

**Bern,  
28 Oct -  
1 Nov  
2021**

**Suisse  
Caravan  
Salon**

# **TERMS OF PARTICIPATION**

## **SUISSE CARAVAN SALON 2021**

patronized by



Version 04.2021

### **Contact**

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## 1. Planning agenda *(subject to modifications)*

What	When	Who
Send online registration information	28 April 2021	to exhibitors
<b>Registration deadline for all exhibitors</b>	<b>18 June 2021</b>	<b>to BERNEXPO AG</b>
Deadline early bird discount* <i>*applies only to booth sizes, excluding complete tourism booth and catering booth</i>	18 June 2021	to BERNEXPO AG
Registration confirmation* by email <i>*does not apply as stand confirmation</i>	after receipt of online registration	from BERNEXPO AG
Beginning of stand allocation	July/August 2021	to BERNEXPO AG
<b>Send stand confirmation/stand allocations and login for technical orders by email</b>	<b>August 2021</b> <i>(subject to modifications)</i>	<b>to exhibitors</b>
Send partial invoice	2 weeks after the allocation information	to exhibitors
Maturity of partial invoice	according to payment term	to BERNEXPO AG
<b>Last changes for printed exhibitor catalogue</b>	<b>31 August 2021</b>	<b>to BERNEXPO AG</b>
Sending/Activation of exhibitor passes and parking tickets	from Mid-September 2021 <i>(respectively after receipt of payment of the partial invoice)</i>	to exhibitors
Detailed set up and dismantling information (transportation concept)	Mid-September 2021	to exhibitors
<b>Submission deadline for technical file and order deadline for technical orders</b>	<b>8 October 2021</b>	<b>to BERNEXPO AG</b>
Express surcharge for belated orders (CHF 150.00 or 15% of the order value)	from 9 October 2021	to exhibitors
<b>Set-up</b>	<b>22 – 27 October 2021</b> <i>(according to detailed set-up and dismantling planning)</i>	
<b>Exhibition</b>	<b>28 October – 1 November 2021</b>	
<b>Dismantling</b>	<b>1 – 3 November 2021</b> <i>(according to detailed set-up and dismantling planning)</i>	
Final invoice	November 2021	to exhibitors
Maturity of final invoice	30 days from invoice date	to BERNEXPO AG

## 2. Opening times *(subject to modifications)*

Event opening times for visitors:

Thursday	28 October 2021	9.30 a.m. to 6.00 p.m.
Friday	29 October 2021	9.30 a.m. to 8.00 p.m.
Saturday	30 October 2021	9.30 a.m. to 6.00 p.m.
Sunday	31 October 2021	9.30 a.m. to 6.00 p.m.
Monday	1 November 2021	9.30 a.m. to 6.00 p.m.

For exhibitors: daily 1 hour prior to and 1 hour after the official opening times.

## 3. Patronage

### caravaningsuisse (SCGV)

Eisenbahnstrasse 4  
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## 4. Organizer

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## 5. Scope of application

These Conditions of Participation govern participation in the Swiss Caravan Salon 2021 trade fair (hereinafter "Trade Fair") and supplement the currently applicable General Terms and Conditions of Participation of BERNEXPO AG. The current Company Regulations of BERNEXPO AG and the latest version of "Technical information about the halls" also apply.

## 6. Purpose of the trade fair

The purpose of the Trade Fair is to offer the public as comprehensive a presentation as possible of caravans, mobile homes, mobile homes/chalets, folding caravans, folding tent trailers, car roof tents, caravan awnings, tents and accessories manufactured, represented or for sale in Switzerland.

## 7. Permitted exhibitors

The following are admitted as exhibitors, subject to the decision of the trade fair committee in individual cases:

- 1 Builders, importers, dealers and exclusive rental companies of caravans, mobile homes, mobile homes/chalets, folding caravans, folding tent trailers, car roof tents, caravan awnings, off-road and accessories, domiciled in Switzerland and registered in the commercial register.
- 2 Builders, importers and dealers domiciled abroad, provided there is no official representative in Switzerland and the available space is not fully occupied by the aforementioned exhibitors. Final admission will be determined by the trade fair committee.
- 3 Swiss tourist associations, tour operators, campsites and service providers
- 4 Foreign tourist associations, tour operators, service providers\* and campsites  
*\*Provided there is no official representative in Switzerland and the available space is not fully occupied by the aforementioned exhibitors.*

The event management, after possible consultation with caravaningsuisse, will make the sole and final decision on admission to participation and the classification of the exhibitor in terms of the price categories of the booth rental. Such decisions do not need to be justified.

## 8. Permitted exhibition materials

Sectors 1. Caravans 2. Motorhomes 3. Mobile homes/chalets

Only one main exhibitor per brand will be admitted for the above products. All brands exhibited must be entered in the list of exhibitors under "Brand". Any form of advertising and sale of brands and products that have not been registered for the respective booth and that have not been approved by the trade fair management is prohibited.

The vehicles must correspond to the model year following the Trade Fair and be factory-new. Vehicles and advertising materials in any form that do not comply with these regulations will be removed from the exhibition premises at the booth holder's expense.

Other	4. Vehicle equipment	5. Tents
	6. Camping equipment	7. Outdoor and recreational articles
	8. Tourism	9. Rentals
	10. Services	11. Government authorities/associations/clubs
	12. Trade literature	13. Off-road

The admission of additional sectors will be decided by the event management in agreement with caravaningsuisse.

Further terms and conditions:

- All exhibits must be marked.
- Models that do not comply with Swiss regulations must be marked as such.
- Only list prices without discounts and special prices may be offered. The lists must be handed over to the association before the start of the Trade Fair and must correspond with the prices on the price tags.
- For exhibitors offering exclusively rentals (see chap. 7, para. 1), max. 1 vehicle is allowed at the booth on site.
- All prices must be posted in SWISS FRANCS.

## 9. Caravaningsuisse association membership

A person is deemed to be a member of the association if he/she has applied for membership by **30 May** of the show year at the latest and has been accepted at the next board meeting or was already a member on **30 June** and has paid the membership fee by that date. **Any differences to the booth rental will be invoiced subsequently!**

Caravaningsuisse will provide the event management with the relevant lists. The name entered as an association member of caravaningsuisse must be the same as the name provided in the exhibitor's application.

## 10. Rates (prices plus VAT)

The following is always payable in addition to the booth rental:

- Communication package/list of exhibitors
- Waste disposal

An early bird discount of CHF 5/m<sup>2</sup> will be applied to registrations received by 18 June 2021 (*applies only to booth sizes, excluding complete tourism booth and catering booth*).

### 10.1 Booth rental in halls (booth size)

Caravaningsuisse association members:

Item no.	Item description	Price per m <sup>2</sup>
100011	Booth rental hall, up to 100 m <sup>2</sup>	CHF 99.00
100011	Booth rental hall, from 101 to 500 m <sup>2</sup>	CHF 90.00
100011	Booth rental hall, from 501 m <sup>2</sup>	CHF 84.00
100013	Second and further stand level	CHF 55.00

Non-members:

Item no.	Item description	Price per m <sup>2</sup>
100010	Booth rental hall, up to 100 m <sup>2</sup>	CHF 130.00
100010	Booth rental hall, from 101 to 500 m <sup>2</sup>	CHF 123.00
100010	Booth rental hall, from 501 m <sup>2</sup>	CHF 115.00
100012	Second and further stand level	CHF 71.00

### 10.2 Complete tourism booth *(only possible in hall 1.2)*

For further details, refer to the supplementary sheet "Complete booth".

Item no.	Item description	Price per m <sup>2</sup>
101108	Complete tourism booth 6 m <sup>2</sup>	CHF 1'700.00
101108	Complete tourism booth 9 m <sup>2</sup>	CHF 2'100.00
101108	Complete tourism booth 12 m <sup>2</sup>	CHF 2'500.00

### 10.3 Booth rental for outdoor areas *(road surface, no facilities)*

Please note that the booth and its equipment must be securely installed and fastened to protect it against wind in the outdoor areas. Exhibitors are liable for any damage they may incur as a result of insecure installation.

Caravaningsuisse association members:

Item no.	Item description	Price per m <sup>2</sup>
100031	Booth rental outdoor areas, up to 100 m <sup>2</sup>	CHF 55.00
100031	Booth rental outdoor areas, from 101 m <sup>2</sup>	CHF 47.00
100033	Second and further stand level	CHF 32.00

Non-members:

Item no.	Item description	Price per m <sup>2</sup>
100030	Booth rental outdoor areas, up to 100 m <sup>2</sup>	CHF 75.00
100030	Booth rental outdoor areas, from 101 m <sup>2</sup>	CHF 68.00
100032	Second and further stand level	CHF 43.00

### 10.4 Minimum rent

The minimum rent will always be charged for booths, even if the price according to m<sup>2</sup> would be less.

Item description	Flat rate
Minimum rent	CHF 1'000.00

### 10.5 Catering booths

All catering booths are subject to a **commercial fee of 17%**. Pre-payment of a minimum rent of at least CHF 2,000 is mandatory.

Item no.	Item description	Flat rate
102010	Catering booth minimum rate	CHF 2'000.00

## 10.6 Co-exhibitor fee

Co-exhibitor as defined by the applicable General Terms and Conditions of Participation.  
By paying the co-exhibitor fee, co-exhibitors obtain the following rights:

- Sales activity in booth of main exhibitor
- Entry in list of exhibitors
- Right to order vouchers/guest tickets

Item no.	Item description	Flat rate
100060	Co-exhibitor	CHF 1'000.00

## 10.7 Authorised dealer surcharge

Authorised dealers are companies that sell the same products as the main exhibitor. They are also day-to-day dealers of the same products/brand as the main exhibitor. Proprietary, additional products (excluding repair/service and rental) may neither be exhibited nor advertised in the list of products and brands\*. Furthermore, the same rights apply as for the co-exhibitor in accordance with the currently applicable Conditions of Participation and General Terms and Conditions of Participation.

\* The event management reserves the right to make appropriate adjustments/corrections.

Item no.	Item description	Price per registration
100058	Authorised dealer, Caravaningsuisse association members	CHF 250.00
100059	Authorised dealer, non-members	CHF 500.00

The following service is added per company additionally and as a one-off (irrespective of the number of registrations as an authorised dealer) in any case:

Item no.	Item description	Price
606014	Communication package/list of exhibitors	CHF 250.00

## 11. Cancellation of registration

### 11.1 By an exhibitor

The following terms of cancellation, according to the "General Terms and Conditions of Participation", apply, subject to section 11.3, to cancellations of registration (via online registration or written confirmation via e-mail):

Item no.	Item description	Flat rate
100075	Cancellation fee	CHF 1'000.00

The event management reserves the right to resell the space that has become available.

### 11.2 By a co-exhibitor/authorised dealer

The full co-exhibitor fee or the surcharge for authorised dealers as well as any ancillary costs incurred will remain payable in all cases, even if a registered co-exhibitor/authorised dealer does not take part in the trade fair.

### 11.3 In the event of a postponement of the Trade Fair as a result of the COVID-19 pandemic

If the trade fair is postponed as a result of restrictions due to the COVID-19 pandemic, the following provision will apply in place of clause 11.1. The exhibitor will not incur any costs for cancelling registration (via online registration or written confirmation via e-mail), irrespective of any time limits. The exhibitor itself will cover any costs it incurs as a result of any contracts it awards to third parties in its own name (for booth construction for instance) or any other costs (expenses, overnight accommodation, etc.). BERNEXPO AG will not provide any compensation.

#### 11.4 In the event that the Trade Fair is cancelled as a result of the COVID-19 pandemic

The exhibitor will not incur any cancellation costs if the trade fair is cancelled as a result of restrictions due to the COVID-19 pandemic. Any payments already made will be refunded. The exhibitor itself will cover any costs it incurs as a result of any contracts it awards to third parties in its own name (for booth construction for instance) or any other costs (expenses, overnight accommodation, etc.). BERNEXPO AG will not provide any compensation in this respect.

### 12. Exhibitor tickets

Each exhibitor receives an exhibitor ticket per 5 m<sup>2</sup> booth size, minimum 2 tickets and maximum 15 tickets, valid for unrestricted entry to the event. A limited amount of additional exhibitor tickets can be ordered against payment from the event management. The tickets will be sent out upon receipt of payment, approximately two weeks before the Trade Fair. The tickets are only needed during the event.

Item no.	Item description	Price	
150010	Additional exhibitor ticket	CHF	37.15

### 13. Tickets for visitors

#### 13.1 Vouchers

We provide exhibitors with vouchers to hand out to customers and interested parties. The visitor receives a **reduction of CHF 5** on the day admission ticket of CHF 15 when handing in the voucher at the ticket window. The vouchers are valid exclusively for day admission tickets of CHF 15 (adults). Only one voucher can be credited per ticket.

The vouchers must be stamped with the company stamp before being distributed to customers. In contrast to the guest tickets, the redeemed vouchers are neither charged nor sent to the exhibitors after the Trade Fair. A sufficient number of vouchers must be ordered in advance, as only a limited number can be issued after the order cut-off date.

The vouchers are available in electronic and printed form\* from our Online Service Center. You will receive a login for ordering vouchers.

\* *Subject to change.*

#### 13.2 Guest tickets for visitors

Guest tickets are available for distribution to customers. The visitor can hand in the guest ticket directly at the entrance; these do not have to be exchanged at the ticket window. The redeemed guest tickets will be charged to the exhibitor after the Trade Fair. A flat rate of CHF 100 will still be charged even if no guest tickets have been redeemed. Exception: no guest tickets have been ordered. The exhibitor company will be given receipts for the redeemed guest tickets. Purchase and printing as well as 10 redeemed guest tickets are included in the one-off order amount. Each additional redeemed guest ticket will be charged to the exhibitor at the price of CHF 10 per piece.

The guest tickets are only valid with the imprint of the exhibitor company or the co-exhibitor/authorised dealer. Each exhibitor can order the required quantity of guest tickets (in printed form\* or as an electronic code) individually using the login in the Online Service Center. All subsequent orders must be submitted in writing.

\* *Subject to change.*



## 14. Communication package

The compulsory basic entry in the list of exhibitors is subject to payment. The entry is made in the electronic, responsive list of exhibitors. The electronic list of exhibitors of the Trade Fair will be published in late summer/early autumn of the year of the event. It includes all applications received to this date. Applications received later will be added continuously until the beginning of the exhibition.

Item no.	Item description	Price per item	
606014	Communication package/list of exhibitors	CHF	250.00

### 14.1 List of products

*List of products – main exhibitor/co-exhibitor:*

The first five entries are included in the mandatory basic entry, provided they are included in the list of products for the previous year. Each additional product entry and each new entry in the list of products will be invoiced.

Item no.	Item description	Price per item	
606002	List of products, additional listing	CHF	100.00
606000	List of products, new listing	CHF	50.00

*List of products – authorised dealer:*

Two entries (repair/service and/or rental) are included in the mandatory basic entry. Additional product entries are not allowed.

### 14.2 List of brands

*List of brands – main exhibitor/co-exhibitor:*

The first five entries are included in the mandatory basic entry, provided they are included in the list of brands for the previous year. Each additional brand entry (in addition to the brands included in the package) and each new entry (new brand) in the list of brands will be invoiced.

Item no.	Item description	Price per item	
606006	List of brands, additional listing	CHF	100.00
606005	List of brands, new listing	CHF	50.00

*List of brands – authorised dealer:*

One entry (brand of the main-exhibitor) is included in the mandatory basic entry. Additional brand entries are not allowed.

## 15. Exhibitor parking

Exhibitor parking spaces are located in the multi-storey car park (entrance height maximum 2.10 m) with direct access to the exhibition hall. The validity of parking tickets is as follows

- 5-day ticket: from Thursday, 28.10.2021, 7 a.m. to Monday, 01.11.2021, 11 p.m.
- 6-day ticket: from Wednesday, 27.10.2021, 7 a.m. to Monday, 01.11.2021, 11 p.m.

Item no.	Item description	Price per item	
106095	Exhibitor parking in multi-storey car park, 5 days	CHF	150.00
106096	Exhibitor parking in multi-storey car park, 6 days	CHF	180.00

## 16. Waste disposal/recycling

Waste and rubbish must be put into the bins that are provided. The rubbish bins can be deposited in the corridors before the booths on the evening before the opening of the exhibition. The cleaning service will handle their disposal. Paint cans may not be cleaned in the washbasins in the restrooms. Glass containers are available for the recycling of glass bottles. Exhibitors will be charged a fee per booth in the final invoice for waste disposal/recycling in accordance with the following key\*:

Item no.	Item description	Price	
554026	Waste disposal (up to booth size of 25 m <sup>2</sup> )	CHF	53.00
554026	Waste disposal (booth size from 26 to 50 m <sup>2</sup> )	CHF	63.00
554026	Waste disposal (booth size from 51 to 100 m <sup>2</sup> )	CHF	93.00
554026	Waste disposal (booth size from 101 to 300 m <sup>2</sup> )	CHF	163.00
554026	Waste disposal (booth size from 301 m <sup>2</sup> )	CHF	245.00

*\*In special circumstances or in case of large quantities, charge increases for the waste disposal are subject to change.*

## 17. Goods deliveries

During the exhibition: every day, one hour before the exhibition opens. Delivery vehicles must have left the exhibition grounds 30 minutes before the exhibition starts.

## 18. Final provisions

Unless indicated otherwise, the prices provided here do not include value added tax. We reserve the right to make price changes. The German version of this text that is valid on the application date will be the binding text.