

# CONDITIONS OF PARTICIPATION

## FACTS AND FIGURES ABOUT THE TRADE FAIR



**INNOTEQ**

THE INDUSTRY TRADE FAIR.  
2-5 MARCH 2021 | BERN

**BERNEXPO**<sup>®</sup>  
GRUPE

## 1. DATES TO HELP YOU PLAN (SUBJECT TO CHANGE)

<b>Start of hall planning for exhibitors/ co-exhibitors</b>	<b>26 March 2020</b>	<b>At BERNEXPO AG</b>
E-mailing of hall plan, technical orders in Online Service Center (OSC <sup>1</sup> )	September 2020	To exhibitors
Dispatch of invoice for deposit payment	2 weeks after booth confirmation	To exhibitors
Due date for deposit payment	According to payment terms	At BERNEXPO AG
Dispatch of advertising materials	From 1 November 2020	To exhibitors
Detailed information about installation and dismantling (traffic concept)	From November 2020	To exhibitors
Final date for receipt of technical file (order via OSC)	15 January 2021	At BERNEXPO AG
Dispatch of exhibitor and parking tickets	February 2021 (after receipt of deposit payment)	To exhibitors
Installation	According to installation plan Dispatch with booth confirmation	
Exhibition	2–5 March 2021	
Dismantling	According to dismantling plan	
Final invoice	April 2021	To exhibitors
Due date of the final invoice	According to payment terms	At BERNEXPO AG

## 2. OPENING HOURS (SUBJECT TO CHANGE)

### OFFICIAL OPENING HOURS OF EXHIBITION:

Tuesday	2 March 2021	9 a.m. to 5 p.m.
Wednesday	3 March 2021	9 a.m. to 5 p.m.
Thursday	4 March 2021	9 a.m. to 5 p.m.
Friday	5 March 2021	9 a.m. to 5 p.m.

For exhibitors: 8 a.m. to 6 p.m.

## 3. SUPPORTING ASSOCIATIONS

**Swissmechanic**  
Felsenstrasse 6  
8570 Weinfelden

T +41 71 626 28 00  
info@swissmechanic.ch  
www.swissmechanic.ch

**SWISSMEM**  
Pfungstweidstrasse 102  
8005 Zurich

T +41 44 384 41 11  
info@swissmem.ch  
www.swissmem.ch

**tecnoSwiss**  
Rigistrasse 12  
6045 Meggen

T +41 41 377 47 45  
mail@tecnoSwiss.ch  
www.tecnoSwiss.ch

<sup>1</sup> Online Service Center (OSC): [www.osc.bernexpo.ch](http://www.osc.bernexpo.ch).

## 4. ORGANISER

### BERNEXPO AG

INNOTEQ

Mingerstrasse 6

Postfach

3000 Bern 22

T +41 31 340 11 11

innoteq@bernexpo.ch

www.innoteq.ch

## 5. SCOPE OF APPLICATION

These Conditions of Participation govern participation in the INNOTEQ 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. You can find all documents at [www.innoteq.ch](http://www.innoteq.ch).

## 6. PURPOSE OF THE TRADE FAIR

INNOTEQ is the leading trade fair for the machine tool industry, for machine and tool dealers, and for suppliers to the MEM industries.

## 7. PERMITTED EXHIBITORS

All companies and private individuals with ties to the subject area are permitted to exhibit. There is no right to participate. Applications for participation can be rejected without providing reasons.

## 8. BOOTH ALLOCATION

The exhibition's management is responsible for booth allocation and will consider the requests tabled by the exhibitors as far as possible. It reserves the right to round up and round off the requested booth sizes so as to make allowance for specific circumstances. The exhibition's management can, if necessary, move the booth of an exhibitor, allocate another exhibitor to the booth or reduce an exhibitor's booth space without being obliged to compensate the exhibitor in any form. The exhibition's management can make the changes that are necessary for technical or aesthetic reasons after consultation with the affected exhibitors.

When allocating booths, exhibitors who have registered early will always be given preference. The requested booth size is also a criterion for booth allocation.

## 9. MEMBERSHIP OF THE ASSOCIATIONS SWISSMECHANIC, SWISSMEM AND TECNOSWISS

Members of these associations benefit from reduced rates. Companies and persons who have taken out membership of one of these associations for the exhibition year are considered to be members. **Any differences to the booth rental will be invoiced subsequently.** The associations will provide the exhibition's management with the relevant lists. The name entered as an association member 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 (section 11)
- Waste disposal (section 12)

### 10.1 BOOTH RENTAL IN HALLS (BOOTH SIZE)

#### SWISSMECHANIC, SWISSMEM AND TECNOSWISS MEMBERS

Article number	Article description	Price per m <sup>2</sup>	
100011	Booth rental in halls	CHF	190.00
100013	Second and additional booth levels	CHF	95.00

Front surcharge: 2 fronts 10%, 3 fronts 15%, 4 fronts 20%, from 100 m<sup>2</sup> no surcharge applies

#### NON-MEMBERS

Article number	Article description	Price per m <sup>2</sup>	
100010	Booth rental in halls	CHF	230.00
100012	Second and additional booth levels	CHF	115.00

Front surcharge: 2 fronts 10%, 3 fronts 15%, 4 fronts 20%, from 100 m<sup>2</sup> no surcharge applies

### 10.2 BOOTH PACKAGE – ALL INCLUSIVE

Further details according to information provided in One Shop.

#### BOOTH PACKAGE COMFORT PLUS

##### SWISSMECHANIC, SWISSMEM AND TECNOSWISS MEMBERS

Article number	Article description	Price	
104207	Booth package	CHF	7,100.00
104207	Per additional m <sup>2</sup>	CHF	520.00

Free-standing unit with 4 open sides from 30 m<sup>2</sup> + 5%

##### NON-MEMBERS

Article number	Article description	Price	
104204	Booth package	CHF	7,450.00
104204	Per additional m <sup>2</sup>	CHF	550.00

Free-standing unit with 4 open sides from 30 m<sup>2</sup> + 5%

#### BOOTH PACKAGE XL-PREMIUM

##### SWISSMECHANIC, SWISSMEM AND TECNOSWISS MEMBERS

Article number	Article description	Price	
106001	Booth package	CHF	48 000.00
106001	Per additional m <sup>2</sup>	After consultation	

##### NON-MEMBERS

Article number	Article description	Price	
106000	Booth package	CHF	49 500.00
106000	Per additional m <sup>2</sup>	After consultation	

### 10.3 BOOTH RENTAL FOR OUTDOOR AREAS (ROAD SURFACE, NO FACILITIES)

Outdoor booths will only be allocated if the halls are full and upon special request.

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.

Article number	Article description	Price per m <sup>2</sup>
100030	Booth rental for outdoor areas	CHF 115.00

### 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.

Article description	Flat-rate fee
Minimum rent	CHF 1,500.00

### 10.5 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:

- Company name displayed on booth of main exhibitor
- Sales activity in booth of main exhibitor
- Entry in list of exhibitors
- Right to order guest tickets
- Right to order advertising materials for exhibitors

Article number	Article description	Flat-rate fee
100060	Co-exhibitor	CHF 1,500.00

## 11. COMMUNICATION PACKAGE

Information about the communication package will be sent to exhibitors in August 2020.

### 11.1 LIST OF EXHIBITORS

The compulsory basic entry in the list of exhibitors is subject to payment.

Article number	Article description	Flat-rate fee
606014	Basic entry online catalogue	CHF 950.00

You will find additional communication packages in the separate document entitled "Advertising opportunities".

### 11.2 ELECTRONIC LIST OF EXHIBITORS: VISIT.INNOTEQ.CH

The electronic list of INNOTEQ exhibitors is uploaded to the Internet in August of the year that precedes the exhibition.

It includes all applications received to this date. Applications received later will be added continuously until the beginning of the exhibition. The list will be removed in August of the year that precedes the exhibition.

For profile upgrade options, please consult the "Advertising opportunities" document.

Compensatory or other claims cannot be asserted against BERNEXPO AG if the participant fails to take advantage of the two-year period. Exhibitors and co-exhibitors can update all their data at any time during this period.

## 12. 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<sup>2</sup>:

Article number	Article description	Price	
554026	Waste disposal (up to booth size 25 m <sup>2</sup> )	CHF	53.00
554026	Waste disposal (booth size 26 to 50 m <sup>2</sup> )	CHF	63.00
554026	Waste disposal (booth size 51 to 100 m <sup>2</sup> )	CHF	93.00
554026	Waste disposal (booth size 101 to 300 m <sup>2</sup> )	CHF	163.00
554026	Waste disposal (booth size 301 m <sup>2</sup> )	CHF	245.00

## 13. CANCELLATION OF APPLICATION

According to the applicable General Terms and Conditions of Participation. If a co-exhibitor does not participate, the full co-exhibitor fee and ancillary costs incurred are still payable.

Article number	Article description	Flat-rate fee	
100075	Cancellation fee	CHF	1,000.00

## 14. EXHIBITOR TICKETS

Each exhibitor receives an exhibitor ticket per 5 m<sup>2</sup> booth size, minimum 2 tickets and maximum 25 tickets, valid for unrestricted entry to the exhibition. A limited amount of additional exhibitor tickets can be ordered against payment from One Shop. Tickets will be dispatched after receipt of payment, from the end of July 2020. The tickets are only needed during the exhibition.

Article number	Article description	Price per ticket	
150010	Additional exhibitor tickets	CHF	37.15

## 15. ENTRY TICKETS

Every exhibitor will receive an individual code (without any quantitative restrictions) with which their guests and clients can order free tickets for INNOTEQ when completing the registration process. BERNEXPO will not charge for these tickets. The individual code also enables precise tracking of each exhibitor's guests and customers.

Visitors who have not completed the registration process in advance can purchase tickets for CHF 25.00.

Exhibitors can order the number of guest tickets they need when they submit their final application. All subsequent orders must be submitted in writing. Guest tickets are available in printed form with the company name as well as in electronic form with an individual access code. The first order is free of charge for the exhibitor, regardless of the number of tickets ordered. A flat-rate processing/production fee will be charged for each subsequent order.

You will be given a login to put in an order.

<sup>2</sup> We reserve the right to increase the waste disposal fee in special circumstances or for large volumes of waste.

## 16. GOODS DELIVERIES

During the exhibition: every day, one hour before the exhibition opens. Delivery vehicles must leave the exhibition grounds half an hour before the exhibition opens.

## 17. 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.

## CONTACT

### **BERNEXPO AG**

INNOTEQ

Mingerstrasse 6

P.O. Box

3000 Bern 22

T +41 31 340 11 11

[innoteq@bernexpo.ch](mailto:innoteq@bernexpo.ch)

[www.innoteq.ch](http://www.innoteq.ch)