

REGISTRATION FORM

by email to: info@cultura-suisse.ch

**cultura
SUISSE**

Fachmesse für Museen,
Denkmalpflege und Kulturgüter
Salon professionnel des musées,
préservation historique, objets culturels

10.-12. APRIL 2024 | BERNEXPO

EXHIBITOR

(billing address)

Ms. Mr.

Company

First name

Surname

Street/No.

Additional specification

P.O. Box

Postcode, Town

Telephone

Website

E-Mail

Social media channels

**START
Hall planning
October 2023**

STAND RESERVATION

Please tick. All prices in CHF excl. 8.1% VAT. Detailed information about the stands can be found on page 2.


Do-it-yourself construction	Do-it-yourself construction		Price / m ²
	<input type="checkbox"/> We have a stand builder. Empty stand surface area from 12 m ² (excl. stand construction, carpet, additional costs)		
	<input type="checkbox"/>	Row stand 1 side open	___ x ___ m = ___ m ²
	<input type="checkbox"/>	Corner stand 2 sides open	___ x ___ m = ___ m ²
	<input type="checkbox"/>	Headstand 3 sides open	___ x ___ m = ___ m ²
<input type="checkbox"/>	Island stand 4 sides open	___ x ___ m = ___ m ²	
			230.-
			250.-
			260.-
			285.-



	Modulstand	Typ Smart*	Typ Comfort*	Typ Prestige*
Modulstand	<input type="checkbox"/> A 4 x 3 m	<input type="checkbox"/> 4250.-	<input type="checkbox"/> 4650.-	<input type="checkbox"/> 4950.-
	<input type="checkbox"/> B 5 x 3 m	<input type="checkbox"/> 5450.-	<input type="checkbox"/> 5850.-	<input type="checkbox"/> 6150.-
	<input type="checkbox"/> C 6 x 3 m	<input type="checkbox"/> 6450.-	<input type="checkbox"/> 6950.-	<input type="checkbox"/> 7350.-
	<input type="checkbox"/> D 8 x 3 m	<input type="checkbox"/> 8400.-	<input type="checkbox"/> 9250.-	<input type="checkbox"/> 9750.-
	<input type="checkbox"/> E ___ x ___ m	<input type="checkbox"/> Price on request	<input type="checkbox"/> Price on request	<input type="checkbox"/> Price on request
Option additional open sides: <input type="checkbox"/> 2 open sides (surcharge 10%) <input type="checkbox"/> 3 open sides (surcharge 20%)				

*Incl. surface area, power connection up to 2 kW & basic furnishings as per invitation to tender

Co-exhibitors	Register your co-exhibitors with a separate form. Fee per co-exhibitor CHF 500.-, incl. Media package.
Media package	<input checked="" type="checkbox"/> In addition to the surface area rental fee we charge a media fixed fee of CHF 250.- per exhibitor (publications, catalogue, website, 2 years validity)
Water connection required	<input type="checkbox"/> yes <input type="checkbox"/> no
Comment desired stand placement / topic area:	

SIGNATURE	Registration is deemed binding at signature of the exhibitor. The general conditions of June 2023 apply.	
Location/ Date	Stamp /Signature of the exhibitor	

MATRIX Modular stand	<h2>Typ Smart</h2>  <ul style="list-style-type: none"> • incl. 1 power connection up to 2kW • incl. 1 counter • incl. 1 bar stool • incl. white fascia board with text
	<p>Surfaces: 4 x 3 m / 5 x 3 m / 6 x 3 m / 8 x 3 m / or as agreed</p>
	<p>Roll carpet: standard: anthracite</p>
	<p>Walls: Skeletal structure: SYMA Construction height: 2,5 m Wall elements: Chipboard 5 mm, white</p>
	<p>Lighting: per linear meter of surface area 1 LED spot lamp 10 watt</p>
	<p>Fascia: 40 cm x 200 cm standardtext in Futura semi bold (20 characters), graphic panel + CHF 250.-</p>
	<p>Additional furniture can be ordered from the organiser upon receipt of the technical documentation</p>

SYMA Modular stand	<h2>Typ Comfort</h2>  <ul style="list-style-type: none"> • incl. 1 power connection up to 2kW • incl. 1 m² cabin with folding door lockable • incl. 1 counter (W103 / D53 / H110cm) • incl. 1 bar stool • incl. white fascia board with logo 	<h2>Typ Prestige</h2>  <ul style="list-style-type: none"> • incl. 1 power connection up to 2kW • incl. 1.5 m² cabin with folding door lockable • incl. storage rack & wall coat rack (5 shelves & hangers) • incl. 1 counter "Pedro", 2 levels (W115 / D60 / H90 resp. 10cm) • incl. 1 table with 3 chairs & 1 bar stool • incl. white fascia board with logo
	<p>Surfaces: 4 x 3 m / 5 x 3 m / 6 x 3 m / 8 x 3 m / or as agreed</p>	
	<p>Roll carpet: color anthracite / gray / blue / red (standard: anthracite)</p>	
	<p>Walls: Skeleton construction: SYMA Wall height: 2.5 m Wall elements: chipboard 5 mm, white Fabric roof: white</p>	
	<p>Lighting: 1 LED spot per 3 m² stand area</p>	
	<p>Fascia: 40 cm x 200 cm with Logo</p>	
	<p>Additional furniture can be ordered from the organiser upon receipt of the technical documentation</p>	

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10.–12. APRIL 2024 | BERNEXPO

Main exhibitor.

Co-exhibitor address:

Company _____

Street / No. _____

P.O. Box _____ Postcode, Town _____

Contact: Ms Mr

First name _____ Surname _____

Telephone _____ Website _____

E-Mail _____ Social media channels _____

Co-exhibitor address:

Company _____

Street / No. _____

P.O. Box _____ Postcode, Town _____

Contact: Ms Mr

First name _____ Surname _____

Telephone _____ Website _____

E-Mail _____ Social media channels _____

Co-exhibitor address:

Company _____

Street / No. _____

P.O. Box _____ Postcode, Town _____

Contact: Ms Mr

First name _____ Surname _____

Telephone _____ Website _____

E-Mail _____ Social media channels _____

Provisions for co-exhibitors:

1. The registration can only be submitted through the company that has signed an exhibition contract with the organiser.
2. For the registration of a co-exhibitor, the main exhibitor will be charged a fee of CHF 500.-. This fee includes processing and all catalogue entries as with a main exhibitor.
3. Several co-exhibitors can be registered.
4. The co-exhibitor is to be presented in such a way that the trade fair visitors can easily identify the presence of the co-exhibitor.

SIGNATURE	Registration is deemed binding at signature of the exhibitor. The general conditions of June 2023 apply.	
Location/ Date	Stamp /Signature of the exhibitor	

Registration and signing of contract

The organiser's exhibitor documentation for the implementation of the trade fair is considered an invitation to submit an offer. The registration of an exhibitor is deemed binding. The contract is entered into at written confirmation of registration by the organiser. The registration can be rejected without explanation. By registering, the exhibitor acknowledges these general conditions and the other exhibitor documentation (registration form, information, stand construction, price lists, service and additional costs).

The organiser's authority to issue instructions

In particular, the exhibitor is obligated to follow the instructions of the organiser at all times, set up the stand within the set deadline and supervise it within the fixed opening times during the entire duration of the trade fair and dismantle it within the set deadline. In case of breach by the exhibitor of the organiser's authority to issue instructions, the organiser is entitled to have the measures deemed suitable (e.g. execution by substitution) carried out at the expense and risk of the exhibitor.

Payment terms

The first invoice on account (50%) will be invoiced after the conclusion of the contract from September and is to be paid within 30 days after invoicing. The second invoice on account (50%) will be invoiced before the trade fair and is to be paid within 30 days after invoicing. The final invoice with all ancillary and additional services is to be paid within 10 days after invoicing.

Direct sales / tastings

The direct sale of goods and services is permitted in accordance with the closing time regulations of the city of Bern. Stands at which food or beverages are delivered for free or for a fee for consumption (in terms of a business or bar establishment) and food and beverage establishments, are subject to the cantonal legislation on catering establishments. The compulsory permit for tasting stands and food and beverage establishments will be obtained by the respective exhibition management for all companies in total. The fees for these permits will be charged pro rata to the holders of tasting stands and food and beverage establishments. The catering company of BERNEXPO AG can also demand a % turnover tax.

Musical performances

Musical performances at exhibitor stands must be arranged with the organiser. The mediation of any kind of music, even for the purely private use of the sales staff, is prohibited, unless the exhibitors have obtained timely legal permission from Suisa, PO Box, 8038 Zurich, phone +41 44 486 66 66.

Advertising campaigns

Free raffles, competitions and advertising of any kind are only allowed with the written consent of the organiser.

Stand allocation

Placement requests will be considered as far as possible, but are not deemed to be a prerequisite. The placement is decided according to topic areas and individual requirements. The overall image of the trade fair is the deciding factor. Objections must be notified within 7 days of dispatch of the plan, otherwise the placement shall be deemed accepted. The organiser is entitled, if necessary, even if it involves deviating from an already confirmed confirmation, to assign the exhibitor a different placement at another location, change the size and weight of their stand, move or close the entrances and exits of the halls or open areas and make other structural changes. For reasons related to the allocation, surface areas that have been enlarged but not reserved or two to four sides that are open but not reserved will be invoiced to the exhibitor. The organiser is not liable to the exhibitor for any consequences arising from the location or surroundings of their stand.

Insurance policies / Disclaimer

It is mandatory to take out an insurance policy for fire, explosion and acts of god. The organiser does not assume any duty of care for exhibited goods and stand fixtures and fittings.

The exhibitor bears all consequences that may arise from the omission of the compulsory exhibition insurance policy. The exhibitor is also obligated to install protective devices on their exhibited items and operating machinery and equipment. The exhibitor is also liable for any personal injury and damage to property resulting from the erection and dismantling of the stand or their exhibited goods.

Special permits

The exhibitors must obtain the necessary permits for the trade fair from the organiser and comply with legally binding regulations. The organiser will not accept any liability regarding an official prohibition of advertising or sales. Any taxes and duties (such as VAT) for authorisations will be invoiced to exhibitors additionally. As far as possible, the attractions will be communicated to the visitors in the trade fair magazine. This requires a timely notification to the organiser.

Rules of procedure of BERNEXPO

The rules of procedure of BERNEXPO form an integral part of these regulations, with the exception of matters that are otherwise regulated in these exhibitor regulations. The operating regulations for the exhibition site, including fire regulations, can be downloaded using this link <https://bernexpo.live/downloads.aspx>. The Exhibition Management is entitled to give instructions. Anyone who does not follow the instructions may be excluded from participation at any time. This does not entitle the person concerned or third parties to any repayment of stand rent, fees, damages or similar.

Waiver of implementation

Insofar as unforeseen political or economic events or force majeure do not make it impossible or difficult to implement the trade fair, the exhibitors are not entitled to any compensation claims.

Waiver of the exhibitor on trade fair participation

If the exhibitor waives a trade fair participation, they must pay the following expenses:

Withdrawal up to 31.10.2023:	10% of the leasing costs
Withdrawal in the period from 1.11.2023 to 31.12.2023:	50% of the leasing costs
Withdrawal in the period from 1.01.2024 to the beginning of the trade fair:	100% of the leasing costs

After stand allocation the full stand surface area becomes due. This also applies if the freed-up surface area can be re-rented.

Contracting party / transfer contract relationship

If the exhibition is cancelled by the authorities for epidemiological reasons, the exhibitor will be refunded in full for the space and stand costs less a 10% reservation fee and any third-party costs.

Contracting party / transfer contract relationship

Organiser of CULTURA SUISSE is event-ex ag. Any costs for additional exhibitor cards, parking cards or the like ordered by the co-exhibitor will be charged by the organiser to the contractually bound main lessees. It is up to the main lessee to charge the costs to the co-exhibitor. The Organiser is authorised to transfer the contractual relationship or individual claims or obligations therefrom to third parties domiciled in Switzerland (e.g. trade fair management) and may make such data available to third parties to the extent necessary. The organiser shall inform the contractual partners in writing about the possible transfer of the contractual relationship.

Jurisdiction / place of fulfilment and enforcement

The exclusive place of jurisdiction for all proceedings as well as the place of fulfilment and enforcement for exhibitors without domicile or residence in Switzerland is Uster / ZH. However, the organiser may assert their rights before any other competent authority. Subject to mandatory statutory provisions of Swiss law. Should the wording of the exhibitor regulations translated into other languages give rise to disagreements in interpretation, the German version shall prevail. All verbal agreements and special arrangements require written confirmation. The exhibitor regulations are an integral part of a contract (subject to change without notice). All subsequent circulars and written notifications are considered part of these regulations.

Uster, June 2023

All ancillary services must be ordered on an official trade fair form, which will be sent with the hall plans approximately three months before the start of the trade fair. The additional services will be charged in the final invoice

Taxes / VAT

Any taxes (such as VAT) and duties will be charged additionally to the exhibitors.

Permits

Anyone who sells goods must obtain the permits required for the trade fair and comply with legally binding regulations. A liability of the organiser for any official prohibition of advertising or sales is rejected.

Fascia lettering

The fixing of the main lessee name on the fascia is included in the module stands as described in the price.

The corresponding reservation form will be sent together with the hall plans approximately three months before the start of the trade fair.

Electricity / waste

The electricity connection will be charged separately in the final invoice, together with an electricity consumption & waste flat rate of CHF 4.- per m² stand area.

General services

The lease prices include the following general services: technical on-call service, information service, heating, daily cleaning of the general hall areas, general monitoring service, advertising and PR for the trade fair.

Media flat rate/subtenant

The media flat rate for the main tenant and each additional subtenant is mandatory. The one-time advertising fee for the main tenant is CHF 250.-, for the subtenant also CHF 250.-.

Furniture Rentals

Separate price lists and the catalogue of the stand construction general contractor will be sent with the order forms and hall plans. Own furniture or furniture from another company may also be set up on the stands.

Stand construction

Own stand constructions must be visualized and submitted to the organizer for approval.

Exhibitor cards

Each exhibitor receives 1 card per 3 m stand surface area (max 20 pcs.). Other exhibitor cards can be purchased at CHF 15.-.

These cards give access to the exhibition halls 2 hours before opening hours.

Tickets

The exhibitors and any co-exhibitors will each receive a personal code. With this code, their guests can obtain free online free of charge. For each visitor who enters (except for employees and their relatives, Institutional and association members), the exhibitor will be credited with CHF 2.50 to the exhibitor in the final invoice.

The main exhibitor is free to provide his code to the co-exhibitors. After the event, the exhibitor or co-exhibitor will receive an overview of the tickets ordered and the number of guests who have actually guests of the respective code who have entered the event.