

Regulations

For exhibitors of the table fair
The checklist is an integral part of the fair regulations

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General points

Fundamental principle

Foreign practice enterprises belonging to the Pen Worldwide network can take part in the trade fair. The focus is on the concrete initiation of business between Swiss and foreign practice enterprises.

Admission requirements

The fair organiser may refuse any registration for the fair if the exhibitor has not fulfilled due financial obligations or outstanding claims (invoice for rental fees, damage to the booth, etc.) from previous fairs towards the organiser. A potential exhibitor must be an official member of a Pen Worldwide-partner network or is in possession of an admission from the Pen Worldwide-coordination center.

Allocation of exhibition tables

If the registration requirements are met, the exhibition organiser will allocate the exhibition table. Tables are allocated according to the chronological order in which online registrations are received.

The definitive table allocation is confirmed when the reservation is made online.

Objective

The organiser offers exhibitors the opportunity to present themselves at the fair at low cost and with little effort. Participation in the table-top exhibition can be for one or two days.

Workflow

Set-up & trade fair operation

Preparation & set-up / decoration

The earliest possible set-up date will be published on the trade fair website and is mandatory. For the delivery of table decorations, roll-ups and exhibition articles, the organiser's staff must be followed. Driving into the exhibition hall is prohibited. Parking fines for disregarding the instructions are the responsibility of the exhibitor.

Presence at the trade fair table

Exhibitors must organise themselves in such a way that the table is always manned by trained personnel during the official opening hours. A responsible person from the exhibiting company must be available to answer questions from the sales staff at all times.

Cleaning & waste disposal

Exhibitors are responsible for the daily cleaning of their exhibition table and the disposal of waste in the designated depots/containers on the exhibition grounds. Exhibitors are responsible for providing rubbish bins and rubbish bags at their table. The removal of improperly disposed material will be charged to the person responsible.

Each exhibitor is obliged to ensure that their products do not stain or damage the exhibition furniture; in the event of non-compliance with this requirement, the exhibitor shall be liable for any damage incurred.

Dismantling

End of the fair

The official end of the trade fair will be published on the trade fair website and is mandatory. The end of the event will be announced at the trade fair by the trade fair organiser. The exhibition table must be occupied until the official end of the fair. Dismantling the table before the end of the trade fair is strictly prohibited.

Final cleaning/damage to exhibition table

The exhibition table must be cleaned by the exhibitors at the end of the exhibition and checked by the exhibitor's responsible person. Damage to the exhibition equipment must be reported to the exhibition organiser immediately. An inspection of the condition of the exhibition tables will be carried out by the organiser after dismantling. All damage will be reported and documented with photographs. The presence of the respective table renter is recommended until the end of the inspection. The inspection decision is then binding for all contracting parties. The exhibitor will be charged for any expenses incurred in repairing damage caused by negligent or improper use of the exhibition table, the rental equipment, the hall floor and inadequate cleaning of the same.

Waste disposal

The waste produced must be disposed of in the containers provided at the end of the trade fair. As disposal costs are very high, bulky items must be shredded. Any removal of improperly disposed material will be charged to the person responsible.

Infrastructure/Logistics

Rental fees

Foreign exhibitors must pay the rental fees for the exhibition stand by no later than: See deadline on checklist. The following services are included:

- 1 table with the dimensions 160cm x 80 cm
- 2 chairs
- 1 power connection 230V
- Wireless Internet connection (you must provide / bring your own device)

Details can be found on the exhibition website and the corresponding table reservation. The reservation of the desired tables can only be made using the corresponding online form and is binding. This must be sent to the organiser by: (see deadline on the enclosed checklist). No refunds will be made in the event of cancellation.

Allocation and presentation of the table

The exhibition organiser is responsible for the hall organisation. Tables are allocated in the order in which they are registered.

Exhibitors present themselves on uniform tables provided and placed by the organiser. The exhibition area extends over the table area of 160cm x 80cm. Nothing may be placed next to or in front of the tables (except from the edge of the table downwards as a screen). The exhibits may reach a maximum height of 180 cm from the floor. You may supplement your table with visual aids. However, your table neighbours must not be disturbed. Show consideration for each other.

Trade fair appearance

Marketing

Any kind of marketing, such as the distribution of flyers and samples, etc., is only permitted in the exhibition hall. The display of posters and the installation of courses, shooting galleries, goal walls, simulators and the like are prohibited outside the exhibition area.

Appearance & product range

The trade fair presentation and the product range on offer should be appropriate to the occasion and not offend the political, religious or taste sensibilities of visitors or other trade fair participants, nor disregard legal or political rules. Offers with a military (gotcha, paintball, etc.), sexist (escort service, etc.) or similar background must be avoided. Live animals are expressly prohibited on the exhibition grounds and stands. The trade fair management reserves the right to take appropriate action if this instruction is disregarded. Demonstrations may not disturb other exhibitors either visually, acoustically or spatially.

Sound systems

The use of speakers, megaphones, electronic amplifiers and/or hi-fi equipment and musical instruments is expressly prohibited. Failure to comply with this regulation will result in confiscation of the equipment.

Trade

Sale

The sale of real goods is strictly prohibited.

On-the-fly trade between stands is not permitted. Sales at the fair are reserved exclusively for registered exhibitors with appropriate exhibition space.

Security

Data security

The trade fair organiser shall ensure that the information communicated with the registration is treated confidentially and in accordance with the DPA.

Guarding

To ensure the security of the exhibition stands and their contents, a security guard will be present on the exhibition site from the close of the exhibition until it reopens the following morning, or other appropriate measures will be taken.

Accommodation & Gastronomy

Hotel

Hotel rooms are to be arranged, booked and paid for by the exhibitors themselves.

Lunch break

A restaurant or catering service is located on the exhibition grounds. Catering or picnicking at the stand is prohibited. Rooms are specially provided for this purpose.

Smoking

Smoking is strictly prohibited in the exhibition hall and on the stand. Special areas are provided for this purpose.

Smoking products and alcoholic beverages are sold in accordance with current law.

The signature confirms that the exhibitor below has taken note of and complies with the exhibition regulations.

Place, Date

Name / stamp of the practice enterprise

Name / signature of the management