

General conditions for tenants, organisers, exhibitors, stand constructors and suppliers transporting goods to or from the Messe Zürich site.

Introduction

These Logistics Regulations lay down the basic rules to be observed in the halls and on the premises of MCH Swiss Exhibition (Zurich) Ltd. (hereinafter referred to as MCH) when transporting stand construction materials and exhibits to and from the exhibition site. They are intended for all those transporting goods to or from the Messe Zürich site for an event. The General Regulations for Messe Zürich apply for stand construction, operation and safety during events on the Messe Zürich site.

1 Information on logistics

1.1 MCH exhibitions

With the documents for their participation in the exhibition, the exhibitors will also receive information regarding logistics:

- GPS coordinates of the checkpoints
- Opening times of the checkpoints

Exhibitors must inform their customers and suppliers of the provisions of the present Logistics Regulations.

1.2 Third-party events

Third-party organisers must inform their customers, exhibitors and suppliers of the provisions of the present Logistics Regulations.

1.3 Access map for Messe Zürich and the checkpoints

The access map for the Messe Zürich site and the checkpoints (CP1 and CP2) is available as a flyer or pdf file on the MCH website.

2 Checkpoint

2.1 General information

All journeys to transport goods to and from the Messe Zürich site are routed via the checkpoints (CP1 and CP2) on principle. For certain selected events, it is possible for drivers to proceed directly to the exhibition hall. Notification of this will be sent out beforehand.

2.2 Entry permit and cash deposit

An entry permit will be issued at the checkpoint (CP1 or CP2) upon receipt of a cash deposit of CHF 100.– The vehicle can then proceed to the delivery zone.

2.3 Customs clearance

If the goods have not so far undergone customs clearance, this can be initiated at the checkpoint counter. If you have any questions regarding customs formalities, please ask at the checkpoint counter or contact the official logistics partner of MCH (Tel. +41 44 315 44 10).

3 Delivery zone

3.1 Entry permit check

The entry permit is checked at the entrance to the delivery zones. Each vehicle is allocated a transhipment space in the delivery zone on the different storeys (colour code).

3.2 Unloading/loading

The time allowed for unloading/loading on the different levels is as follows:

Car	30 min
Car with trailer	45 min
Delivery van	45 min
Delivery van with trailer	60 min
Lorry	60 min
Lorry with trailer	90 min
Articulated lorry	90 min

The exhibitors or their stand constructors are permitted to unload and load cars, delivery vans and lorries themselves using a lifting platform and can move the goods from the delivery zone to the stand. Alternatively, the official logistics partner of MCH can be commissioned to do this.

The unloading and loading of lorries and articulated lorries and the moving of the goods from the delivery zone to the stand must always be performed by the official logistics partner of MCH. These services are subject to a charge and will be invoiced to the exhibitor. If special transport devices are required for unloading and loading the goods, these must be ordered in advance from the official logistics partner of MCH (helpline@messe.ch / Tel. +41 58 206 34 11).

3.3 Marking containers

Containers must be labelled at a clearly visible point (name of event, name of exhibitor, hall and stand number).

3.4 Packing the goods

The containers/goods must be packed/palleted in such a way that they can be readily transhipped in the delivery zone and transported into the halls by the official logistics partner of MCH. The packaging should also protect the goods against damage. If goods are not packed correctly, this will incur an additional outlay and supplementary costs during handling. It is also not possible to exclude damage. **Departure and refund of cash deposit**

The cash deposit will be refunded upon departure from the delivery zone if the driver has remained within the specified time allocated for the transhipment of the goods. Otherwise the deposit will be forfeited to MCH.

3.5 Parking for delivery vehicles

After unloading, lorries and delivery vans can be parked free of charge at Checkpoint 1 or, for a charge, can be parked on the commercial vehicle parking area in front of the Messe Zurich multi-storey car park. Cars may only be parked in the Messe Zürich multi-storey car park.

3.6 Transport during the event

Exhibitors should notify the official logistics partner in advance if they require vehicle access with transhipment of goods while the event is running.

4 Logistics in conjunction with stand construction

4.1 Stand assembly and dismantling

Assembly and dismantling can be performed at any time during the notified opening hours for the assembly and dismantling phases. It is, however, necessary to respect the time allowed for vehicles in the delivery zone.

4.2 Use of stand construction aids

You are permitted to use your own or rented stand construction aids (ladders, lifting platforms, fork-lift trucks, etc.) within your rented stand floorspace, provided that the aids have been inspected and are in perfect working order and the operating staff have the necessary licences. The aids may not be used outside the stand floorspace. Only the exhibition management can issue special permits.

4.3 Empties and full containers

Empties are taken to mean empty containers and loading aids, etc. It is not permitted to store empties or packaging material outside the stand. Empties must be handed without delay to the official logistics partner of MCH for removal and/or storage or must be taken out of the hall again. MCH reserves the right to remove and put into storage at the exhibitor's expense any empties that are improperly deposited if the exhibitor does not respond to a request to remove them. If damage results to full containers that have been handed over or have been declared as empties, the exhibitor will have no claim for damages as a matter of principle. On the last day of the event, empties that have been stored externally can be transported to the delivery zone after the event has ended. Failure to comply with this rule will lead to cancellation of the allocated time slot for stand dismantling. The return delivery of empties from the warehouse of the official logistics partner will take place after the event has ended in the sequence in which orders have been placed. The exhibitor shall be liable for damage or disruptions that result from non-compliance with the provisions of the General Regulations, the general provisions and the instructions issued by MCH personnel. **Dismantling phase**

On the last day of the exhibition, in the first hour following the end of the exhibition, only exhibitors who are collecting exhibits and decoration materials (e.g. computers and coffee machines, etc.) will be granted access to the delivery zone in vehicles which do not exceed a maximum permitted laden weight of 3.5 t. Empties that have been stored by the official logistics partner of MCH will be brought back to the stand after the event has ended as a function of the empties category.

4.4 Emergency exits and 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. Vehicle entrances must be kept permanently clear over their full width, both inside and outside. Anyone blocking or obstructing escape routes or technical facilities will be liable for any resultant costs and damage.

5 Charges and rates

- Cash deposit: CHF/EUR 100.– (to be paid upon entry to the delivery zone)
- Fee for exceeding the time limit in the delivery zone for MCH exhibitions and big third-party events: CHF/EUR 100.–
- Fees will be charged for the safety/acceptance inspections of third-party equipment (fork-lift trucks, cranes, etc.) as a function of the exhibition in question.

6 Charging for services

At MCH exhibitions, MCH will invoice the exhibitor in the final exhibition invoice for logistics services provided by the official logistics partner of MCH and any charges as per paragraph 5. At third-party events, the official logistics partner of MCH will invoice the organiser or the exhibitor directly for the logistics services provided, together with any charges as per paragraph 5. Unless stated otherwise, the prices are given in CHF, to which the statutory value added tax must be added.

7 Liability of the official logistics partner of MCH

Any damage caused by the official logistics partner of MCH must be notified to the logistics partner without delay. The latter will record the damage and document it. Claims that are not made immediately will not be settled. The tenants, organisers, exhibitors, stand constructors and suppliers also undertake to inform their transport insurance of the damage without delay. The transport insurance will take up the claim in the first instance and will then settle it with the insurance of the official logistics partner of MCH. All the logistics services provided by the official logistics partner of MCH on the Messe Zürich site are based on the General Conditions of the Swiss Freight Forwarding and Logistics Association SPEDLOGSWISS (<http://www.spedlogswiss.com/deCH/verband/ab-spedlogswiss.htm>).

8 Acceptance of conditions

When they sign the registration form issued by MCH or when they sign the rental contract, the tenants, organisers, exhibitors, stand constructors and suppliers accept these Logistics Regulations as binding on themselves, their employees and their agents.

9 Validity

If the wording of the present Logistics 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.

10 Applicable law and jurisdiction

Solely Swiss law shall apply. The tenants, organisers, exhibitors, stand constructors and suppliers accept that any disputes with MCH will be subject to the jurisdiction of the ordinary courts of the canton of Zurich. MCH can also choose to pursue any claims they may have against an organiser, exhibitor, stand constructor or supplier before the courts of the place at which the latter has their domicile or seat.



MCH Swiss Exhibition (Zurich) Ltd.
The Management

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Useful information

Event websites

All the relevant information on the logistics process at Messe Zürich may be found on the individual event websites under the heading "Exhibitor logistics".

Logistics helpline

helpline@messe.ch or Tel. +41 58 206 34 11

Official logistics partner of MCH

Swiss Fair Experts AG

Siewerdstr. 60
CH-8050 Zürich
Tel.: +41 61 695 80 10
Fax: +41 61 695 80 19
e-mail: exhibition@sempex.ch
www.sempex.ch

The official logistics partner of MCH is available for the following:

- Handling and temporary storage of empties and full containers
- Transport (incl. national and international)
- Rental of transport equipment (fork-lift trucks, manual pallet trucks, etc.)
- Handling of goods on the exhibition site
- Customs clearance services