:45 – 21:00 hrs
<b>Access:</b>	Access to the drop-off area opens at 16:30 hrs	

### 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.

### 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 Registration.

### Stand Size:

The size of the stand is indicated in the "Confirmation of Order". Please pay special attention to the specified maximum stand height. Stand heights of more than 3.50 m are subject to authorization.

### Stand Construction:

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 sent to the exhibitor company.

### Stand Cleaning up:

Cleaning up the stand is the responsibility of the exhibitor. However, the CongressEvents St. Gallen can clean your stand for compensation (please see form in the Online Shop of Congress Events St. Gallen). No waste may be left on the stand area after stand setup and stand dismantling.

We kindly ask you to personally dispose of your own waste. **Small Quantities of Waste:** You will receive a 70 litre rubbish bag which can be obtained free of charge from the information desk. More rubbish bags can be bought at the Registration for CHF 10.00. There is a cardboard collection point in the hall for smaller quantities. **Large quantities of waste** such as the disposal of brochures, flyers, stand material, etc. will be charged. Please contact the exhibition management or the hall supervisor on site.

We recommend that **stand construction companies** obtain a roll container/ wheelie bin, which can be ordered in the Online Shop. Roll containers/ Wheelie bins of 800 litres are charged at CHF 72.00 and can be ordered in the Online Shop.

For waste that is not disposed of correctly (not deposited in the bags issued by the exhibition management), a fine of CHF 500.00 plus disposal fee will apply.

### Stand Supplies:

No electrical connection per stand is included. All electrical connections, furniture, communication mediums, internet connections etc. can be ordered no later than 8 June 2022 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. The Shop is open until 13 June 2022.

➤ [Online Shop](#)

You have received the login data from the Congress Organisation.

### **Electricity Connection for Stands of 25m<sup>2</sup> or more:**

A sketch with the electricity connection drawn in is urgently required by **15 May 2022**: Please send the plan to: [sekretariat@bvcongress-creating.ch](mailto:sekretariat@bvcongress-creating.ch) (this is not an order, electricity must be ordered separately via the Online shop). No special requests can be guaranteed after 15 May 2022.

For stands up to 25m<sup>2</sup>: If you need an exact, specific placement of electricity/water connections and suspension points, please send your stand construction concept with corresponding sketch to [sekretariat@bvcongress-creating.ch](mailto:sekretariat@bvcongress-creating.ch) by 15 May 2022.

### **Delivery of Goods:**

Day of delivery: from Tuesday, 21 June 2022, 13:00.

Neither the Exhibition Management nor CongressEvents St. Gallen sight any arriving deliveries or take care of them. Deliveries must be placed on the stand by the hauler and respectively be picked up.

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 23. – 25.06.2022  
Company: \_\_\_\_\_ / Stand No.: \_\_\_\_\_ (must be listed mandatory)  
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:**

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.

### **Admission to the Congress Centre:**

Exhibitors have access to the halls of Olma Messen on presentation of the Congress ticket issued by the Congress Organisation. The Congress tickets will be sent to the employees by e-mail and must be printed out and presented at the Congress. Please order the Congress tickets for exhibitors' employees using the registration form on the website.

➤ [Registration of Employees](#)

Last order date 1 June 2022

A processing fee of CHF 30.00 (excl. VAT) will be charged for changes/corrections after 1 June 2022.

### **Catering at the Stand**

Any food and drinks handed out or sold at the stand must be bought from the exclusive caterer. Sântis Gastronomie AG offers a variety of warm and cold meals for catering at the stand.

### **Food for Employees of Sponsor Partners**

Employees have the opportunity to eat at the catering stand inside Hall 9.1, Olma Messen St. Gallen during lunchtime.

### **Welcome Tour:**

The board of gynécologie suisse begins on Thursday, 23 June 2022, at 09:00, with their welcome tour.

### **Congress Schedule:**

Thursday, 23 June 2022: 09:00 – 17:30 (doors open 08:00)

Friday, 24 June 2022: 08:00 – 17:45 (doors open 07:30)

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

March 2022

Please note:  
Access is only possible at **gate 9.1 West**



## Anlieferungsplan und Zugang Messegelände

- Anlieferung und Langsamverkehr zu den Hallen 2.0/3.0/5/7.0/7.1/9.1/9.1.2/9.2
- Anlieferung Halle 9.0
- Anlieferung LKW Halle 9.0 als Einbahnverkehr via Autobahneinfahrt Nr.82 nach St.Margrethen, Einweisung "Anlieferung Halle 9.0"
- Anlieferung über Tor 9.1 Ost (B: 3.90 m / H: 5.40 m) und Tor 9.1 West (B: 3.70 m / H: 3.90 m) via F9 (max. 24t)

