

General conditions for tenants, organisers, exhibitors, stand constructors, suppliers and visitors to the halls and premises of MCH Swiss Exhibition (Basel) Ltd. and MCH Swiss Exhibition (Zurich) Ltd.

Introduction

These General Regulations lay down the basic rules to be observed in the halls and on the premises of MCH Swiss Exhibition (Basel) Ltd. and MCH Swiss Exhibition (Zurich) Ltd. (here in after referred to as MCH). They apply to all persons who are inside the MCH halls and on the MCH premises in the course of an event.

1 Opening hours and right of access

1.1 Opening hours

Exhibitors and stand constructors will receive notification of the opening hours of halls in good time. The halls are not heated prior to the official start of stand construction or once the official stand dismantling period has ended. For reasons of general safety on the exhibition site, the halls and the exhibition site remain closed altogether outside these periods.

1.2 Right of access

Access to the MCH halls and premises is limited to persons holding a valid ID card (exhibitor's pass or staff ID card) or a valid admission ticket. MCH may issue special regulations governing the right of access to individual events.

1.3 Staff ID cards

Stand constructors, forwarding agents, tradesmen and other suppliers who have to carry out work during an event held in the MCH halls and premises must obtain and pay for appropriate ID cards. These will generally be made out for the duration of the individual event. In exceptional cases, annual ID cards with photos will be issued, which need to be ordered in advance. For some events, staff ID cards are also necessary during the assembly and dismantling phases. The stand constructors, forwarding agents, tradesmen and other suppliers will be notified accordingly. Staff ID cards will only be issued upon presentation of a written work order.

2 Transport of stand construction materials and exhibits to and from the site

2.1 Transport of goods

Goods must be transported via the MCH checkpoint. All journeys to and from the site must be notified in advance. MCH will then allocate a time slot for the transport of goods and will assign the vehicles (trucks, delivery vehicles and passenger cars) a reserved transshipment area in the delivery zone. Inside the delivery zone, a deposit must be paid in cash for each vehicle. This will be refunded if the specified time slot for the transshipment of goods is adhered to. Otherwise, it will be retained by MCH.

2.2 Containers and swap bodies

Containers and swap bodies may not be stored in the exhibition halls or the delivery zones. MCH can arrange storage points.

2.3 Packaging

Stand constructors must ensure that all stand-construction materials are suitably packaged for transport.

2.4 Postal and courier consignments

Postal and courier consignments must be addressed as follows: exhibitor's name, name of event, hall number, stand number, street, postcode, city. At the exhibition centre in Basel postal consignments are delivered to the MCH Building Services Department, who will immediately forward them to the exhibitors' stands. MCH declines all responsibility for postal consignments that are delayed or damaged. Courier consignments will be delivered directly to the exhibitor's stand by the courier, on principle. At the exhibition centre in Zurich, only express and courier consignments will be delivered directly to the exhibitor's stand.

2.5 Freight consignments

Freight consignments sent via a forwarding agent by air, sea, rail or road must be addressed as follows: exhibitor's name, name of event, hall number, stand number, on-site contact, street, postcode, city. The forwarding agent is liable for freight consignments up to the time of their delivery to the halls or to the stand.

2.6 Empties

It is not permitted to store empties and packaging material outside the stands. Empties must be handed to the MCH logistics service without delay so that they can be removed and put into storage. MCH reserves the right to remove any empties that have been deposited at unauthorised points at the exhibitor's expense and to put these into storage if the exhibitor fails to comply with the request to remove them.

2.7 Hall lifts

Hall lifts cannot be reserved for specific times. The dimensions and carrying capacity of the individual lifts are shown on the hall layout plans.

2.8 Cranes, fork-lift trucks and lifting platforms

Exhibitors are not permitted to operate their own cranes, fork-lift trucks or lifting platforms on the exhibition site for safety reasons. Only appliances belonging to MCH or its official logistics partners may be operated. Fork-lift truck and crane assignments on the exhibition site are to be ordered exclusively via MCH and will be carried out by MCH's logistics partners. Electrically operated lifting trucks are permitted solely for use in assembly work on the stand area and may not be used for loading or unloading.

2.9 Transport during the event

The transport of exhibits to and from the MCH halls and premises is not permitted during opening hours. The delivery of further exhibits to stands must be performed either prior to the opening of the halls and premises for visitors or after the closure of the halls and premises for visitors each day.

3 Customs formalities

3.1 Exhibition customs office

On-site customs offices are available at the exhibition centres in both Basel and Zurich to deal with queries about the import and export of goods (Basel customs office: Tel. +41 58 206 21 22. Zurich customs office: Tel. +41 44 315 44 10).

3.2 Goods temporarily imported into Switzerland

The exhibitor must guarantee payment of Swiss border duty for goods temporarily imported into Switzerland until such time as the goods have left Switzerland again. The best way to deal with this is to use the 'ATA Carnet' international customs document which covers customs formalities not only in Switzerland, but also in the country of origin of the goods and in any countries of transit. Exhibitors can obtain 'ATA Carnets' from a Chamber of Commerce in their country.

3.3 Goods for sale imported into Switzerland

On arrival, goods imported for sale in Switzerland must be cleared through customs with the help of a forwarding agent, by means of a 'free pass'. The declared value in Swiss francs is that for which the goods are to be offered for sale during the exhibition. In addition to customs duty, value added tax must also be paid.

4 Accident prevention

4.1 Occupational safety

Tenants, organisers, exhibitors, stand constructors and suppliers are responsible for the occupational safety of their employees and assistants who are carrying out work in the MCH halls and premises. During construction and dismantling, the hall aisles must be kept free as escape routes. Ladders and scaffolding must comply with the valid accident prevention regulations.

4.2 Accident prevention committee

The accident prevention committee is responsible for the inspection of fittings and appliances. It will carry out its inspection round prior to the start of the event and, if necessary, on the morning of the opening day too. Its instructions must be strictly followed. During the inspection, exhibitors must be represented by technically competent staff.

4.3 Machines

Any machines, equipment, and tools that are demonstrated on the stand must not constitute any risk to visitors, exhibitors or third parties. It is not permitted to use bolt-driving tools or wood-processing machines without a suction system for chip removal.

4.4 Safety equipment

Only objects that meet the safety requirements described in the Federal Act of 19 March 1976 on the safety of technical plant and equipment, and the accident prevention regulations of the Swiss National Accident Insurance Fund (SUVA), may be exhibited or demonstrated. Technical plant and equipment that does not meet the prerequisites for marketing may only be exhibited or demonstrated if it bears a notice stating clearly that compliance with the statutory requirements has not been proven, and the necessary action has been taken to ensure the safety and well-being of persons. Safety devices may be removed from plant and equipment that is not in operation, but solely for purposes of enabling visitors to inspect the design and construction of concealed parts. The removed safety devices must be stored on the stand in such a way that they can be readily produced on demand. If anything is unclear, further information may be obtained from SUVA (SUVA Basel, St. Jakobs-Strasse 24, 4002 Basel, Tel. +41 61 278 46 00; SUVA Zurich (Dreikönigstrasse 7, 8002 Zurich, tel. +41 44 205 91 11).

4.5 Removal of exhibits

Exhibits that do not comply with the accident prevention regulations must be made to conform with these on the day on which they are deemed to be in breach thereof or must be removed. If necessary, MCH shall be entitled to have the exhibits removed at the exhibitor's expense.

4.6 Vehicle traffic

The road traffic regulations (StVO) apply on the exhibition site. The corresponding signs governing vehicle and pedestrian traffic on the exhibition site must be observed. The maximum permitted speed for vehicles is 10 km/h. Areas where the headroom is less than 4.00 m are marked. Lorries and delivery vehicles must switch off their engines during loading and unloading in the halls. Only a limited winter road clearance service is available over the entire exhibition site. For safety reasons, it is not permitted to use bicycles, scooters, Segways, skateboards, rollerblades or similar appliances in the MCH halls and premises.

5 Fire-safety provisions

5.1 General information

Only materials that meet the fire-safety requirements of the Association of Cantonal Fire Insurance Schemes (VKF) may be used in the MCH halls and premises. Detailed information on this may be found in the stand design guidelines.

5.2 Fire detection system

At the exhibition centre in Basel, all multi-storey stands and all single-storey stands with closed ceilings which are bigger than 30 m² must be connected up to the hall fire-detection system.

5.3 Cladding and decorative materials

Cladding and decorations may only be made of materials that are fire-resistant to VKF standards and do not drip or produce noxious fumes in the event of a fire. Wall claddings in strong paper must be impregnated to make them fire-resistant and they must be fastened in such a way as to ensure that they lie as flat as possible against the wall. The use of straw, reeds, pine branches, and other readily flammable decorative materials is strictly prohibited.

5.4 Flammable materials

The storage, keeping or use of flammable or explosive materials is not permitted in the MCH halls and premises. No advertising balloons filled with hydrogen or gases with similar properties may be sold or handed out.

5.5 Naked flames

Exhibitors must always obtain permission from the Fire Department prior to the start of an exhibition for the setting up and storage of plant and equipment in their stand. The corresponding applications must be submitted via MCH. Permission will only be granted if the use of naked flames and lights, flammable liquids, gas bottles or oxygen bottles is necessary for demonstrating the exhibits and if the Fire Department has no objections. The use of naked flames and light for decoration purposes is not permitted.

5.6 Emergency exits, technical equipment

Emergency exits, stairs, floor landings to stairs, passageways, fire detectors and extinguishing equipment must be kept clear at all times. They must be clearly visible, and it must be possible to use them without any obstructions. Stands, exhibits and other objects must not partly or wholly obstruct distributor boxes, ventilation ducts or gas and water pipes. Vehicle entrances must be kept permanently clear over their full inside and outside width.

6 Surveillance

6.1 General hall surveillance

MCH organises general surveillance of the halls before, during, and after the event. As a rule, surveillance begins at the start of the official assembly phase and is aligned to the particular circumstances of the individual halls. During the event, surveillance is maintained day and night. After the exhibition, surveillance continues up to a date stipulated by MCH. Exhibitors should pay greater attention at the end of an exhibition and during stand dismantling, since there is a greater risk of loss at these times. The general hall surveillance organised by MCH does not restrict the exclusion of its liability for loss or damage to persons or property.

6.2 Electronic hall surveillance

The halls of the exhibition centre in Basel are monitored by means of a video system for the duration of the event, including the assembly and dismantling phases. The buildings are locked by an electronic security control system.

6.3 Additional costs incurred

If an exhibitor needs to enter the MCH halls and premises outside the agreed times (e.g. to deliver goods or to clean a stand) and in so doing causes extra costs for additional surveillance and lighting etc., these costs may be charged to the exhibitor.

7 Stand design

7.1 Stand design and construction guidelines

Stands to be assembled in the MCH halls and premises must comply with these General Regulations and also with the Guidelines on Stand Design and Construction.

7.2 Stand space

The space allocated on the stand positioning plan is available to the exhibitor for his/her stand. The stand's boundary line corresponds to the maximum extent of the stand on all sides. No projections (bays, illuminated signs, etc.) are permitted beyond these lines. All the fittings and equipment necessary for stand operation must thus be accommodated within these limits (the same applies for the allotted maximum stand height). All areas not defined as stand areas or storage zones are open spaces. These are needed firstly for logistics (goods transport, access) and secondly for safety purposes (escape routes), and must be kept clear of obstructions. MCH reserves the right to remove improperly deposited stand-construction material at the exhibitor's expense.

7.3 Stand construction permit

Stand construction permit is required for multi-storey stands, stands occupied by a large number of persons, stands which have enclosed rooms, or closed ceilings, and also stands which incorporate special systems and fittings. To obtain the stand construction permit, the exhibitor or stand constructor must submit the following to MCH, in particular: project plans, a statics certificate from the structural engineer, and also details of the inscriptions, the materials used and the protection and surveillance systems. The stand construction permit that is issued will also be valid for future events – providing that no modifications are made. The stand must be constructed so that it is freestanding and may not be suspended from the hall. Detailed information on this may be found in the Stand Construction and Design Guidelines.

7.4 Modification and removal of stand structures that do not comply with the requirements

Stand structures which have not been permitted or which do not comply with the stand permit, the conditions imposed, the regulations or the state of the art must be modified or removed within a short period of time. If the modification or removal is not performed on time, MCH shall be entitled to make the modifications at the exhibitor's expense. In addition, MCH shall be entitled to impose a penalty on the exhibitor. MCH declines all responsibility for any damage caused in conjunction with the improvement of a non-compliant stand.

7.5 Stand assembly and dismantling

The periods specified for the assembly and dismantling of stands must be strictly observed. As a rule, the aisles must be cleared by noon on the day before the official opening date to allow cleaning of the halls. Special rules may apply to certain events. After the opening date, no changes may be made to the stand equipment or fittings for the entire duration of the event. Exhibits may only be removed after the event has closed on the last day. The exhibitor must fully empty out the stand and the exhibits and remove them from the exhibition site by the end of the dismantling period specified by MCH. After this date, MCH reserves the right to dispose of the stand and the exhibits at the exhibitor's expense and does not accept any liability for these goods.

7.6 Hall floors

The exhibitor must hand back the stand space in the same state as it was in when it was handed over. It is not permitted to fix anything to the hall floors. Machine plinths must be completely removed at the end of the event. The same also applies to all other fixed structural elements that have been fitted in the stand. If adhesive carpet tapes are used, they must not cause any damage to hall floors. No carpet tapes may be used on parquet floors. Damage to hall floors and to other parts of the building will be repaired by MCH and charged to the person or company responsible for the damage.

7.7 Hall ceilings

For safety reasons, any fittings attached directly to the hall ceiling (beams, clamps, steel cables) may only be fitted by the official MCH partners.

8 Technical connections

8.1 General information

All the technical connections to be provided by MCH must be ordered on the official forms. Private installations are strictly prohibited. Technical cables which run across public passageways must be properly secured and clearly marked. All connections, junction boxes, distributor boxes and branch lines must be accessible at all times.

8.2 Water and waste water

All connections to and from the exhibitor's stand to the exhibition halls' water supply and waste water systems and also all connections within the stand may only be installed by MCH's official contractors. For exhibitors who use large amounts of water, for example for ponds and pools, the installation of water-supply and waste-water connections is compulsory.

8.3 Electricity

All the power cables from the mains to the exhibitors' stands and all the branch connections within the stands must be installed by MCH's official specialist contractors. The relevant safety regulations and instruction sheets must be strictly observed.

8.4 Gas

It is forbidden to cook with liquid gas in the MCH halls and premises. The use of propane and butane gas is only permitted in exceptional cases and only with the Fire Department's consent. Only equipment that meets the specifications of the Swiss Gas and Water Association (SVGW) may be connected up. The installations are checked for tightness and correct functioning prior to each event. The relevant safety regulations and instruction sheets must be observed.

8.5 Extraction of odours

No combustible, harmful or annoying vapours or gases may be introduced into the MCH halls and premises. Odour extraction hood must be installed at the exhibitor's expense on any stand where food is cooked, grilled or fried. Only MCH extraction hoods may be installed on principle.

8.6 Compressed air

A central compressed-air supply is available in the MCH halls. This facility is brought into operation when there is sufficient demand. The compressed-air lines from the hall's mains to the exhibitor's stand may only be installed by MCH's official contractors. The setting-up and installation of third-party compressors in the halls by exhibitors is prohibited.

8.7 Communication networks

MCH has state-of-the-art communication networks. Speech, data and images etc. can be transmitted to the public network via the hall network. Point-to-point links can also be set up inside the exhibition halls. The main supply lines may only be installed by MCH's official contractors.

8.8 Wireless data transmission

The MCH halls are equipped with a Public Wireless LAN complying with Standard IE-EE-802.11. Anyone wishing to use a private wireless network or other wireless data transmission system in the MCH halls requires a permit from the MCH. If the operation of a private wireless network or other wireless data transmission system causes interference or the failure of the MCH's Public Wireless LAN, the MCH can order that the configuration of the interfering network be changed or that the network be closed down.

8.9 Air-conditioning of stands

If additional cooling of stands is required, a connection to the central cooling system in the halls on the Basel exhibition site is compulsory; no other cooling system is permitted in these halls. The cooling pipes from the central cooling system to the exhibitor's stand must be fitted by MCH's official contractors.

9 Cleaning and waste disposal

9.1 General hall cleaning

MCH takes charge of the general cleaning of the halls (aisles, stairs, sanitary installations, etc.).

9.2 Cleaning agents

Biodegradable products must always be used for cleaning. Liquids, substances or other materials that are absolutely essential for stand cleaning or for the cleaning, operation and maintenance of exhibits must be employed in the correct technical manner so that they do not have any environmentally harmful effects. Residual stocks, plus any ancillary agents used, must be disposed of correctly as hazardous waste. Cleaning agents containing solvents that are harmful to health may only be used in exceptional cases, as per the regulations.

9.3 Waste disposal

Each tenant, organiser, exhibitor, stand constructor, supplier and visitor is responsible for the disposal of their own waste during their time in the MCH halls and premises. MCH will organise the disposal of the waste. Small quantities will be collected and disposed of in MCH waste disposal bags at the exhibitor's expense. Bigger quantities, bulky waste and hazardous waste will be disposed of in skips and special containers and invoiced to the exhibitor. Kitchen and catering waste is to be disposed of segregated into plastic, glass, paper and residual waste. Any waste and exhibits left behind on the exhibition premises after the end of the exhibition or after the clearance deadline specified by MCH will be disposed of or put into storage by MCH for a higher charge at the expense of the exhibitor in question.

10 Musical performances

Anyone playing live music or recorded music from audio or audio-visual recording media in the MCH halls or other premises or in the outdoor parts of the exhibition site has the duty to obtain a permit from SUISA (the Cooperative Society of Music Authors and Publishers in Switzerland). The intended use of music must be notified to SUISA at least ten days before the start of the exhibition. The exhibitors agree to compensate MCH in full for any claims filed by third parties on account of failure to comply with copyright provisions (information and permits are available from: SUISA, Bellariastrasse 82, Postfach 782, CH-8038 Zürich, Tel. +41 44 485 66 66, www.suisa.ch).

11 Advertising and acquisition

11.1 General information

Persons performing work for the exhibition in the MCH halls and premises who are not in possession of an exhibitor's pass or staff ID card can be ordered to leave the exhibition site by MCH.

11.2 Competitions (prize games)

Lotteries as defined in the Swiss Federal Law on Lotteries and Commercial Gambling of 8 June 1923 are prohibited. The law defines a lottery as any event in which, for compensation in any form whatsoever or upon conclusion of a legal act, an economic or pecuniary right or advantage is promised or held in prospect as a prize, whose acquisition, size, or character is decided by chance by the drawing of lots, numbers, or similar means.

12 Construction work

Tenants, organisers, exhibitors, stand constructors, suppliers and visitors shall tolerate any construction or repair work performed on MCH's halls and premises without being able to claim compensation, provided such work is necessary and reasonable.

13 Liability

MCH is not a custodian in the sense of Article 472 of the Swiss Code of Obligations and does not assume a duty of care towards exhibitors, owners or third parties for exhibits, stand equipment and other items not belonging to it. MCH excludes any liability or recourse claims in the event of damage, loss or the official confiscation of exhibits, stand equipment and other items not belonging to it, both during the time for which the goods are on the exhibition site and during their transport to and from the site. MCH further declines any liability for damage caused by exhibitors' performances and presentations, by the assembly or dismantling of stands, or through the operation of a stand. Exhibitors shall be liable for any damage caused by their employees or agents. Any damage must be notified to MCH without delay.

14 Cancellation, premature termination, rescheduling or adaptation of an event

Where there are cogent reasons for so doing, MCH shall have the right to cancel an event before its start, to terminate it prematurely, to reschedule it or to adapt its operation to the circumstances. If an event has to be cancelled, prematurely terminated, rescheduled or adapted to the circumstances for cogent reasons, MCH shall be released from its contractual duties to perform, and the tenants, organisers, exhibitors, stand constructors, suppliers and visitors shall have no claim against MCH for either performance, withdrawal from the contract, or compensation. Any payments already made will be refunded with the deduction of any expenditure already incurred by MCH in connection with the cancelled event. Cogent reasons include force majeure, orders by the authorities or other circumstances not attributable to MCH, which make it impossible or difficult to hold an event, and include situations where the MCH considers it unreasonable to hold an event on economic or political grounds.

15 Measures by MCH

MCH has the right to decree whatever actions it deems fit to ensure orderly proceedings during the holding of any event. In order to ensure compliance with its rules and regulations, MCH may, if a written warning has failed to produce remedial action within a set deadline, arrange for the necessary action to be taken at the defaulter's risk and expense.

16 General information

16.1 Domiciliary rights

The organs of the MCH have domiciliary rights on the entire premises of the exhibition centres in Basel and Zurich. Any person who fails to carry out their instructions and ignores their warning can be ordered to leave the premises without this entitling them to any legal claims. The organs of the MCH and any persons duly authorised by them, shall have the right of access at all times to the MCH halls and premises.

16.2 Animals

It is fundamentally forbidden to bring dogs or other animals into the MCH halls and premises. MCH may authorise exceptions for certain events. This restriction does not apply to guide dogs for the blind.

16.3 Statutory ban on smoking

It is forbidden by law to smoke in MCH's halls and premises. Anyone not observing the ban on smoking can be fined.

16.4 Damage and vandalism

Environmental damage and soiling through substances that are harmful to the environment or to health, such as oil, petrol, solvents or paint, must be notified to the MCH without delay. Damage to MCH facilities will be repaired at the expense of the person who has caused the damage. If a tenant, organiser, exhibitor, stand constructor, supplier or visitor causes deliberate damage to MCH property, then MCH can impose a penalty of CHF 5 000 on them in addition to the compensation for the damage caused.

16.5 Materials hazardous to health and environment

At public points of sale and on exhibition stands, it is forbidden to distribute cigarettes and alcohol to minors, and to distribute laughing gas or handle products which, on account of their composition, are subject to the legislation governing poisonous substances. The handling of materials, objects and equipment containing radioactive material and equipment for the generation of ionizing radiation requires a permit from the authorities in accordance with the Radiation Protection Ordinance of 22 June 1994.

16.6 Acceptance of conditions

With the beginning of their contractual relationship with MCH, the tenants, organisers, exhibitors, stand constructors, suppliers and visitors accept these General Regulations as binding. They are also responsible for ensuring that their employees and assistants take due note of and observe the conditions laid down in the General Regulations.

16.7 Validity

If the wording of the present General Regulations gives rise to differences of opinion as regards their interpretation, the German language version shall be decisive. If any one provision is found to be invalid, this will not have the effect of rendering all the provisions invalid. All verbal agreements, individual authorisations and special arrangements require the written confirmation of MCH in order to be valid.

16.8 Applicable law and jurisdiction

Solely Swiss law shall apply. Insofar as MCH Swiss Exhibition (Basel) Ltd. is a party to the contract, the tenants, organisers, exhibitors, stand constructors, suppliers and visitors accept that any disputes with the Exhibition Management will be subject to the jurisdiction of the ordinary courts of the canton of Basel-Stadt. If MCH Swiss Exhibition (Zurich) is a party to the contract, the exhibitors accept that any disputes with the MCH will be subject to the jurisdiction of the ordinary courts of the canton of Zurich. MCH Swiss Exhibition (Basel) Ltd. and MCH Swiss Exhibition (Zurich) Ltd. shall, however, have the right to choose alternatively to pursue any claims they may have against a tenant, organiser, exhibitor, stand constructor, supplier or visitor before the place at which the latter have their domicile or seat.



MCH Swiss Exhibition (Basel) Ltd.
MCH Swiss Exhibition (Zurich) Ltd.
The Management

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MCH Swiss Exhibition (Basel) Ltd.

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