

SwissTech Convention Center

Exhibition Manual

SGG SGVC SASL

14 and 15 September 2017

Event manager : Charlotte Sterling
28/04/2017

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Exhibition general information

Event Organizer

Schweizerische Gesellschaft für Gastroenterologie
Wattwylenweg 21
3006 Bern

Event Manager and technical support - SwissTech Convention Center

Sterling Charlotte Tel. +41 21 693 50 89 / +41 79 596 64 78
Rue Louis Favre 2
1015 Lausanne

Charlotte.Sterling@epfl.ch

Freight & Logistics

Sempex AG

Voie du Chariot 3
1003 Lausanne

Florent Leuenberger Tel. +41 21 560 55 78/ +41 79 603 75 00
exhibitions.ls@sempex.ch

Official Booth contractor

MATHYS

11, Chemin Delay Tel. +41 22 306 40 00
Case postale 681
1214 Genève/Vernier

www.mathys-expo.ch

locastand@mathys.pro

Catering

Eldora Traiteur

Kathleen Denys Tel. +41 21 691 01 30
admin-swisstech@eldora-traiteur.ch

Exhibition Timeline

Booth builder access			Exhibitor access		
13.09.2017	7h00 22h00	Setup	13.09.2017	16h00 19h00	Setup
14.09.2017		No access	14.09.2017	07h00 08h30	Light Setup (Flyers, goodies etc.)
		No access	14.09.2017	08h30 18h00	Exhibition open
15.09.2017	17h30 00h00	Dismantling	15.09.2017	16h30 18h00	Dismantling

SwissTech Convention Center general information and regulations

SwissTech Convention Center building

Access

The SwissTech Convention Center is located north of the EPFL campus. Its access is easy from the Lausanne train station (15mn) or from Renens (5mn), by the M1 underground.

The Geneva Cointrin international airport is located 45 minutes by car or by train from the Lausanne station.

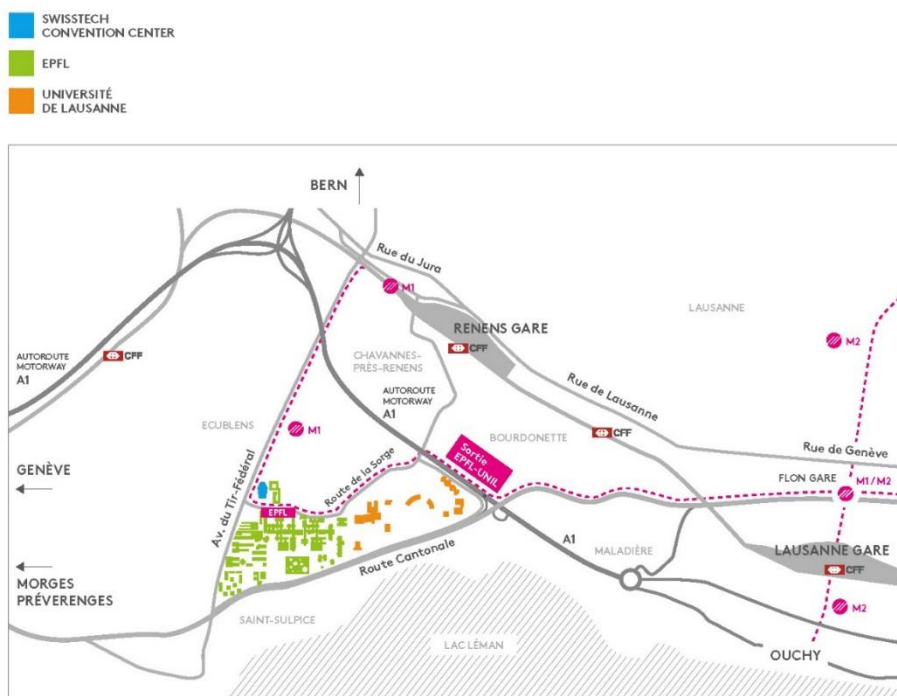
Some hotels in Lausanne offer free Lausanne public transports. Please refer to your hotel reception.

By car

A1 motorway, exit Lausanne-Malley, direction St-Sulpice, Ecublens, UNIL-EPFL, quartier Nord, Station 1.

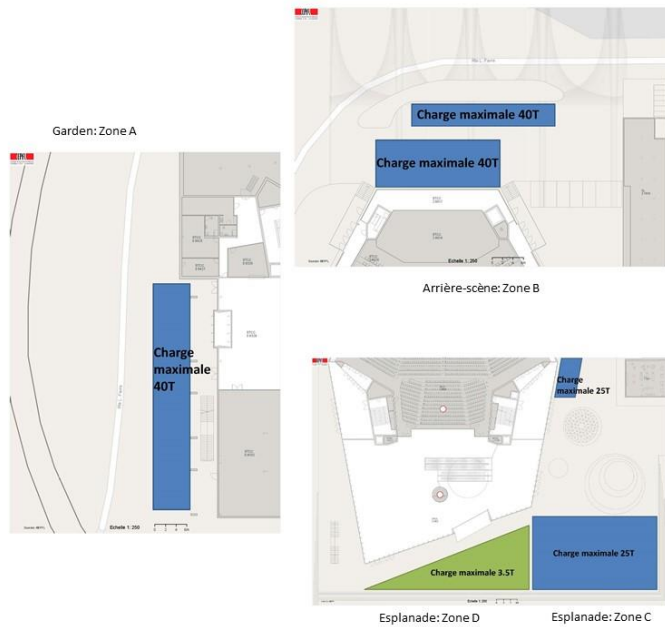
Address:

Route Louis Favre 2, 1024 Ecublens.



Setup and exhibitor access (map)

Delivery and download areas will be communicated to each exhibitor. Depending of your booth location, you will be directed to area A, B, C or D on the below map.



Parking

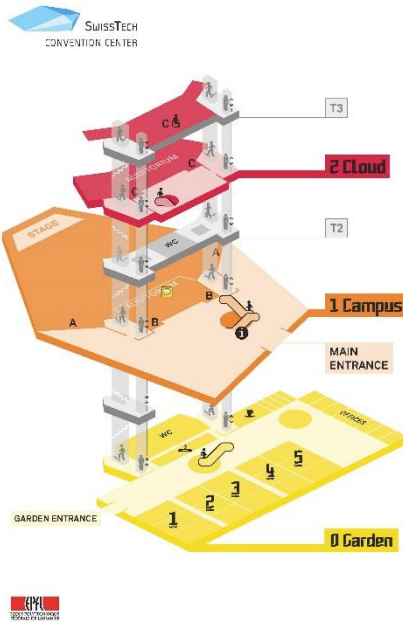
There are a limited number of places available. First come, first served.

Trucks may not park next to the Swisstech Convention Center. Special parking areas are available in Lausanne. You will find more information on the [city website](#).

Description

The SwissTech Convention Center is composed of three levels:

Cloud (Auditorium C, balcony), Campus (Foyer, Auditorium A, Auditorium B) and Garden (inferior level).



Technical information on the exhibition area:

Garden (foyers and conference rooms)

Allowed height of construction: maximum 4 meters

Floor surface: anthracite grey carpet

Hanging point: maximum load 500 kg

Floor load: 500 kg/m²

Sliding door: L 1500 mm, H 2000 mm

Other doors (emergency): L 2710 mm, H 2200 mm

Natural daylight and electrical lighting

No perforation or floor fixing can be done, no matter the location. In case of damage, the SwissTech Convention Center reserves the right to charge whomever it concerns to restore the damaged area. The exhibitor must return the booth site in the same state as that in which it was handed over. Usage of an adhesive blanket is forbidden. Only the use of adhesive tapes for carpet, wood or stone without damage to the floor is authorized. The type of tape validated by the SwissTech Convention Center is the following: double-face adhesive tape 3M n° 9252

Animals

Animals are not allowed in the SwissTech Convention Center. Service dogs are not affected by this regulation.

Reduced mobility access

The SwissTech Convention Center has the necessary infrastructure to welcome disabled people at all levels.

Respect of the building and the infrastructures

Ceilings, hanging points

The exhibitor is required to respect the architectural specificities of the building and to take note of ceiling heights which differ from one place to another. Hanging and suspension points are available at some places. Every hanging point must be requested to the Organizer, who will transmit to the SwissTech Convention Center for review.

The exhibitor declares that he is aware of the present guidelines and has read the attached safety regulations for the exhibitors of the SwissTech Convention Center.

Sending of goods – Customs

Every exhibitor should pass by the official partner SEMPEX for any post-delivery. The convention center will not allow deliveries directly sent to the SwissTech Convention Center.

Please refer to the SEMPEX documents attached to this manual.

Delivery to the booths

Goods sent by post to the address mentioned in the form will be stored and delivered directly to the booths by SEMPEX, according to the exhibitors access planning.

Security

Safety requirements at the SwissTech Convention Center

The highly technological nature of the SwissTech Convention Center infrastructure requires the strict compliance with the safety regulations and safety requirements that you will find attached to this document. The exhibitor acknowledges the safety rules applying in the building, to respect and transmit them to all staff and agents. In case of any question, please refer to the Organizer or to the SwissTech Convention Center.

Fire-Safety Requirements

Fire insurance **is mandatory in the Canton de Vaud**. Only materials that meet the fire-safety requirements of the Association of Cantonal Fire Insurances (VKF) may be used in the SwissTech Convention Center building. The Exhibitor is obliged to insure against such risk.

The use of the following materials are NOT permitted:

- Pressurised tubes
- Neon lights
- Flammable liquids
- Explosives
- Any kind of fireworks
- Radioactive materials
- X-ray materials

- Laser systems
- Explosive materials
- High frequency materials and radio systems
- Balloon and zeppelin with flammable / non-persistent gas
- Vehicles as part of a booth display
- Drones
- Candles

Any particular request should be made to the SwissTech Convention Center.

Safe display of exhibits

The Organizer or the SwissTech Convention Center reserves the right to ensure the conformity of exhibits, coverings and decorations. They must be fireproofed or hardly flammable (RF2 or previously 5.2), in accordance with the regulations of the Association of Cantonal Fire Insurance (VKF). When appropriate, the Event Manager of the SwissTech Convention Center reserves the right to remove dangerous articles, at the expense of the exhibitor and the latter shall have no right to pursue the Organizer nor the SwissTech Convention Center nor claim any compensation.

No-smoking regulations

It is strictly forbidden to smoke inside the SwissTech Convention Center. All users of the SwissTech Convention site are requested to comply with, and to enforce, the no-smoking prohibition everywhere inside. This provision is legal. We thank you for including it on all your documents. This applies also to any device whose operation or effects could be considered as a cigarette, because of their technical characteristics, process, relevant substances or generated fumes which could trouble third-parties (e.g e-cigarettes or others).

Emergency procedures

All exhibitors are obliged to learn the locations of emergency exits in the halls and areas where their booth is located. Exit doors should not be blocked and the exit doors cannot be prevented from opening.

Labor legislation

General information

Existing legislation applies to all staff employed by the SwissTech Convention Center. It is the same for the Swiss Federal Law on Accident Insurance concerning third-party workers.

Work safety

Companies operating in the SwissTech Convention Center (exhibitors, booths constructors, congress and event organizers and suppliers) are responsible for ensuring safety for their collaborators and support staff.

Surveillance

SwissTech Convention Center surveillance

The Event Organizer is responsible for the event-related surveillance before (official set-up), during (event) and after (official dismantling) through the services of a security agency. Nevertheless, it is highly recommended to secure any valuable equipment during the event and at the closing (dismantling).

Neither the Event Organizer nor the SwissTech Convention Center accept any responsibility for theft and/or loss.

Individual surveillance of the booths

Any particular or additional surveillance request (day or night) should be addressed through the SwissTech Convention Center form.

Liability

Exhibits

Neither the Event Organizer nor the SwissTech Convention Center assume any responsibility for the care of exhibits, equipment nor any other items not belonging to the SwissTech Convention Center. They exclude, Art. 100 para. 1 of the Swiss Code of Obligations being reserved, any liability in the event of damage or loss, both during the time for which the goods are on the exhibition site and during their transport to and from the site. They decline any liability for damage caused by exhibitors' performances and presentations.

External providers liability

Damages caused by suppliers, booth builders and other providers are under the responsibility of the exhibitor, or the participant who mandated them, under the terms of article 55 and 101 of the Swiss Code of Obligations.

Civil liability of the exhibitor

Exhibitors shall be liable for any damage caused to others by themselves, their employees or agents.

Responsibility of the SwissTech Convention Center

The SwissTech Convention Center is only civilly liable if they are the Event Organizer and are directly managing the business and activities. In case the event is organized by a third-party, this responsibility cannot be attributed to the SwissTech Convention Center.

Use of logos and trade names

Exhibitors can use the logo or trade name of the SwissTech Convention Center to promote their event. However, the SwissTech Convention Center may refuse the authorization without justification. A copy of the document must be given to the Organizer for approval.

Acceptances

The exhibitor, the participant, the booth builder and the supplier recognize the validity of the present guidelines. Furthermore, they take all possible steps to make their staff, auxiliary staff and external providers aware of these rules and apply them.

Insurance

Fire insurance

The exhibitor must ensure against the risk of fire. This insurance is mandatory in the Canton de Vaud.

Other insurance (civil liability, theft, damages, loss)

It is highly recommended to secure an insurance for theft, exhibits, booth installation, as well as third-party liability. An extension of RC coverage for a particular event can be requested or included in the policy.

The exhibitor can take this insurance from the Organizer (if this service is provided) or from his insurer.

Commercial activities during the exhibition

Advertising/competition/lottery

Exhibitors may only advertise on their booth or within the boundaries of the space assigned. Unless approved beforehand by the Organizer, the distribution of printed matter and promotional gifts and the affixing of posters of any kind outside the exhibition booth is prohibited.

Competition/lottery

The organization of competitions (prize games) is only permitted within the exhibitor's assigned space. Profit-making lotteries are prohibited.

Inflatable balloons

Sale or distribution of advertising balloons filled with hydrogen or gases with similar properties are forbidden for security and infrastructure reasons.

Flyers

Unless approved beforehand by the Organizer, it is forbidden to display flyers in the event space.

Display

It is strictly forbidden to nail, pierce, staple, glue, paint or tape on the walls, doors, windows, carpets, ceiling or furniture, anywhere in or outside of the building.

Legal provisions

Exhibitors shall conform to the legal provisions in effect governing the sale of consumer goods.

Price display

In accordance with federal regulation of December 11, 1978, indication of the retail price (price and VAT) is mandatory for all goods offered for sale to the public.

Catering and supply of drinks and meals to the booths

The SwissTech Convention Center mandates an official caterer for all catering activities on site, as well as all services concerning the supply of drinks, snacks and meals served at the booths. Exhibitors must contact the official caterer for all requests of this kind. Refer to catering form.

The exhibitor can exceptionally use the services of another caterer with prior agreement in writing by the SwissTech Convention Center. In this case a copy of the final invoice of the caterer should be sent to the SwissTech Convention Center, which will invoice the exhibitor a royalty of 12%. If the exhibitor does not present this official invoice, the royalty will be applied on an estimate of the amount of the same service provided by ExpoGourmet SA.

Catering services provided by an external caterer can only concern cold preparations. No service requiring cooking or hot preparation will be accepted.

Exhibitors whose activity is directly linked to the food or drinks industry can, however, offer their own products to their visitors, provided it concerns only cold preparations.

Coffee machines are authorized at the booths. They must be ordered from the official caterer of the SwissTech Convention Center.

Other topics

Electricity

Booths are equipped with a T13 230V connection. Private installations are forbidden. All connections, switch- and fuse-boards, distributor boxes, and branch lines must be accessible at all times by the technical staff of the SwissTech Convention Center. All connections must be ordered from the SwissTech Convention Center with the SwissTech Convention center order form.

Cleaning

The general cleaning of the halls, shared spaces, sanitary facilities, etc. is managed by the SwissTech Convention Center. The cleaning of booth or spaces assigned to exhibitors should be ordered with the SwissTech Convention Center order form.

Storage

All material and/or equipment to be used on your stand should be sent through the official logistic and shipping contractor.

It is prohibited to store construction materials and packing crates, including construction waste, in the gangways or areas behind booths. Arrangements should be made with the official logistics and shipping contractor, who will store such items for you and return them to your booth at the end of the exhibition. See separate document from Sempex.

Literature, advertising and promotional materials may not be stored behind or on your booth space – there is a storage area dedicated to exhibitors for such items close the exhibition hall. Please email the exhibition Organizer with any storage requests you may have.

Waste disposal

The SwissTech Convention Center, in agreement with the Organizer, takes care of the waste treatment and disposal during the opening hours of the exhibition. Booth builders and any other supplier are requested to deal with their own waste. Any request for the disposal of special waste must be requested to the SwissTech Convention Center and will be invoiced to the exhibitor on the basis of CHF 200.- per container.

Water

There is no water supply for exhibitions areas in the SwissTech Convention Center.

WIFI and internet

Access to WIFI is free within the whole SwissTech Convention Center. To get a wire connection in the booth, please use the SwissTech Convention Center order form.

Lost/found items

Contact the Reception of the SwissTech Convention Center for all lost and/or found items.

Cloakroom

A cloakroom is available for visitors and exhibitors at the Garden level.

Staff

Exhibitors can hire hostesses to help them at their booth. It is also possible to hire security guards to ensure the individual surveillance of the booths, during the day as well as at night. Please use the SwissTech Convention Center order form

Flowers and plants

You can order flowers for your booths. Your choice will be delivered directly to your booth during the set-up period. To order flowers, please use the SwissTech Convention Center order form.

Near-by services

Cash machine and banking services

A cash machine is located in the commercial gallery in front of the SwissTech Convention Center (next to the Migros).

You will also find the Crédit Suisse bank on the EPFL campus, 5 minutes walking from the SwissTech Convention Center. You will find an interactive map at the Info station at the entrance of the SwissTech.

Banking services are also available in airports and train stations in Switzerland, as well as next to hotels in the city of Lausanne.

The Swiss Franc is the official currency.

Hotels

The nearest hotel is located in front of the SwissTech Convention Center:

SwissTech Hotel: + 41 21 694 06 10 / sth@epfl.ch

You will also find 2 hotels nearby:

Starling Hotel - Tel. +41 21 694 85 86 / contact@shlausanne.ch

Hôtel des Inventions - Tel +41 21 694 39 39 / info@hotelinventions.ch

Post Office

You will find a post office on the EPFL campus: Avenue Auguste Piccard- Open from 9:00 a.m. to 5:00 p.m. non-stop.

Other post-offices

1025 St-Sulpice VD: [Rue du Centre 26](#) ([opening hours](#))

1024 Ecublens VD: [Chemin du Croset 3](#) ([opening hours](#))

1020 Renens 1 VD : [Avenue de la Poste 5](#) ([opening hours](#))

1000 Lausanne 2 St-François : [Place St-François 15](#) ([opening hours](#))

Shops

The commercial gallery in front of the SwissTech Convention Center includes the following services:

- Medical center
- Dental center
- Pharmacy
- Supermarkets : Migros – Denner
- Phone shop: Salt
- Restaurants : Gina – Cut – Holy Cow – Funky Chicken – Burrito Brothers
- Beauty Parlor
- Viv 'Eden Fitness Center

Public transportation

Public transportation from the Lausanne train station: M2 underground (direction Croisettes) to Lausanne-Flon. Then, M1 underground (direction Renens-Gare) to the EPFL station.

Public transportation from the Renens train station located 5 minutes from the SwissTech Convention Center: M1 underground (direction Lausanne-Flon) to the EPFL station. The EPFL station is in front of the convention center.

Useful links: Public transportation of the Lausanne area: www.t-l.ch, SBB CFF FFS: www.cff.ch.

Taxis

Telephone center 0844 814 814 or 0844 810 810

Indicative taxi fare:

Gare CFF from Lausanne: approx. CHF 35.-- (depending on the traffic)

Gare CFF from Renens: CHF 19.00 to CHF 24.00 (depending on the traffic).

Booth set-up and dismantling regulations

Planning and schedules is organized by the official logistic partner Sempex.

Sempex will contact all exhibitors for delivery material and postal shipment. Please refer to Sempex attachments

Set-up and dismantling

General information

Deadlines and times for the set-up, delivery, and access of goods during the exhibition, as well as dismantling hours must be strictly respected. Any change must be specially requested. Only the SwissTech Convention Center, in agreement with the Organizer, is competent to grant such authorization, and only if this does not affect the activity of the center.

Schedule

Set-up

The SwissTech Convention Center is made available to the Organizer as follows:

From 13.09.2017 from 07:00 a.m. to 10:00 p.m.

Access to the SwissTech Convention Center for utility vehicles and for delivery of good is authorized on the 13.09.2017 07:00 a.m. to 10:00 p.m. regulated by a planning of trucks,/vans/other vehicles arrivals and departures.

As of 13.09.2017 10:00 p.m. aisles must be released from all goods, boxes, etc. in order to allow the cleaning of the premises.

Thank you for respecting the access, security and downloading paths.

Dismantling

Dismantling of the structures and material removal will not be allowed before 15.09.2017 at 6h00 p.m. Only the visuals and small material can be taken out at the exhibition closure on 15.09.2017.

Access to the SwissTech Convention Center for utility vehicles and for delivery of good is authorized on 15.09.2017 6:00 p.m. to 12:00 p.m. regulated by a planning of trucks/vans/other vehicles arrivals and departures.

All items left on site after 15.09.2017 at 12:00 p.m., unless prior authorization of the SwissTech Convention Center, in agreement with the Organizer, is considered as « abandoned » with no value. The SwissTech Convention Center or the Organizer reserves the right to remove it at the expense of the exhibitor or the participant.

Access and unloading

The exhibitor, depending of the location of his booth, will refer to the access map that identifies the goods access which has been assigned.

Utility vehicles

The drivers will access the unloading area by the nearest door from their booth, according to the map which will be provided to them. They shall know the name and the number of the booth for which they deliver.

The drivers shall follow the instructions given by the parking agents. They shall demonstrate respect and courtesy, in order to allow the unloading of several vehicles simultaneously.

Private vehicles

The cars will access the SwissTech Convention Center by the nearest door from their booth, according to the map which will be provided to them. Temporary parking areas will be assigned.

Please bring your own caddy, cart or any other equipment you may need to unload your materials and bring them to your booth.

Transport and unloading during the exhibition

Loading and unloading of exhibits in the SwissTech Convention Center is forbidden during Exhibition opening hours. The re-stocking of booths must be effected either before the halls are open to the public or after closing time.