

Information Handbook

for exhibition / advertising or exposure space



Summary

- **Venue location**
Congress Centre Davos
Talstrasse 49A
7270 Davos Platz
- **Opening times Congress Centre Davos**
Monday – Friday 7.30am – 12.00 midday / 1.30pm – 5.00pm
For matters in relation to setting up and dismantling as well as the Congress Centre, please contact the congress department on +41 (0)81 415 21 60, or info@davoscongress.ch
- **Parking cards for cars / lorries**
Congress Centre parking area, further information see **page 3**
The only parking area for lorries is at parking Panorama. Approx. 5 minutes on foot from/to Davos Congress. For further information see **page 4**
- **Night parking ban**
In Davos there is a general Night parking ban. It is valid from 1 November – 30 April in each case from 3.00 am – 7.00 am.
- **Rental equipment congress centre Davos – further details see page 11**
- **Goods deliveries**
Entrance to the tunnel to the supplier's entrance. Further information see **page 7**
- **Catering**
Kongress Hotel (Caterer Congress Centre Davos) will provide a separate bill. For brought food and drink a liquor fee is charged, more information see **page 12**
- **Contacts**
Administration, Technic, Catering **page 13**

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1. General information

1.1. Venue location

Kongresszentrum Davos
Talstrasse 49A
CH-7270 Davos Platz

1.2. Getting there

By car

From Zurich take the A3/A13 motorway (please note the green signs) towards Chur up to Landquart. From Landquart continue on cantonal road (Kantonstrasse) 28 to Davos.

N.B:

Displaying a motorway toll sticker (Autobahnvignette) is mandatory in Switzerland. You can purchase these at all border crossings / petrol stations / post office branches and the like. They cost CHF 40.00 each.

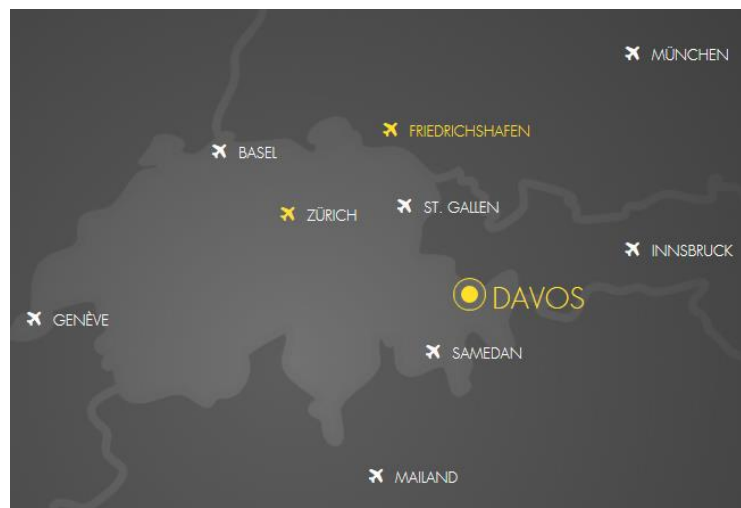
Snow chains are necessary/obligatory in winter from Klosters depending on the amount of snow. This does not include vehicles with 4X4 drive.

By rail

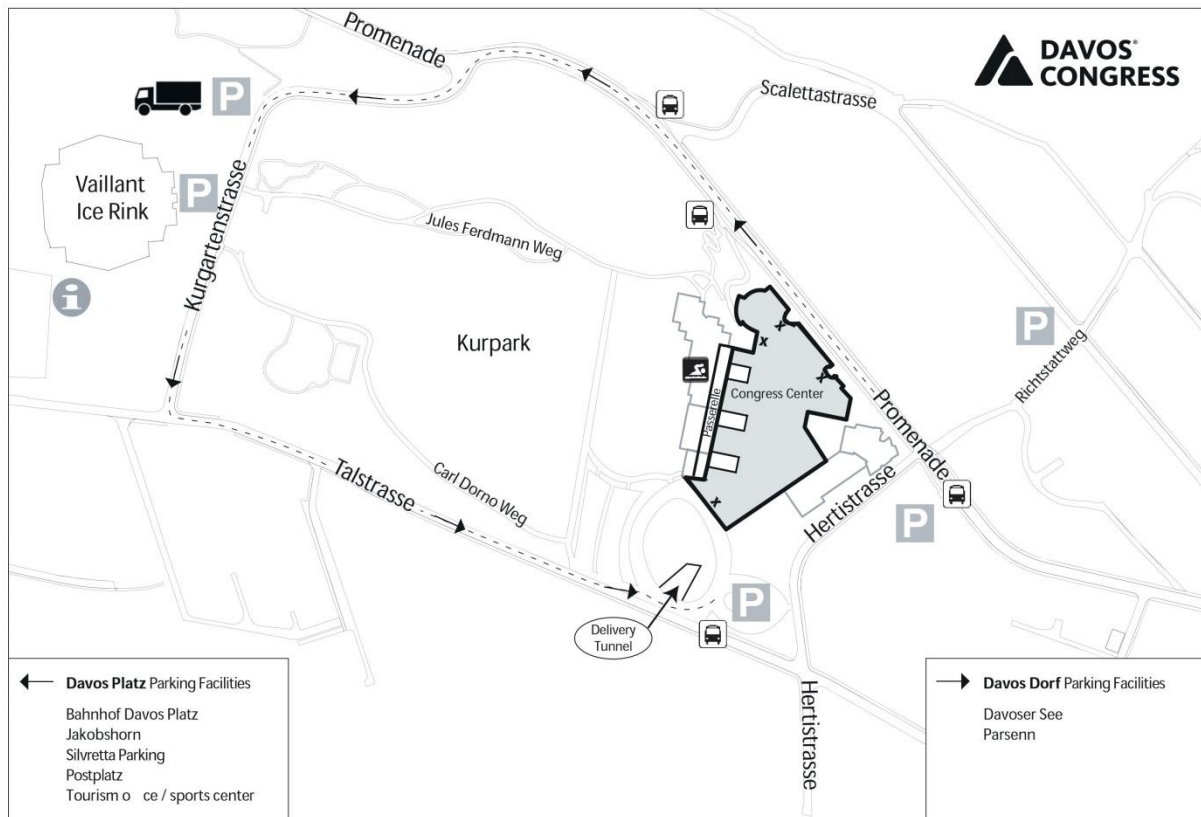
From Zurich main train station take the Intercity towards Chur and change at Landquart to the RegioExpress operated by Rhatian Railway (Rhätische Bahn). For more information about getting here by rail visit www.sbb.ch.

By airplane

From the Zurich or Friedrichshafen (DE) airports you can get to Davos Klosters in less than two hours by car or rail as stated above.



1.3. Parking spaces



1.4. Parking cards for cars

Congress Centre parking area

Parking time: 1 day / 2-3 days / 4-7 days
 Fees: CHF 8.00 / CHF 10.00 / CHF 20.00
 Available: **Parking Ticket machine in Wing A, Foyer** (follow the signs)
 Note: Ticket machine does not accept Swiss francs coins: CHF 1.00, CHF 2.00, CHF 5.00 and notes: CHF 10.00, CHF 20.00, CHF 50.00 & CHF 100.00 as well as Euro notes € 5.00, € 10.00 & € 20.00. The Ticket is only valid for the Congress Centre parking area and has to be put behind the front shield.

Parking time: by the hour (max. 10 hours)
 Fees: CHF 1.00 per hour
 Fee required: between 8.00 am and 6.00 pm
 Available: **Parking Ticket machine outside at the parking area**
 Note: Ticket machine only accepts coins in Swiss francs and Euro.

Weekly card: valid for 7 days
 Fees: CHF 45.00
 Available: **Ordnungsamt** (Municipal Standards Office)
 (see 1.6 Information Ordnungsamt)
 Note: The weekly card is valid for all public parking areas in Davos as long as they permit the maximum parking time.

1.5. Parking cards for lorries

The only parking area for lorries is at parking Panorama (see symbol for lorries). Approx. 5 minutes on foot from/to Davos Congress.

Panorama parking area

Maximum parking time: 1 day
Fees: CHF 25.00 per day
Available: Parking Ticket machine
Note: Ticket machine only accepts coins in Swiss francs.

Weekly card: valid for 7 days
Fees: CHF 150.00
Available: Ordnungsamt (Municipal Standards Office)
(see 1.6 Information Ordnungsamt)
Note: The weekly card is transferrable.

1.6. Information Ordnungsamt

Ordnungsamt

Berglistutz 1
CH-7270 Davos Platz
Tel. +41 (0)81 414 30 30
E-mail: ora@davos.gr.ch

Opening times

Monday: 8.30am – 11.30am / 1.30pm – 6.00 pm
Tuesday, Wednesday and Thursday: 8.30am – 11.30am / 1.30pm – 5.00pm
Friday: 8.30am – 4.00pm throughout

1.7. Night parking ban

In Davos is a general Night parking ban. It is valid from 1 November – 30 April in each case from 3.00 am – 7.00 am.

2. General information

2.1. General provisions

The Congress Centre is located between Davos Dorf und Davos Platz at Talstrasse 49A.

The Congress Centre opening hours are as follows:
Monday – Friday 7.30am – 12.00 midday / 1.30pm – 5.00pm

For matters in relation to setting up and dismantling as well as the Congress Centre, please contact the congress department on +41 (0)81 415 21 60, or info@davoscongress.ch

2.2. Transporting exhibit, advertising or exposure items

Davos Congress is not able to assume or monitor forwarding work for exhibitors. Please contact a transport company of your choice directly and commission them to collect your goods. We cannot accept any responsibility for exhibit, advertising or exposure items that are not collected.

Telephone numbers for the transport:

<u>DHL</u>	<u>FedEx</u>
0848 711 711	0848 1 33339 or +41 (0)44 874 41 60

Transporting material (including the means of transport, e.g. transport trucks) to the storage area and from the storage area to the exhibit stand is the responsibility of the exhibitor (or the transport company). Davos Congress does not accept any liability whatsoever for the goods. The exhibitor may place his material, properly packed and addressed, in the warehouse, and collect it at the latest within 2 days following the exhibition. The above-mentioned times apply in this respect.

The storage costs are: CHF 50.00 per m²/day

2.3. Delivery period / storage options / storage costs

The exhibit, advertising or exposure items may be delivered and shall be stored at Davos Congress at the conditions set out below. If the delivery period is not adhered to, the goods will have to be rejected/returned because of storage bottlenecks.

The clearly labelled goods (see 2.4 Delivery address, page 6) can only be accepted during the Davos Congress opening hours.

The storage costs are: CHF 50.00 per m²/day

The daily rates are reduced for longer hire periods: 2 days = 1,5 x day rate; 3 days = 2 x day rate; 4-5 days = 2,5 day rate; 6-7 days = 3 x day rate; 8-9 days = 3,5 x day rate).

Davos Congress takes no responsibility regarding completeness and condition of delivered exhibitor and booth material!

2.4. Delivery address

May we request that you state the delivery address of the packages as follows:

Davos Congress
Congress Name
Stand number and stand name
Talstrasse 49A
CH-7270 Davos Platz

An easily visible and legible sender address is likewise to be stated.

2.5. Removal of equipment

Please order vehicles for removal of equipment no earlier than the end of the congress event. Only a limited number of vehicles are allowed at the delivery entrance at once.

2.6. Delivery information

Davos Congress does not provide any information on the arrival or pick-up status of deliveries. Please contact your supplier and request proof of delivery.

2.7. Customs information/ importing and exporting goods

In the case of delivering exhibit, advertising or exposure material by courier from abroad in the run-up to the congress, the exhibitor must ensure that the necessary customs and transport documents have been completed for the material. Davos Congress does not accept goods delivered via cash on demand, and does not complete customs documents. The exhibitor must clarify all the necessary requirements directly with the commissioned courier in advance. All transport and customs costs must be assumed by the principal.

In the case of deliveries abroad (including EU countries), a clearly visible customs declaration, shipping bill or pro forma invoice stating the content and value of the consignment must be attached to the goods to be collected. A storage fee shall be charged for goods that are not collected as agreed.

Please inquire in time about customs regulations, documents needed and opening hours at Swiss customs! More info to be found here: <http://www.ezv.admin.ch/>

2.8. Goods deliveries



Entrance to the tunnel to the supplier's entrance

You can access the delivery section of Davos Congress from Davos Dorf train station via Einbahnstrasse "Promenade", continue past Davos Congress up to the Kurgartenstrasse crossing, and then take a left turn in front of Kirchner Museum. Continue up to the end of Kurgartenstrasse/Talstrasse crossing (one-way street), then bear left. The entrance is located 300 metres on the left side of Talstrasse. Drive into the entrance (tunnel) to reach the delivery section. Loading and offloading time is 15 minutes at most. For longer periods vehicles are to be parked at the stated parking areas (see 1.3 Parking spaces, page 3). Fines shall imposed by the police in the event of contravention.

2.9. Delivery door for mass deliveries



Rear delivery section entrance

Height: 1,950 mm

Width: 1,840 mm



Entrance Building A Foyer A1

Height: 2,080 mm

Width: 2,300 mm

2.10. Setting up and dismantling times

SETTING UP
Please contact Davos Congress
DISMANTLING
Please contact Davos Congress

IMPORTANT
Please adhere to the stated times!
If the setting up or dismantling times are not adhered to, the exhibitor shall be invoiced for the additional hours in accordance with the valid hourly rates.
Offloading at the entrance Promenade or at the entrance Talstrasse is strictly prohibited! Delivery Information see 2.8

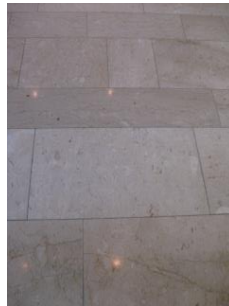
Depending on availability, an earlier set-up or later dismantling is possible. Set-up and dismantling beyond the appointed dates and hours are subject to charge. Please contact your congress coordinator to find out about possibilities and cost.

2.11. Floor load capacities

Various floor types apply depending on the part of the building. The floor load is 300 kg/m².



Foyer (Building A)
Material tbd



Building A and B
Material tbd



Building C
Material tbd

2.12. Carpets- / Floor plates

Carpets-/floor plates may only be attached by using a specially designed adhesive tape which can be obtained from our technical staff featuring 25 metres of tape (38mm in width). This is the only type of tape allowed. Strictly no other tape must be used. The exhibitors are liable and will be charged for any damages on the floor or walls caused by sticky tape or other inappropriate handling.

If a carpet or something similar is laid also in the transit area, the carpet/floor plates must not be heightened and it must be possible for the cleaning machine to pass at all times. Thus, no steps or other suchlike installations are allowed.

2.13. Exhibit, advertising or exposure times

The exhibit, advertising or exposure opening hours for exhibitors comply with the official congress times.

2.14. Badges

Individual

Badges can be collected directly from the registration desk.

If an exhibitor badge is not required, please carry a company name tag.

2.15. Waste disposal fees

During the whole event duration, our cleaning staffs collect all "regular stand waste" in the evening provided it is made ready outside your stand in a closed garbage bag.

All other waste accumulating from set-up and breakdown works (brochures, boxes, stand carpets etc.) must be disposed by you or your stand builder; otherwise, a disposal fee is charged to the exhibitor.

Waste disposal charges accord to CHF 70.00 for container seals as well as per bundle of pressed cardboard.

2.16. Booth design/fitings

Applying adhesive to walls, doors, floors, pillars, panes and damaging doors, walls, ceilings, floors and furniture with nails, screws or staples is prohibited. Carpets may only be fixed using a special adhesive carpet tape, which can be obtained from Davos Congress personnel at CHF 20.00 per role each with 25 m (38mm wide) of tape. The exhibitor shall be invoiced for damage to floors and walls as a result of sticking carpet tape or other inappropriate treatment.

Please be aware that all exhibition spaces are empty and we do not provide any stand equipment. All exhibitors are responsible to arrange for walls for the closed sides of the stand and floor covering if needed.

Any material – either brought along or rented by Davos Congress – must be within the booth area.

We would be glad to clean the stand at a charge.

2.17. Booth sizes and heights

Your stand size is marked in the exhibitor plan. Under no circumstances may the marked stand size be exceeded because the corresponding fire police guidelines have been taken into account in the planning. These would no longer be guaranteed were the marked stand area to be exceeded. Please note, in particular, too the stated maximum stand height. The ceiling heights at Davos Congress vary considerably.

2.18. Coverings / Decoration

Covering and decoration materials must accord to the VKF norm requirements of slow burning, non-dripping and non-toxic in case of fire. Paperboard sidewall coverings have to be treated with fire-resisting materials and must be attached as firm as possible. Straw, reed, brushwood or other easily inflammable decoration materials must not be used.

2.19. Liability

The promoter has not taken out any material insurance for the stands or the stand material. Taking out insurance against theft, burglary, and water and other material damage during the entire event, including setting up and dismantling overnight, is the responsibility of the exhibitor. Monitoring the stand is the exhibitor's responsibility. In the case of the absence of stand personnel you are recommended to keep valuable items under lock and key. Davos Congress rejects all exhibitors' claims for damages in conjunction with personal, material or pecuniary damage. Likewise no liability shall be accepted for claims for damages in respect of damage caused by exhibitors and sustained by third-parties. You are recommended to take out the respective insurance.

2.20. Rental equipment in the congress centre Davos

The congress centre Davos does offer a big range of rental equipment. All exhibitors may book their needed equipment online on www.davoscongress.ch/Exhibition

To hire material for the **Kongressname xx. – xx.xx.2021** please use the following **password:**

approach:

1. Please go to the website: www.davoscongress.ch/Exhibition
2. Select the congress: **xxx**
3. Choose „NEW BOOKING“
4. Enter password: **xxx**
5. Follow the instructions and enter your booking
6. You will receive a booking confirmation via email with your personal login data for later changes

3. Safety

Emergency exits, fire exits, traffic routes and safety devices (fire alarms, hydrants and fire extinguishers etc.) may not be moved or restricted at any time, and must be accessible and clearly visible at all times. In the event of contravention, the culpable party shall be liable.

International Emergency Telephone Number: 112

Police: 117

Breakdown Service: 140

Toxic Information, Emergency Advice: 140

Air Rescue Service: 1414

Road Condition: 163

4. Hotels

A number of selected hotels in all price categories are available at special Congress prices. You can book your hotel accommodation directly using the following link: **Online-form**. The form also includes a hotel overview.

5. Catering

Catering at Davos Congress Rules for exhibitors/hirers/holders of sales and information stands at Davos Congress



1. The catering director at Davos Congress is responsible for managing the catering operations at Davos Congress and its premises.
2. As a general rule, food and drinks are to be obtained from the Davos Congress restaurant. The respective, valid menu of Davos Congress serves as a basis for the prices. Alcoholic drinks must be obtained over the official congress catering.
3. As for certain, individual situations, the manager of the Congress Centre gastronomy might permit exhibitors to bring in food and beverages directly. The following must be adhered to:
 - 3.1. As part of this agreement there is no entitlement to using material and services of Davos Congress and the catering at Davos Congress (tables, crockery, cutlery, glasses and service etc.).
 - 3.2. The exhibitor is responsible for keeping clean and tidy the areas associated with the provision of incorporated foods and drinks (delivery, cleaning, disposal). The exhibitor shall be charged separately for waste disposal based on the quantity.
 - 3.3. Foods and drinks are to be provided free of charge, i.e. collection or setting off the provided goods are not permitted.
 - 3.4. The permit only applies for individual handouts not for banquets or likewise.
 - 3.5. Alcoholic beverages must not be brought in but are to be purchased via the Congress Centre gastronomy.
4. The sale or personal use of food and drinks brought in is subject to compensation. The flat-rate charge is: **CHF 100.00 per day.** Started congress days shall be charged as full days. The fee is payable directly following conclusion of the event to the catering manager at Davos Congress or his deputy. Alcoholic beverages must be purchased from the F&B department of the Congress House. This tariff applies to exhibitors who are present as part of meetings, congresses and seminars at Davos Congress. It is based on a calculation factor for the period of attendance of congress visitors to Davos Congress from: 1 for attending events or 5 attending lectures, presentations and courses etc. In the case of a greater weighting given to the attendance periods for events, a respective higher factor shall be applied.
5. The contracting party who enters into the agreement in relation to the area rent with exhibitors/hirers/holders of sales and information stands on the one hand and with the destination Davos Klosters on the other is responsible, in dealings with the catering director at Davos Congress, for adhering to these rules.

6. Contacts

6.1. Exhibition / advertising or exposure

Davos Congress
Talstrasse 41
Postfach
7270 Davos-Platz
Tel +41 (0)81 415 21 60
Fax +41 (0)81 415 21 69
www.davoscongress.ch

6.2. Technic

Davos Congress Technik
Kongresszentrum
Talstrasse 49A
7270 Davos Platz
technik@davoscongress.ch
Tel. +41 (0)81 414 61 30
Chief Engineer: Markus Finschi

6.3. Catering

Gastronomie Kongresszentrum
Promenade 94
7270 Davos Platz
lanz@hotelkongress.ch
Tel. operations +41 (0)81 414 61 51
Tel. administration +41 (0)81 417 11 22
Fax +41 (0)81 417 11 23
Director: Arnolfo Lanz
Operations manager: José Dias

xx.xx.xxxx/Kürzer CC