



## BUILD-UP / DISMANTLING

### DATES AND TIMETABLE

- **Build-up Stands (Space Only)**

|                  |               |
|------------------|---------------|
| Thursday 10 July | 10:00 - 20:00 |
| Friday 11 July   | 08:00 - 20:00 |

**All stands (including shell schemes)**

|                  |               |
|------------------|---------------|
| Saturday 12 July | 08:00 - 17:00 |
|------------------|---------------|
- **Dismantling**

|                   |               |
|-------------------|---------------|
| Wednesday 16 July | 14:00 - 20:00 |
| Thursday 17 July  | 08:00 - 18:00 |

### EXHIBITORS AND STANDBUILDERS

#### ACCESS

- Door E11

#### CAR PARK P12

- Exhibitors' parking permit : 5 days +build-up/dismantling for CHF 90.-- including VAT (to be ordered of the GP online or available at the GENEVA PALEXPO Technical desk)
- Without parking permit, CHF 2.00/hour during the 6 first hours, then CHF 20.00/day at the paying machine in the parking lot.
- No parking in the halls.

#### CONTRACTOR PASSES COMPULSORY

- Available at no cost from the Organiser's Office or from Security personnel.
- Registration desk in Hall 1.
- GENEVA PALEXPO reminds the pass holder and its employer to respect the legal provisions in force in Switzerland and Geneva mentioned in the Exhibitors Manual. In case of infringement of these provisions, the pass may be withdrawn.
- No access for children under 16 under no circumstance.

### USEFUL INFORMATION

- **Storage** beyond stand limits not admitted.
- **Stand cleaning:** 1st cleaning on Saturday 12 July, ready for the opening, is free of charge. Then every morning before the opening, only carried out if this service has been ordered through GENEVA PALEXPO.
- **Waste sort-out**  
No deposit in the aisles and outdoor.  
Containers and waste bags can be purchased from the GENEVA PALEXPO Technical desk.
- **Help – Last Minute – Technical problems :**  
GENEVA PALEXPO Technical desk
- **Don't leave valuables unattended** during build-up and dismantling.
- **Declaration of Site Clearance:** must be asked for at the GENEVA PALEXPO Technical desk before leaving to avoid any further invoice for abandoned waste after the show.

### HALL SUPERVISOR

- Tel. +41(0)22 761 3612

### CLAIMS

- Possible claims concerning technical and cleaning facilities: GENEVA PALEXPO Technical desk.

**Claims are no longer accepted after the end of the show.**

### GOODS

#### ACCESS Hall 1

Gate 14

- **Build-up:** from Thursday 10 July  
Vehicle access until Saturday 12 July at 12:00
- **Dismantling:**  
From Wednesday 16 July 14:00.  
Vehicles access from 16:00 in the hall  
End of the dismantling : Thursday 17<sup>th</sup>, at 18:00

#### UNLOADING/LOADING

- No deposit outside the stand area at any time.
- Removal of vehicles after 90 minutes maximum.
- No parking in front or across the doors.
- Carts and trolleys not admitted on carpeted aisles.

#### CUSTOMS

- ATA Carnet or other document to be registered at the GENEVA PALEXPO customs office next to the Congress Centre. Please contact Inter ExpoLogistics Ltd.

#### HANDLING – STORAGE

- Inter ExpoLogistics Ltd.  
+41(0)22 798 1328

#### TRUCK PARKING DURING THE EXHIBITION

- Please contact the GENEVA PALEXPO Technical desk  
+41(0)22 761 1126

### SECURITY

- **Accident, fire, theft**  
Immediately call **+41(0)22 761 1318**
- Fire-fighting equipment must be accessible at all times.
- Take care of your belongings : exhibitors are responsible for their own goods.

### CONTACTS

- Emergencies : +41(0)22 761 1318 (1318)
- Handling : +41(0)22 798 1328
- Technical Desk: +41(0)22 761 1126
- Waste: +41(0)22 761 1126

