

**Trade fair logistics /
Traffic concept
Holiday and Travel Fair
Bern 2023**

INSTRUCTIONS FOR
EXHIBITORS, STAND BUILDERS
AND FORWARDING AGENTS

Assembly / Fair / Dismantling

Assembly

Hall 3.0 / 3.2 and 2.0

Monday, 09.01.2023 7.00 am - 9.00 pm

Tuesday, 10.01.2023 7.00 am - 9.00 pm

Wednesday, 11.01.2023 7.00 am - 9.00 pm The ramp in hall 2.0/3.0 will be reserved for the buses from 10:00 - 12:00h.

Important:

Thursday 12.01.2023 is no longer possible to build up! The areas of the stand packages can be set up from Wednesday, 11.01.23 at 8.00 a.m.

Trade fair logistics / deliveries

Monday, 09.01.2023 7.00 am - 6.00 pm

Tuesday, 10.01.2023 7.00 am - 6.00 pm

Wednesday, 11.01.2023 7.00 am - 6.00 pm

Important:

Access only possible via checkpoint on the fairground with **valid time slot!**

Working hours craftsmen (services)

Monday, 09.01.2023 7.30 am - 12.00 noon

1.00 pm - 5.00 pm

Tuesday, 10.01.2023 7.30 am - 12.00 noon

1.00 pm - 5.00 pm

Wednesday, 11.01.2023 7.30 am - 12.00 noon

1.0 pm - 5.00 pm

Opening hours trade fair office hall 2.1

Monday, 09.01.2023 7.30 am - 12.00 noon

1.00 pm - 5.00 pm

Tuesday, 10.01.2023 7.30 am - 12.00 noon

1.00 pm - 5.00 pm

Wednesday, 11.01.2023 7.30 am - 12.00 noon

1.00 pm - 5.00 pm

FAIR

Opening hours for exhibitors

Thursday, 12.01.2023	7.30 am - 7.00 pm
Friday, 13.01.2023	9.00 am - 7.00 pm
Saturday, 14.01.2023	9.00 am - 7.00 pm
Sunday, 15.01.2023	9.00 am - 7.00 pm

Opening hours for visitors

Thursday, 12.01.2023	10.00 am - 6.00 pm
Friday, 13.01.2023	10.00 am - 6.00 pm
Saturday, 14.01.2023	10.00 am - 6.00 pm
Sunday, 15.01.2023	10.00 am - 6.00 pm

Opening hours trade fair office

Thursday, 12.01.2023	7.30 am - 7.00 pm
Friday, 13.01.2023	9.00 am - 7.00 pm
Saturday, 14.01.2023	9.00 am - 7.00 pm
Sunday, 15.01.2023	9.00 am - 7.00 pm

DISMANTELING

Hall 3.0 / 3.2 and 2.0

Sunday, 15.01.2023	from 6.15 pm throughout The exhibition stands must be attended by 6:00 pm!
Monday, 16.01.2023	to 5.00 pm
Tuesday, 17.01.2023	7.00 am – 12.00 noon

Important:

Sunday evening pickups without time slot! (Free access)

Trade fair logistics / collection

Monday, 16.01.2023	7.00 am – 6:00 pm
Tuesday, 17.01.2023	7.00 am – 12.00 noon

Important:

Access only possible via checkpoint on the fairground with **valid time slot!**

Opening hours craftsman

Monday, 16.01.2023	7.30 am – 12.00 noon 1.00 am – 5.00 pm
Tuesday, 17.01.2023	7.30 am – 12.00 noon

Opening hours trade fair office

Sunday, 15.01.2023	6.15 pm – 8.00 pm
Monday, 16.01.2023	7.30 am – 12.00 noon 1.00 pm – 5.00 pm
Tuesday, 17.01.2023	7.30 am – 12.00 noon

Important Information

Extension Assembly	Deviating working hours (extensions) must be sent by e-mail to ferienmesse@bernexpo.ch . From 9.00 pm CHF 100.-/hour.
Logistic	Time slots for delivery and departure are online as of 05.12.2022 .

Step 1: Transport registration

Logistics portal: <http://bernexpo.ch/logistik>

- Each access (delivery/collection) on the exhibition grounds requires a registration or a corresponding slot (date/time). The duration for loading and unloading per vehicle is 1.0 hour:


LKW with/without trailer,	
Van with trailer	1.0 h.
Van without trailer	1.0 h.
PKW with/without trailer	1.0 h.

- Please always indicate the hall and stand number in the transport and order data when registering.
- The logistics portal will be activated on **01.12.2022** and you can book your time slots after an initial registration.
- After the booking process, you will receive a confirmation, which you must print out or present on a mobile device at the checkpoint on the exhibition grounds.
- Transport registration(s) and access to the fairgrounds are **free of charge** for you.


PLEASE NOTE

A separate time slot must be booked for each vehicle (FC with trailer = 1.FC)

- On 11.01.2022 from 10:00 - 12:00 **no bookings are possible** because the arrival of the buses takes place.
- If a time slot is already booked there is no possibility to book/deliver/pick up in the same time slot
- Access is possible only with valid confirmation.
- Customs formalities BERNEXPO AG:
 - All goods imported from abroad are subject to Swiss customs legislation. This means that they must be assessed and import duties secured until the imported goods have left Switzerland again.
 - There is no permanently manned customs office at the BERNEXPO AG exhibition site, so customs clearance is not possible on site! Customs clearance must be arranged on entry at a border customs office or as early as possible via your trade fair forwarding agent.
 - If you have any questions, please contact the Customs Inspectorate Aarau, Service Department Bern. The head office can be reached by telephone from Monday to Friday, from 8 to 11:30 and 13:30 to 17:00, on +41 58 467 15 15.



Reservierungsbestätigung
 03.09.2021 - 03.09.2021
 17:00 - 18:30
 Zone/ area 2.1 / 1



<http://bernexpo.securite.ch>

ANFRAGE GENEHMIGT		Reservierungsanfrage ID 839
Projektname	SINDEX 2021	
Gebiet/Bereichsname	Halle/ hall 2.1	
Reservierungsname	Zone/ area 2.1 / 1	
Datum verbindl.	03.09.2021 - 03.09.2021 17:00 - 18:30	

Gebiet/Bereich - Information		Typ: Öffentlich
Gebiet/Bereichsname	Halle/ hall 2.1	
Referenznummer		
Bemerkungen		
Beschreibung	Halle / hall 2.1 Zutritt nur via Checkpoint mit gültigem Zeitfenster möglich! Access only possible via checkpoint with a valid time slot! Kontakt für weitere Informationen: Contact for further informations: Telefon/ phone: +41 31 340 12 12 E-Mail: logistik@bernexpo.ch (Betriebszeiten nur tagtäglich von 07:00 - 18:00 Uhr / Operating hours only during the day from 7:00 am to 6:00 pm)	

Fläche/Platz - Information		Typ: Privat
Name	Zone/ area 2.1 / 1	
Kürzel	2.1 / 1	
Dimensionen LxBxH (m)	16.0 x 4.0 x 4.2	

Lieferant/Dienstleister		Light-Design Eventtechnik AG
Ansprechpartner	Nils Kauer	
Telefon/E-Mail	0799200680 / nilskauer@eventprovider.ch	

Vor-Ort Ansprechpartner/Empfänger		Light-Design Eventtechnik AG
Ansprechpartner	Nils Kauer	
Telefon/E-Mail	0799200680 / nilskauer@eventprovider.ch	

Spedition		Smartec Veranstaltungstechnik
Ansprechpartner	Nils Kauer	
Telefon/E-Mail	0799200680 / nilskauer@eventprovider.ch	
Fahrername/Mobilteléfono	unbekannt / unbekannt	

Transport- und Auftragsdaten		Typ: Abholung
Transportinhaltstyp	Andere	
Identifizierungscode/Auftragsnummer	21-0714	
Verpackungsart	null	
Verpackungsart (Freitext)		
Produktname/Herstellername		
Dimensionen LxBxH (m)		
Bemerkungen		

Fahrzeugprofil		1x Typ: LKW
Kfz-Kennzeichen/Name/Farbe	unbekannt / Nils Kauer / ...	
Dimensionen LxBxH (m)		
Bemerkungen		

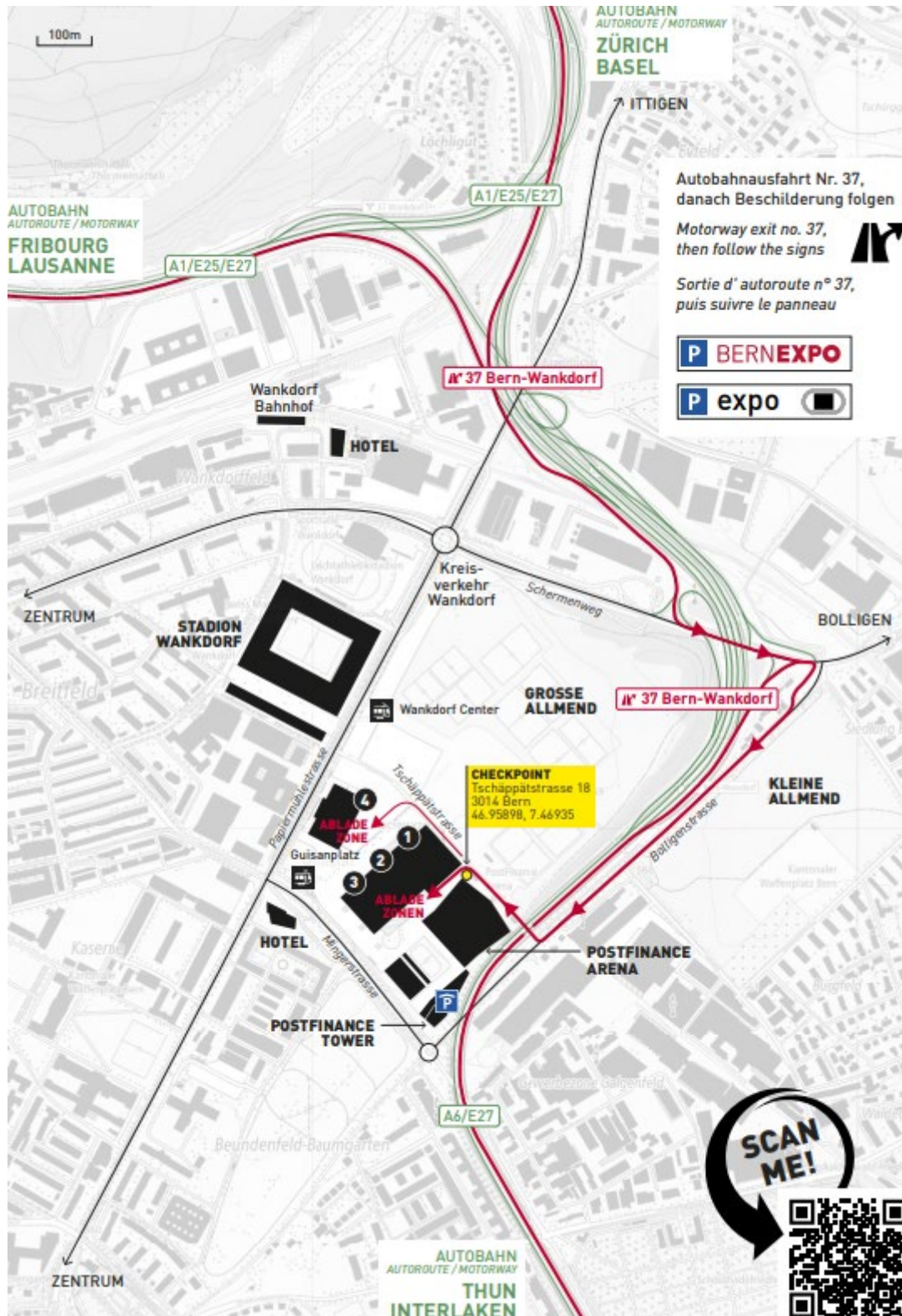
Be-/Entlade-Unterstützung		
Ausrüstung notwendig/Tip	Nein	
Helfer notwendig/Anzahl der Helfer	Nein	
Bemerkungen		

www.bernexpo.ch, 03.09.2021 17:00 - 18:30, Hallenplatz 2.1/1, SINDEX 2021, Copyright © 2021 Bernexpo AG, alle Rechte vorbehalten.

Reservierungsbestätigung 1/1

Step 2: Approach checkpoint

Die Zufahrt auf das Messegelände entnehmen Sie untenstehendem Plan. Der Checkpoint befindet sich beim gelb markierten Punkt.



Step 3: Access

ACCESS

- To ensure an efficient process, extensions of reserved time slots are not possible.
- Only punctual vehicles will be granted access; **there is no parking or waiting capacity at the checkpoint!**
- If the reserved time slot cannot be adhered to, we ask you to contact our hotline (+41 31 340 12 12) as early as possible.
- **Loading and unloading of vehicles over 3.5 t and the transport of materials to/from the stand will be handled exclusively by BERNEXPO.**
If necessary, please order the desired loading/unloading support when registering the transport:

Be-/Entlade-Unterstützung

Ausrüstung notwendig? *	Ja <input checked="" type="checkbox"/> Nein <input type="checkbox"/>
Ausrüstungstyp *	<div><div></div><div>Fahrerstandhubwagen</div><div>Gabelstapler bis 3,5 t</div><div>Gabelstapler bis 5 t</div></div>
Helfer notwendig?	
Anzahl der Helfer	

The effective billing is done by rapport from your forklift driver.

Logistics services

STORAGE OF EMPTY AND FULL LOADS

Storage of empty and full containers can be ordered or registered in advance via our exhibitor portal (<https://portal.bernexpo.ch>) or directly on site at the exhibition office (Hall 2.1).

You will then receive labels, which must be attached to each individual package to be checked in a clearly visible manner (on the front side) and provided with the necessary information.

The empties are to be provided at the stand compactly packed, tied or shrink wrapped.

Once the dimensions and package information have been recorded, the goods will be removed, temporarily stored and - depending on the product - returned to your stand at the desired time. In the event of incorrectly delivered or missing goods, please contact the staff in the trade fair office directly.

PLEASE NOTE

External empties deliveries are only possible after the end of the trade fair after delivery of the express empties

BERNEXPO GROUPE	LEERGUT EMPTY CONTAINERS
	MESSE / FAIR:
	AUSSTELLER / EXHIBITOR:
	HALLE / HALL: STAND / STAND:

BERNEXPO GROUPE	VOLLGUT FULL CONTAINERS	RÜCKLIEFERTERMIN / RETURN DATE: ZEIT / TIME: DATUM / DATE:
	MESSE / FAIR:	
	AUSSTELLER / EXHIBITOR:	
	HALLE / HALL: STAND / STAND:	

BERNEXPO GROUPE	LEERGUT EXPRESS EMPTY CONTAINERS EXPRESS
	MESSE / FAIR:
	AUSSTELLER / EXHIBITOR:
	HALLE / HALL: STAND / STAND:

Logistics services: Tariffs

CHF

Empty containers

59.50/m³

Delivery until the first official day of dismantling, NOT last day of the fair.

Empty containers

89.00/m³

Delivery within the first 2 hours after the official end of the fair (7:00 a.m. at the latest).

Full containers

75.00/m³

Delivery on the ordered return date.

Stapler

200.55/h

The unloading and loading of vehicles takes place automatically up to or from the trade fair stand (in combination with a high-speed runner). The service is recorded by report. For stand work in the hall, a separate order is required at our Info Point.

Fast Runners

200.55/h

Unloading and loading always takes place automatically in combination with a forklift up to or from the exhibition stand. The service is recorded by report.

For stand work in the hall, a separate order is necessary at our Info Point.

Post-availability

500.00/Vehicle

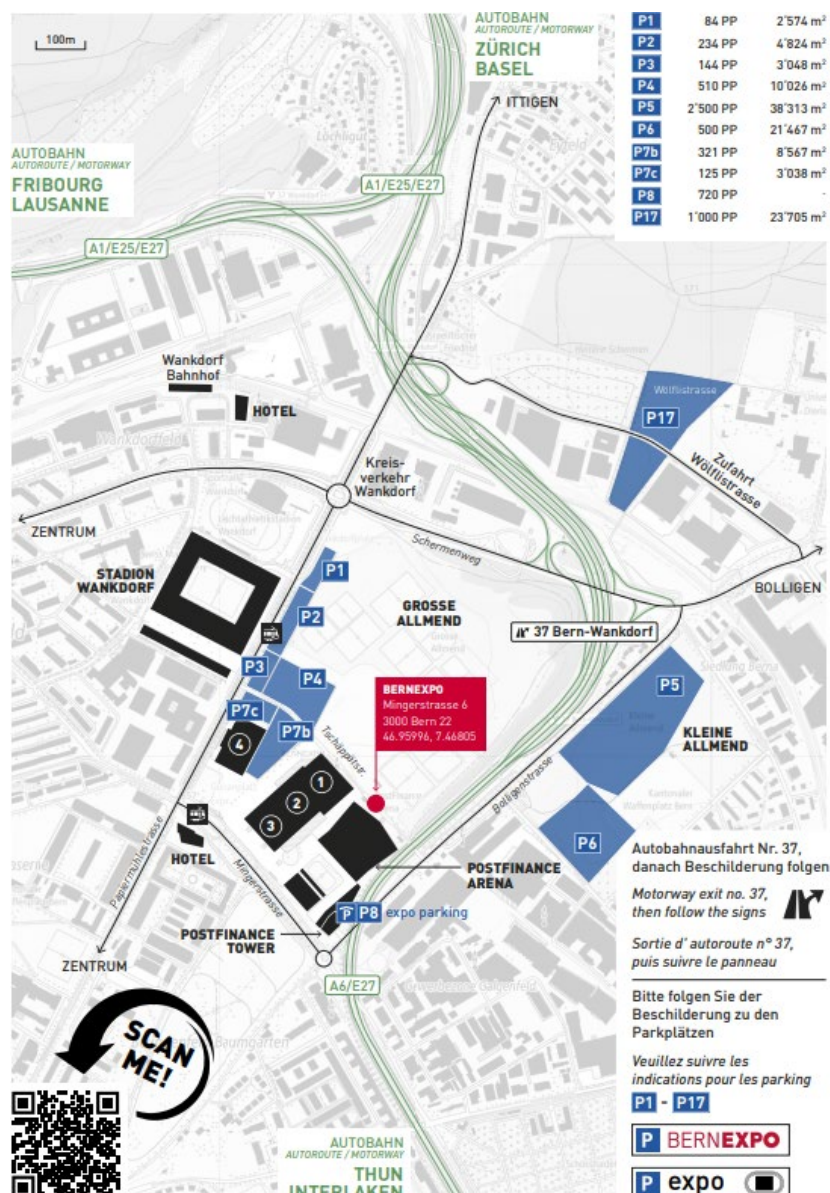
All arrivals and departures must be registered in the logistics portal at least 48 hours before the planned arrival (notification). For non-notified vehicles, a post-advice fee will be charged upon arrival at the checkpoint.

No-show

250.00/Vehicle

Booked time slots that are not used and not cancelled via the logistics helpline (+41 31 340 12 12) up to 24 hours before scheduled arrival will be charged as a no-show.

Parking BERNEXPO



CARGO HANDLING/DELIVERIES DURING THE FAIR

Daily 1 hour before the start of the exhibition until 15 minutes before the opening of the exhibition at the latest, according to the instruction of of Securitas.

PARKING SPACES (ASSEMBLY AND DISMANTELING)

P1 - 3 / P7b & c see plan, subject to change

General instructions: Permanent parking on the ramps is not allowed & will be penalized.

Please note that all parking spaces on the premises of BERNEXPO AG are subject to a fee. Parking permits for assembly and dismantling can be obtained from the exhibition office. We kindly ask you to inform your chauffeurs or transporters as well as stand constructors and to provide them with the necessary documents. This is the only way to ensure optimal accessibility for everyone. We thank you for your assistance.

YOUR CONTACT PERSONS

General questions

ferienmesse@bernexpo.ch

Questions Logistic,

+41 31 340 12 12 / logistik@bernexpo.ch