

REGISTRATION FORM

by email to: info@cultura-suisse.ch
or Fax: +41 (0)43 3994575

cultura
SUISSE
Fachmesse für Museen,
Denkmalpflege und Kulturgüter
Salon professionnel des musées,
préservation historique et objets culturels
06. - 08. APRIL 2022 | BERNEXPO

EXHIBITOR

(billing address)

Ms. Mr.

Company

First name

Surname

Street/No.

Additional specification

P.O. Box

Postcode, Town

Telephone

Fax

E-Mail

Website

START
Hall planning
Oktober 2021

STAND RESERVATION

Please tick. All prices in CHF excl. 7.7% 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"/> We do not have a trade fair concept yet. Please get in touch with us at:	<input type="checkbox"/> Row stand 1 side open	___ x ___ m = ___ m ²
<input type="checkbox"/> Corner stand 2 sides open		___ x ___ m = ___ m ²	245.-
<input type="checkbox"/> Headstand 3 sides open		___ x ___ m = ___ m ²	255.-
<input type="checkbox"/> Island stand 4 sides open		___ x ___ m = ___ m ²	270.-
Individual trade fair stand construction or joint stands		from 12 m ² , price according to offer	
We are happy to receive your trade fair briefing and work out an individual trade fair concept for you.			

	Modular stand	Type Basic	Type Comfort	Type Prestige
Modular stand	<input type="checkbox"/> A 4 x 3 m	<input type="checkbox"/> 3950.-	<input type="checkbox"/> 4350.-	<input type="checkbox"/> 4650.-
	<input type="checkbox"/> B 5 x 3 m	<input type="checkbox"/> 5100.-	<input type="checkbox"/> 5500.-	<input type="checkbox"/> 5750.-
	<input type="checkbox"/> C 6 x 3 m	<input type="checkbox"/> 6000.-	<input type="checkbox"/> 6500.-	<input type="checkbox"/> 6950.-
	<input type="checkbox"/> D 8 x 3 m	<input type="checkbox"/> 8000.-	<input type="checkbox"/> 8750.-	<input type="checkbox"/> 9200.-
	<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"/> open sides (surcharge 10%) <input type="checkbox"/> 3 open sides (surcharge 20%)				

Expert	Type Expert		Price
	Carpet, walls, counter plus bar stool, lettering, booth with frame!	<input type="checkbox"/> ideal for themed entrances, as a joint stand or also individual	8 m front 16 m ² area 6950.-

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)
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 2021 apply.	
Location/ Date	Stamp /Signature of the exhibitor	

STAND CONSTRUCTION INFORMATION

Do-it-yourself construction	<p>Your individual trade fair concept</p> <p>Please send us your briefing and using all our joint know-how and commitment we will develop an individual trade fair concept together.</p>		
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Modular stand	<p>Type Basic</p>	<p>Type Comfort</p> <ul style="list-style-type: none"> - incl. 1 m² booth - incl. 1 counter - incl. 1 bar stool - incl. Logo 	<p>Type Prestige</p> <ul style="list-style-type: none"> - incl. 1.5 m² booth - incl. 1 counter - incl. 1 bar stool - incl. 1 table with 3 chairs - incl. Logo
	<p>Areas: 4 x 3 m / 5 x 3 m / 6 x 3 m / 8 x 3 m / or as agreed</p>		
	<p>Carpet tiles: Colour according to choice (standard: anthracite)</p>		
	<p>Walls: SSkeletal structure: SYMA Construction height: 2,5 m Wall elements: Chipboard 6 mm, white</p>		
	<p>Lighting: per 3 m² stand surface area 1 spotlight of 150 watts</p>		
	<p>Fascia: 40 cm x 200 cm with standardtext in Helvetica black (Basic) or logo (Comfort/Prestige)</p>		
	<p>Additional furniture can be ordered from the organiser upon receipt of the technical documentation</p>		

Expert	<p>Type Expert</p> <p>For 4 parties placement as island stand</p> <p>incl. carpet, walls, counter + bar stool, lettering, booth with frame</p>	<p>Surface area: 16 m²</p>	
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REGISTRATION FORM FOR CO-EXHIBITORS

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JUISSE
Fachmesse für Museen,
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06. - 08. APRIL 2022 | BERNEXPO

Main exhibitor.

Co-exhibitor address:

Company

Street / No.

P.O. Box

Postcode, Town

Contact: Ms Mr

First name

Surname

Telephone

Fax

E-Mail

Internet

Co-exhibitor address:

Company

Street / No.

P.O. Box

Postcode, Town

Contact: Ms Mr

First name

Surname

Telephone

Fax

E-Mail

Internet

Co-exhibitor address:

Company

Street / No.

P.O. Box

Postcode, Town

Contact: Ms Mr

First name

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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 2021 apply.	
Location/ Date	Stamp /Signature of the exhibitor	

TERMS AND CONDITIONS

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

10% of the lease price counts as a reservation fee and must be paid within 30 days of invoicing. The first invoice (60%) will be invoiced after the contract is entered into from June and must be paid within 30 days after invoicing. The second invoice (40%) will be invoiced before the trade fair and must be paid within 30 days of invoicing. The final invoice with all ancillary and additional services must also be paid within 30 days of 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.

Fire authority regulations

Authoritative leaflets are sent to exhibitors with the technical forms.

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 of the trade fair places are available on request. The trade fair management is entitled to issue instructions. Whomever does not follow the regulation can be excluded from participation at any time. The person concerned or third parties are not entitled to any repayment of stand lease price, fees, damages or the like.

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 30.09.2021:	10% of the leasing costs
Withdrawal in the period from 1.10.2021 to 30.11.2021:	50 % of the leasing costs
Withdrawal in the period from 1.12.2021 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.

Pandemic-related (Covid-19) additions to the general terms and conditions

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 2021

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

Power consumption and power connection will be charged separately. In all halls of BERNEXPO a waste fixed fee per m² is charged.

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.

Catalogue entry / sublease

Entry in the catalogue is mandatory for the main lessee and for each additional sub-lessee. The one-off advertising cost contribution for the main lessee is CHF 250.-, and also for the sub-lessee 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 (multi-storey)

Own stands must be submitted to the organiser for approval. 2-storey stand constructions are charged with a surcharge of 50% of the stand surface area.

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 purchase tickets online free of charge. This is without any costs for the exhibitor or co-exhibitor. 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 of the guests who actually entered the event with the corresponding code.