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Fondation Orgexpo fulfils its obligations and acts under the name of GENEVA PALEXPO, the new corporate identity of Palexpo.

Exhibitors are responsible for ensuring that their activities conform to legal requirements and for obtaining any necessary authorizations. The most important areas are mentioned below and, if necessary, exhibitors should apply for information directly to the competent authorities. Fondation Orgexpo declines any responsibility in case of infringement of legal prohibitions affecting publicity, sales activities, etc.

1. House Rules

GENEVA PALEXPO enforces rules and regulations in the areas and buildings used for fairs and exhibitions on the GENEVA PALEXPO site. Offenders risk exclusion from the exhibition without refund or compensation.

GENEVA PALEXPO relies on the support of exhibitors in maintaining discipline and good order during events. Exhibitors are invited to notify GENEVA PALEXPO of any visitors whose behaviour seems to be detrimental to exhibitors or the exhibition as a whole, or of any unauthorized persons attempting to carry on business on the exhibition site.

2. Animals

Animals are not admitted to the GENEVA PALEXPO building except during events specially dedicated to them, in which case only exhibitors are authorized to bring animals into GENEVA PALEXPO.

Use or exhibition of live animals in shows or other events (whether public or private) is subject to authorization from the Cantonal Veterinary.

For an application form, please contact:

Office vétérinaire cantonal

Ch. du Pont-du-Centenaire 109

P.O. Box 208

CH - 1228 Plan-les-Ouates

Tel.: +41 (0)22 388 71 60

Fax: +41 (0)22 388 71 61

secretariat.ovc@etat.ge.ch

3. Exhibitors' liability for damage

Exhibitors -other tenants as well- are liable for any damage caused by them (or by a third party acting as a subcontractor) to the walls, floors, pillars and installations of the exhibition halls, during assembly, operation and dismantling of their stands.

4. Waste removal

The exhibitor is responsible for the disposal of his waste during assembly, exhibition & dismantling. Official garbage bags & containers can be ordered from GENEVA PALEXPO. (See heading «GENEVA PALEXPO» Regulations «Waste removal»)

5. Complaints

Claims relating to services provided (technical, equipping, etc) must be addressed to GENEVA PALEXPO before or during the event. No claim of this type can be taken into consideration after the closure of an event.

Any claim about invoicing must be made at the latest 30 days after the date of the invoice. (See art. 12 hereunder «Financial obligations of exhibitors»)

6. Advertising boards and official information signs

Concealment of all or part of advertising or official information signs as well as clocks is forbidden.

Rental of advertising panels:

■ Inside GENEVA PALEXPO:

Bercher SA

Rue de l'Athénée 34

P.O. Box 145

CH - 1211 Geneva 12

Tel: +41 (0)22 347 33 88

Fax: +41 (0)22 346 20 47

mail@bercher.ch

www.bercher.ch

Neo Advertising SA

Avenue Blanc 47

CH-1202 Geneva

Tel.: +41 (0)22 949 77 77

Fax: +41 (0)22 949 77 78

info@neoadvertising.com

www.neoadvertising.com

■ Outside GENEVA PALEXPO:

Société Générale d'Affichage

Rue Cardinal-Journet 25

CH - 1217 Meyrin / Geneva

Tel: +41 (0)22 989 10 20

Fax: +41 (0)22 783 06 11

geneve@sga.ch

www.sga.ch

7. Cash and carry sales (exhibition/sale, clearance sale, etc.)

The legal provisions set forth below must be observed by any merchant who rents space on his/her own behalf from GENEVA PALEXPO for the purpose of engaging in commercial activities designed to be open and accessible to the public (exhibition/sale, clearance sale, etc.).

7.1 Opening hours

(pursuant to the provisions of the Store Opening Hours Act of November 15, 1968).

The term "store" applies to **any facility or premise accessible to the public and used for the retail sale of merchandise**. Accordingly, the exhibition halls and other premises of GENEVA PALEXPO accessible to the public and used for the retail sale of merchandise are considered as stores.

The usual closing hour for stores is 7:00 p.m. Friday and Saturday closing hours are 7:30 p.m. and 6 p.m., respectively. Stores are allowed to remain open until 9:00 p.m. once a week (Thursday).

All stores **must be closed on Sundays and all legal holidays** designated as such in Art. 1 of the Public Holidays Act of November 3, 1951.

Opening hours must be posted on advertising supports and at the entrance of the premises.

When a **commercial exhibition** is of obvious cultural, artistic or documentary interest, or is obviously a combined event staged by one or more branches of the national or cantonal economy, the Cantonal Retail Inspection Office (Office cantonal de l'inspection du commerce or OCIC) may, upon request made by the organizers or exhibitors and submitted no later than 20 days prior to the event, grant an exemption to the provisions set forth by law for a maximum period of 2 weeks.

Applications for such exemptions must be submitted directly to the OCIC (see address below).

7.2 Sales by private individuals, merchants or businesses

(Pursuant to the provisions of the Federal Itinerant Commerce Act of March 23, 2001, and of the Federal Tests & Measurements Act of June 9, 1977).

Any individual who, for the purpose of making a profit, sells merchandise to consumers within the boundaries of a hall or other leased premises must be in the possession of an Itinerant Merchant Permit ("autorisation pour commerçant itinérant") issued by the respective cantonal authority. This obligation also applies to sales personnel.

No Itinerant Merchant Permit is required for merchants or businesses taking part in **events** deemed by the authority to be of obvious commercial interest or to benefit tourism, or for merchants or businesses who:

- offer merchandise or services, or take orders for such merchandise or services, within the premises defined by the organizer as authorized by the respective authority (**exhibition or trade fair**).

The inspection (official verification and stamp) of measuring instruments used or useable in the retail trade as well as the inspection of measurements designating quantities, fall under the jurisdiction of the Test and Measurement Department of the Cantonal Retail Inspection Office.

8. Compulsory indication of retail prices

(in compliance with the provisions of the Federal Regulation on the display of retail prices, 11.12.1978)

The retail price of all goods on display for sale to customers must be indicated.

The net sales price must be indicated clearly and legibly in Swiss Francs.

This provision extends not only to exhibitors but also includes sales points dealing in tobacco, newspapers, books, postcards, postage stamps, sweets, etc. as well as catering establishments serving drinks or food.

Goods designed mainly for further development, conversion or sale to third parties in the practice of their trade, are not subject to this provision.

Exhibitors who fail to comply with this provision must answer to the authority mentioned below.

Please direct any application for exemption or request for further information to:

Office cantonal de l'inspection du commerce (OCIC)

Service de l'inspection du commerce

"Bandol Centre"

Rue Bandol 1

CH-1213 Onex

Tel.: +41 (0)22 388 39 39

Fax: +41 (0)22 388 39 40

www.geneve.ch/ocic

9. Music and royalties

Performance rights and neighbouring rights (rights of performers and producers of sound carriers) concerning the use of background music (audio - video) as well as organization of minor musical events on the stands are paid by GENEVA PALEXPO. Exhibitors who use or play music within these limits do not need to apply to SUISA for an authorization.

However, events such as concerts and musical shows of a certain importance have to be announced to SUISA by the exhibitors in order to obtain a specific authorization:

SUISA

Swiss society for the rights of

authors of musical works

11bis, avenue du Grammont

CH - 1007 Lausanne

Tel.: +41 (0)21 614 32 32

Fax: +41 (0)21 614 32 42

www.suisa.ch

10. Photographs

Photographing, sketching or otherwise reproducing articles exhibited, without the authorization of the exhibitor, is prohibited.

However, organizers cannot accept any liability in this matter. It is up to individual exhibitors to enforce the ban on their own stands.

Nevertheless, exhibitors cannot object to general views of the exhibition being taken with the permission of the organizers, nor to the sale or publication of such views.

11. Insurance

Civil Liability Insurance

Damages to third parties:

- 11.1 ORGEXPO has taken out a general civil liability insurance policy which automatically provides Organiser and exhibitors with free coverage against claims for damages lodged against them as a result of damage to persons or property suffered by third parties on the GENEVA PALEXPO site and for which they are liable, pursuant to legal provisions.
- 11.2 The total maximum guaranteed cover per claim is CHF10'000'000.00, with an excess of CHF 5'000.00 payable by the Organiser or exhibitor. These should therefore insure themselves against all risks exceeding the maximum guaranteed cover.
- 11.3 Should the Organiser or the exhibitor himself be already covered by another third party insurance policy, the policy coverage taken out by ORGEXPO remains purely complementary to it.
- 11.4 The Organiser's and exhibitors' sub-contractors are not covered by the insurance mentioned under Article 11.1. They must therefore ensure their own insurance coverage.

Damage to premises, installations and equipment on the GENEVA PALEXPO site:

- 11.5 All damage caused to the premises, installations and equipment belonging to ORGEXPO or the GENEVA PALEXPO complex (owned by the "Fondation du Palais des Expositions" and the "Fondation pour la Halle 6") remains at the expense of the Organisers or the exhibitor and their sub-contractors.
- 11.6 In order to ensure coverage against claims for damages, subject to the risks mentioned under Article 11.5, the Organiser must take out civil liability insurance. Upon request from ORGEXPO, the Organiser must provide a copy of his insurance certificate. The minimum sum guaranteed per claim must be sufficient to cover the risk inherent in the exhibition. In the absence of adequate insurance cover, ORGEXPO reserves the right to refuse to make the premises available.

- 11.7 The exhibitors and the exhibitors' and Organisers' sub-contractors must also possess civil liability insurance to cover the risks mentioned under Article 11.5. Upon demand from ORGEXPO, they must provide a copy of their insurance certificate.
- 11.8 In the event that the responsibility for the damages incurred lies with a third party (exhibitor, exhibitor's and Organiser's sub-contractor, visitors to the event) and there is found to be no or inadequate insurance cover, then it becomes the Organiser's responsibility to bear the cost of claims for damages resulting from the risks mentioned under Article 11.5.

Fire, Exhibition and Transit Insurance

- 11.9 The Organiser and exhibitors, as well as their sub-contractors, are obliged to insure all the installations and equipment belonging to them, as well as those which are rented, against the risk of fire during the event.
- 11.10 Fully comprehensive insurance cover during the period of the exhibition, as well as fully comprehensive insurance during transportation are optional insurances.
- 11.11 ORGEXPO declines all responsibility in the event of loss or damage to goods belonging to the Organiser or third parties which are placed on the premises of GENEVA PALEXPO, whether locked or not. The Organiser or third parties' goods are left entirely at their own risk.
- 11.12 The Organiser and the exhibitors may ensure coverage by means of private insurance policies, through the intermediary of the insurance policies which ORGEXPO has taken out with Swiss insurers.

12. Financial obligations of exhibitors

The full floor-space rental is payable by the date set by the organizer according to the general regulations of the relevant exhibition.

Invoices for technical installations and various services are net payable at receipt. GENEVA PALEXPO reserves the right not to deliver orders without previous settlement.

Exhibitors are personally responsible for the payment of all expenses incurred in connection with the installation of their stand by themselves by the organizers or by third parties. (See art. 5 above «Complaints»)

13. Refund of value added tax (VAT) charged in Switzerland to foreign buyers domiciled abroad

As of 1st January 2001, the current rate of VAT is 7.6 % (subject to alteration).

According to Swiss Law, Swiss companies are not allowed to reinvoice the costs incurred in Switzerland by their foreign companies **without Swiss VAT**. These Swiss companies actually have the possibility to claim their VAT return through their quarterly VAT declaration.

VAT charged in Switzerland in conjunction with a trade show participation is refundable under the following **conditions**:

- The claimant
 - must have his residence or business domicile in a foreign country and
 - be able to prove that he is conducting a registered business in that country and
 - may not conduct any business in Switzerland, that is, supply neither goods nor services.
- The purchased goods and services must contribute to the realization of a type of business income that would be subject to Swiss VAT if this income were achieved in Switzerland.
- The refund claim must be filed within 6 months from the end of the calendar year during which the services were purchased (June 30 the following year at the authorities).
- The refundable taxes for the calendar year must amount to at least CHF 500.00.
- The claimant must appoint a representative who has his residence or business domicile in Switzerland.
- The corresponding documents (invoices) and proof of payment (receipts, bank debits or credit card vouchers) must be submitted in the original.
- The country of the claimants residence or business domicile must grant reciprocal rights; at present this applies to the following countries:

Austria, Belgium, Bermudas, Bulgaria, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hong Kong, Hungary, Ireland, Israel, Italy, Japan, Lithuania, Luxemburg, Macedonia, Monaco, Netherlands, Norway, Poland, Portugal, Saudi Arabia, Slovakia, Slovenia, Spain, Sweden and USA

A number of other countries have been contacted by Switzerland but have not yet granted reciprocal rights: Latvia, Malta, and Zyperus.

Please note that the VAT paid in connection with the show participation such as floor space rental and construction of the exhibition stand, services provided by the show organizers, and hotel accommodation is refundable in full whereas the VAT on meals is refundable only at 50%.

As a Swiss tax representative is required by law, we recommend that you file your refund claim through a specialist company.

We can recommend the following company :

Cash Back VAT Reclaim AG

Gewerbestrasse 11
CH-6330 Cham

Tel.: +41 (0)41 747 30 00

Fax: +41 (0)41 747 31 00

www.cashback.ch

info@cashback.ch

ISO 9001 certified

The commission is 20% on the refunded VAT. No basic fee. No charge for instructions to clients.

The above Company requires the following for your VAT refund

- the original bill (name and full address of the company) with proof of payment
- your coordinator (address, banking arrangements, contact in case of inquiries)

Please send it by the end of May, so Cash Back VAT Reclaim can complete the VAT refund. The company will gladly answer your questions and send you the necessary documents.

14. Labour legislation

Personnel working on the GENEVA PALEXPO site are namely subject to:

- the provisions of the Federal Labour Law of 13.3.1964 (LTr);
- the regulations 2 relating to the Federal Labour Law of 10.05.2000 (OLT2);
- the provisions of the Federal Accident Insurance Law of 20.3.1981 (LAA);
- the regulations relating to the Federal Accident Insurance Law of 20.12.1982 (OLAA).

See also Heading "Safety and Security / Fire Prevention" Article: "Prevention of industrial injuries".

Further particulars may be obtained from:

Office cantonal de l'inspection et des relations du travail (OCIRT)

Rue des Noirettes 35

P.O. Box 1255

CH-1211 Geneva 26 / La Praille

Fax: +41 (0)22 388 29 69

gtdet@etat.ge.ch

www.geneve.ch/ocirt

Federal laws are available on the following Internet site: **www.admin.ch**

14.1 Working time

(see Appendix 14.1)

Staff employed within the scope of trade fairs – be it in the erection of stands, the provision of services to visitors, the maintenance and dismantling of stands, are subject to Swiss laws governing working times.

Even if no permit is necessary to employ staff to carry out such work during nights and on Sundays and public holidays, the provisions of the federal law do apply to the work in regard to the length of working time and rest times. The legal provisions are summarized in Appendix 14.1.

15. Withholding tax

Taxpayers in the categories listed below are subject to a tax deduction at source:

1. foreign workers, i.e. those with an A, B or L permit, and applicants for refugee status. This does not apply to holders of C permits;
2. frontier workers of Swiss or foreign nationality;
3. seasonal workers;
4. foreigners who hold a limited-stay permit that allows them to be gainfully employed in Switzerland without taking up residence there (90 or 120 day permit);
5. young persons who are still minors on 1 January of the current year, or when they arrive in the Canton if after 1 January, irrespective of nationality or type of permit;
6. professional entertainers, musicians, soloists, members of orchestras, actors, lecturers, sportsmen, and others, including people domiciled in foreign countries who belong to troupes giving a few performances at an event.

Further details may be obtained from:

Département des Finances

Service de l'impôt à la source
Hôtel des finances
Rue du Stand 26
P.O. Box 3937
CH-1211 Geneva 3

Tel.: +41 (0)22 327 40 04

Fax: +41 (0)22 327 55 97

<http://etat.geneve.ch/df/impots>

16. Foreign staff employed at GENEVA PALEXPO

Secondment of staff and independent service providers to GENEVA PALEXPO

(see Appendices 16, 16A, 16B and 16C)

These instructions do not contain any information about the general conditions of residence or about longer-term secondments (more than 90 days), which are subject to other regulations. They constitute a non-comprehensive summary of instructions for situations most frequently encountered by exhibitors.

The terms for access to the Swiss employment market vary and depend on whether the worker concerned is a national

- of a member state of the European Union before its extension (EC-15: Belgium, Denmark, Germany, Finland, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Austria, Portugal, Sweden, Spain, the United Kingdom);
- of a state within the European Free Trade Association (EFTA: Iceland, Liechtenstein, Norway);
- of Cyprus and Malta
- of one of the eight new member states of the European Union (EC-8: Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, Czech Republic, Hungary); or
- of another country.

👉 See Summary Overview - Appendix 16

Two different procedures must be observed respectively:

- Registration for which the "Office cantonal de l'inspection et des relations du travail (OCIRT – Employment Inspectorate)" is the responsible authority – see Appendices 16A and 16B.
- Application for short-term residence and work permits, for which the "Office cantonal de la Population (OCP – Canton Immigration Authority)" is the responsible authority – see Appendix 16C.

16.1 Nationals from EC-15 and EFTA countries as well as Cyprus and Malta

16.1.1 Normal procedure: registration is only required if employment exceeds eight days

Registration is obligatory if employment exceeds eight days in the same calendar year.

In such cases, the independent service providers as well as employees seconded by companies based in other countries must contact the OCIRT at least eight days before the work planned at GENEVA PALEXPO commences.

(See Point 16.4 "Registration Procedure")

16.1.2 Special cases: registration required from the first day

Certain specific sectors are regarded as special cases. These include the activities of exhibitors at GENEVA PALEXPO in the following areas:

- Construction industry
- Stand cleaning,
- Catering sector
- Security

These activities require registration with the OCIRT from the first day irrespective of the duration of the exhibition or secondment (see Point 16.4 "Registration Procedure").

16.2 Nationals from EC-8 countries

16.2.1 Normal procedure: registration is only required if employment exceeds eight days

Registration is obligatory if employment exceeds eight days in the same calendar year.

In such cases, the independent service providers as well as employees seconded by companies based in other countries must contact the OCIRT at least eight days before the work planned at GENEVA PALEXPO commences.

(See Point 16.4 "Registration Procedure")

16.2.2 Special cases: a permit / registration is required from the first day

For the sectors listed in Point 16.1.2 as well as the parks and gardens sector, an application for a work and residence permit is obligatory from the first day irrespective of the employment or duration of the secondment. This application must be made to the OCP (see Point 16.5 "Permit Procedure"). Access to the employment market in these sectors is subject to priority for national workers, checks on working conditions and payment as well as the requirement of a good professional qualification.

GENEVA PALEXPO is happy to provide exhibitors with lists of local companies which are able to carry out such work.

In regard to the specific catering trade, only registration with the OCIRT will be required at least eight days before the planned activities commence.

16.3 Nationals from non-EC / -EFTA countries

16.3.1 Normal procedure: a permit is only required if employment exceeds eight days

An application for a short-term residence and work permit is obligatory if employment exceeds eight days in the same calendar year. In such cases, the independent service providers as well as employees seconded by companies based in non-EC / -EFTA states must contact the OCP at least eight days before the work planned at GENEVA PALEXPO commences (see Point 16.5 "Permit Procedure").

16.3.2 Special cases: a permit is required from the first day

For the sectors listed in Point 16.1.2, nationals of the countries named already require a permit from the first day irrespective of the employment or duration of the secondment (see Point 16.5 "Permit Procedure"). Access to the employment market in these sectors is subject to priority for national workers, checks on working conditions and payment as well as the requirement of a good professional qualification. GENEVA PALEXPO is happy to provide exhibitors with lists of local companies which are able to carry out such work.

16.4 Registration procedure

Registrations must be submitted to the OCIRT at the following address:

Office cantonal de l'inspection et des relations du travail (OCIRT)

Rue des Noirettes 35
P.O. Box 1255
CH-1211 Geneva 26 / La Praille

Fax: +41 (0)22 388 29 69

gtdet@etat.ge.ch
www.geneve.ch/ocirt/

- Registrations for seconded employees must be submitted on the enclosed OCIRT Form A (see Appendix 16A).
- Registrations for independent service providers must be submitted on the enclosed OCIRT Form B (see Appendix 16B).

The legal duty to register employees is the responsibility of the employer.

A single registration suffices when several stays are required in order to carry out a single job for the same customer.

16.5 Permit procedure

Applications for short-term residence and work permits must be submitted to the OCP at the following address:

Office cantonal de la population (OCP)

Service Prise d'Emploi
Route de Chancy 88
P.O. Box 2652
CH-1211 Geneva 2

Fax: +41 (0)22 546 48 22
prisedemploi-bl.ocp@etat.ge.ch
www.geneve.ch/ocp/

Applications for short-term residence and work permits must be submitted on the enclosed OCP Form (see Appendix 16C) or

- a) on the letter paper (with letterhead) of the company making the application with the proviso that all information requested in OCP Form is provided (in particular the name and date of the event, stand number) with date, stamp and signature
- b) on the form Individual Permit Application (may be downloaded from: www.ge.ch/ocp/formulaires.html).

Incomplete applications or such on neutral paper (without letterhead) will be rejected.

Approval by the OCP will be granted by stamp on the above-mentioned documents and will be returned by fax to the sender.

16.6 Later changes to a registration or permit

The responsible authority (OCIRT or OCP) must be immediately informed if circumstances change subsequent to registration or the receipt of a permit (change in the time required for the work to be provided, additional personnel, representation by a different person, etc.).

16.7 Subcontractors

If the work is to be carried out by subcontractors whose business or residence is not based in this country, the customer – be it the overall, general or main contractor, must contractually oblige the subcontractors to adhere to the above provisions. Otherwise the customer may be made liable for the non-fulfilment of these provisions.

16.8 Temporary workers (temporary employment agencies)

Private temporary employment or recruitment agencies not located in this country are not permitted to provide staff in Switzerland. In such cases, the use of a temporary employment agency in Switzerland is obligatory.

It is the responsibility of temporary employment agencies which provide personnel for trade-fair stands (hostesses, etc.) to directly contact the OCP (for applications for short-term residence and work permits) or the OCIRT (for registration procedures).

Appendices:

- Appendix 14.1** Summary of the main provisions applicable to the exhibition industry
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- Appendix 16A** OCIRT Form A (for employees seconded from EC / EFTA countries)
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- Appendix 16C** OCP Form

The French version of these Regulations is the authentic text.

SWISS FEDERAL EMPLOYMENT LAW – WORK AND REST TIMES

Summary of the main provisions applicable to the exhibition industry

(subject to special exceptions for restaurant and security businesses)

*Also subject to for employees more favourable conventional contractual or collective provisions or provisions for professional applications***Working time**

Employees may work for up to 11 consecutive days insofar as they are awarded leave of at least three days immediately thereafter and the five-day week is on average maintained over the calendar year.

Subject to the provisions below, employees may not exceed 50 hours of actual work during the period from Monday to Sunday.

In emergencies or in cases of extraordinary additional work, a maximum additional working time of two hours per employee and day may be demanded against payment of a supplement of 25% (unless these working hours are compensated by equivalent leave). Additional working time, however, may not exceed 140 hours in a calendar year.

Wages

The wages paid to the employee must be based on the wages customarily awarded in Geneva for the same activity.

Daily minimum rest times

The daily rest time has been defined as a minimum of 11 consecutive hours for adult employees, which may, however, be reduced to eight hours once a week insofar as the daily minimum rest time averages 11 hours over a period of two weeks.

Breaks

The work must be interrupted by breaks of at least 15 minutes during a working day in excess of 5.5 hours, of at least 30 minutes during a working day in excess of seven hours and of at least one hour during a working day in excess of nine hours. An uninterrupted working time exceeding 5.5 hours entitles to an additional break of 15 minutes.

Note: Breaks count as working time if the employee is not allowed to leave his workplace.

Day and evening work

Work during the day is regarded as work between 6.00 am and 8.00 pm, evening work is regarded as work between 8.00 and 11.00 pm. The day and evening work of each employee lies within a maximum daily period of 14 hours, including breaks and additional work. The periods for day and evening work may in agreement with the employees be moved by one hour (5.00 am to 10.00 pm or 7.00 pm to midnight). The selected periods apply to all employees.

Night work (between 11.00 pm and 6.00 am, without this period being moved, see above)

Night work may be considered without the procurement of a permit against the payment of a wage supplement of at least 25%.

Night work may (within 24 hours) last for a maximum of nine or ten hours with breaks. Daily minimum rest periods, however, must still be observed. The provisions for night work, with the exception of the wage supplement, apply when part of the employee's working time is night work.

Work on Sundays and public holidays

Work on Sundays and public holidays is also possible without the procurement of a permit in the event of urgent, properly demonstrated requirements or in the event of technical or economic necessity against the payment of a wage supplement of at least 50%.

Each employee must have at least 26 work-free Sundays in each calendar year, which may be distributed irregularly throughout the year insofar as at least one free Sunday is guaranteed per quarter.

A corresponding equivalent rest period must be granted in the week before or after the work on Sunday or the public holiday. This rest time period must include the daily rest time, i.e. it must be of at least 35 hours duration. The compensation rest time may be awarded en bloc for a calendar year.

Employee consent

The employees' consent is required for night work and work on Sundays.

Younger employees (below the age of 19), pregnant women or breast-feeding mothers

Special working conditions apply to employees in these categories. In such cases, we therefore request you to consult our offices where you will be provided with comprehensive information.

List of employees and duty of disclosure

When requested to do so, the employer will be obliged to provide comprehensive information or to provide the required documents to the authorities monitoring the law. The employer must keep a list of employees (with details about their identity, their working and their compensation rest periods).

The employment inspectorate is at your disposal for further information.

OCIRT, P.O. Box 1255, CH-1211 Geneva 26 / La Praille - Telefax +41 (0)22 388 29 69 - E-mail: gt det@etat.ge.ch

TABLE SUMMARIZING THE PROCEDURES REQUIRED ACCORDING TO COUNTRY OF RESIDENCE
SHORT-TERM SECONDMENT (less than 90 days)

Company based in / Independent Service Provider national of

EC – 15 / EFTA / Cyprus, Malta	EC - 8	Other Country
Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, the United Kingdom (EC-15) Iceland, Liechtenstein, Norway (EFTA) Cyprus, Malta	Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia (EC-8)	

1 to 8 days of activity (within one calendar year)

Normal Procedure	Special cases:	Normal Procedure	Special cases:	Normal Procedure	Special cases:
No requirements Except for special cases	Construction, cleaning, security, catering Registration with OCIRT from the 1 st day - Seconded employee: OCIRT Form A - Independent service provider: OCIRT Form B	No requirements Except for special cases	a) Construction, cleaning, security, parks & gardens b) Catering a) Permit from OCP from the 1 st day OCP Form b) Registration with OCIRT from the 1 st day - Seconded employee: OCIRT Form A - Independent service provider: OCIRT Form B	No requirements Except for special cases	Construction, cleaning, security, catering Permit from OCP from the 1 st day OCP Form

From 9 to 90 days of activity (within one calendar year)

Normal Procedure	Normal Procedure	Special cases	Normal Procedure
Registration with OCIRT - Seconded employee: OCIRT Form A - Independent service provider: OCIRT Form B	Registration with OCIRT - Seconded employee: OCIRT Form A - Independent service provider: OCIRT Form B Except for special cases	Construction, cleaning, security, parks & gardens Permit from OCP OCP Form	Normal Procedure Permit from OCP OCP Form

Company: *If more than 6 applications, please duplicate this form!*

.....
Please return to:

Field of activity:

.....

Address:

.....

.....

City / Country:

Web address:

e-mail:

:

Fax:

Contact person:

OCIRT

**Office Cantonal de l'inspection et
des relations du travail**

P.O. Box 1255

CH-1211 Geneva 26 La Praille

www.geneve.ch/ocirt

gtdet@etat.ge.ch

Fax: +41 22 / 388 29 69

We hereby announce the secondment of our employees for the following exhibition at GENEVA PALEXPO:

Exhibition: **from:** **to:** **Stand N°:**

Name of employee

First name

Date of birth

Nationality

Authorized stay in a
EC/EFTA country as of

Function on stand

Duration of activity at GENEVA PALEXPO from to

Name of employee

First name

Date of birth

Nationality

Authorized stay in a
EC/EFTA country as of

Function on stand

Duration of activity at GENEVA PALEXPO from to

Place and date:

Stamp and authorized signature:



Name of employee
First name
Date of birth
Nationality
Authorized stay in a EC/EFTA country as of
Function on stand
Duration of activity	at GENEVA PALEXPO from to

Name of employee
First name
Date of birth
Nationality
Authorized stay in a EC/EFTA country as of
Function on stand
Duration of activity	at GENEVA PALEXPO from to

Name of employee
First name
Date of birth
Nationality
Authorized stay in a EC/EFTA country as of
Function on stand
Duration of activity	at GENEVA PALEXPO from to

Name of employee
First name
Date of birth
Nationality
Authorized stay in a EC/EFTA country as of
Function on stand
Duration of activity	at GENEVA PALEXPO from to

Place and date:	Stamp and authorized signature:
.....

Company:

.....

Please return to:

Field of activity:

.....

OCIRT

Address:

.....

**Office Cantonal de l'inspection et
des relations du travail**

P.O. Box 1255

CH-1211 Geneva 26 La Praille

City / Country:

Web address:

www.geneve.ch/ocirt

e-mail:

gtdet@etat.ge.ch

:

Fax: +41 22 / 388 29 69

Fax:

Contact person:

Name of service provider

First name

Date of birth

Nationality

Authorized stay in a
EC/EFTA country as of

Function on stand

Exhibition: from: to: Stand N°:

Place and date:

Stamp and authorized signature:

.....



OCP Form

Application for residence and short-time work permit for nationals from countries other than the EC/EFTA members

Company:

If more than 8 applications, please duplicate this form !

Address:

Please return to:

OCP

Office Cantonal de la Population

Service Prise d'Emploi

Route de Chancy 88

P.O. Box 2652

CH-1211 Geneva 2

City / Country:

prisedemploi-bl.ocp@etat.ge.ch

:

Fax:

Fax: +41 22 / 546 48 22

We hereby apply for a residence and short-time work permit for our employees listed below for the following exhibition at GENEVA PALEXPO

Exhibition: **From:** **To:** **Stand N°:**

Name of employee(e)
First name
Date of birth
Address abroad
Nationality
Function on stand
Duration of activity	at GENEVA PALEXPO from to

Name of employee(e)
First name
Date of birth
Address abroad
Nationality
Function on stand
Duration of activity	at GENEVA PALEXPO from to

Name of employee(e)
First name
Date of birth
Address abroad
Nationality
Function on stand
Duration of activity	at GENEVA PALEXPO from to

Place and date:	Stamp and authorized signature:
.....



Exhibition: From: To: Stand N°:

Name of employee(e)
First name
Date of birth
Address abroad
Nationality
Function on stand
Duration of activity at GENEVA PALEXPO from to

Name of employee(e)
First name
Date of birth
Address abroad
Nationality
Function on stand
Duration of activity at GENEVA PALEXPO from to

Name of employee(e)
First name
Date of birth
Address abroad
Nationality
Function on stand
Duration of activity at GENEVA PALEXPO from to

Name of employee(e)
First name
Date of birth
Address abroad
Nationality
Function on stand
Duration of activity at GENEVA PALEXPO from to

Name of employee(e)
First name
Date of birth
Address abroad
Nationality
Function on stand
Duration of activity at GENEVA PALEXPO from to

Place and date: Stamp and authorized signature: