

Information for exhibitors at Electrify-In Switzerland

Beat Egli Exhibition Director Tel. +41 79 513 19 46 beat.egli@electrifly-in.ch

The following information is binding and forms part of the exhibitor contract between the Electrify-In Switzerland Association and the respective exhibitors:

Exhibition space

Space is limited and if necessary we will have to adjust the areas accordingly. The agreed and confirmed stand dimensions must be adhered to. The allocated exhibition space must be adhered to and neighboring exhibition areas must not be taken up or covered. Materials must be stored in the allocated stand space. If areas outside the approved stand area are used, permission must be obtained from the head of department.

Stand construction

In principle, all third-party suppliers must bring their own exhibition material. If this is not possible, please contact us and explain what you need. The 200x80 cm exhibition tables must be ordered in advance with the stand contract.

Technical equipment

A power connection will be installed for each exhibition stand on order. The power connection has a Swiss plug. If necessary, please bring your own adapter and your own extension cables. Please let us know in good time what additional technical equipment you require. All material orders for your performance must be sent in writing by e-mail to Beat Egli by August 31, 2023 at the latest. If the order is not confirmed, please contact us immediately by telephone.

Parking lots

Parking spaces are reserved for exhibitors in the vicinity of the exhibition grounds.

Advertising space

Advertising messages may only be displayed on the exhibitor's own stand area. Exhibitors' advertising posters may also be mounted on the side walls of the hall or on barriers to a limited extent by prior arrangement. For exhibitors, two advertising posters up to 75 x 150 cm are free of charge. Without an exhibition stand, a price must be

negotiated with the department head Beat Egli. If you would like to make use of other advertising space, please send your request directly to him.

Press relations

Please get in touch with our press department. Your contact person at Ok is Ms. Isabelle Schmidiger, isabelle.schmidiger@electrifly-in.ch

For additional photos of the event, please contact Markus Jegerlehner, markus.jegerlehner@electrifly-in.ch

Customs regulations

All matters relating to customs or customs regulations are the responsibility of the exhibitor. Electrify-In Switzerland declines all responsibility.

Please note that all goods coming from a third country and used, sold or exhibited at the event must be declared to Swiss customs upon arrival in Switzerland.

We urge you to read and observe the Swiss customs regulations. If in doubt, please contact the designated information offices of the Swiss customs authorities before shipping your exhibition goods.

Security

The exhibition will take place in the Swiss Air Force hangar at Bern Airport. Flight operations will continue, albeit with restrictions. Aircraft may also have to be temporarily moved from the exhibition. Exhibitors are obliged not to disrupt operations and to show consideration accordingly. The instructions of the airport staff, the Electrify-In Switzerland OC and their helpers must be followed.

No loose objects may be left lying around that could be caught by propellers or get onto the runway or taxiways. The access rules for all areas of the airfield must be strictly adhered to.

Access to the exhibition areas must be granted to the licensor at all times during opening hours. The exhibition hall is locked between 9 p.m. and 7.30 a.m. and is monitored during this time. The exhibitor is responsible for securing the exhibition material inside and outside the hall. The organizer accepts no liability.

Insurance for personal injury and property damage

Anyone operating a business at Electrify-In Switzerland must have public liability insurance for third-party damage appropriate to the nature of their business. Employees must be insured against accidents (occupational and non-occupational accidents). These requirements are imposed in the public interest and are also for the operator's own protection. The business operator is liable for any damage caused.

Foreign employees must be in possession of a valid residence or work permit (www.bfm.admin.ch). Proof of insurance must be provided on request.

Stand costs

The minimum fee is CHF 150 for a 200x80cm table. For larger stands and companies requiring more exhibition space, individual arrangements will be made and recorded in a contract. Payment is due immediately after stand confirmation. The organizer will issue the exhibitor with a corresponding invoice.

Opening hours of the EFIS 2024

Friday, September 6, 2024 **10.00h - 16.00h Set-up of exhibition spaces**
17.00h Opening EFIS and networking event for invited guests

Saturday, September 7, 2024 **09 30h - 18.00h**

Sunday, September 8, 2024 **09 30h - 16.00h**

The hall is open from 07.30h.

Set-up times

Friday, September 6, 2024: 10:00 a.m. to 4:00 p.m.

Vehicles may only be driven onto the exhibition grounds on Friday, September 6 until 16:00 and, if necessary, on Saturday, September 7 between 07:30 and 09:00. On Saturday, September 7 and Sunday, September 8, it is forbidden to drive on the exhibition grounds during the opening hours of the event.

Entering the exhibition grounds

Before approaching the site in question and setting up the exhibition stand, it is essential to contact the head of department Beat Egli on +41 79 513 19 46. He will allocate the exact location and start of set-up in advance and inform the exhibitor in writing by e-mail.

Exhibitors enter the site via the signalized gate behind the REGA hangar. They do not require a pass during the set-up period. Beat Egli or an assistant will welcome them and guide them to the exhibition area. Vehicles may only be driven at walking pace on the entire site.

Dismantling the exhibition stand

The event ends on Sunday, September 8, 2024 at 4.00 pm. The OC would like exhibitors to actively present their stand until the end of the event. If this is not possible, please discuss this with the Exhibition Manager Beat Egli.

Entry to the site is possible via the entrance gate at the earliest after the exhibition closes at 4.00 pm. All vehicles must be removed from the exhibition grounds by 6 p.m. at the latest. If you are flying home, the removal of your aircraft from the exhibition for departure must be coordinated in advance with the department manager. Pilots should clarify the departure arrangements directly with Bern Airport.

Waste disposal

Exhibitors are responsible for the proper and environmentally friendly disposal of waste generated during the construction, running and dismantling of their stand.

You can place up to a maximum of 60 liters (equivalent to a standard waste bag) of sorted "daily waste" (paper, glass, residual waste) next to your stand in the evening, clearly visible and sorted for the Electrify-In staff.

Each exhibitor is responsible for any quantities in excess of this during set-up, event duration and dismantling and for the disposal of sorted waste. If you have any questions, please contact Beat Egli.

ATTENTION: Unregistered waste that remains on the airfield site after the specified set-up/dismantling time or during the event without registration will result in an increased disposal fee and an administration fee of CHF 100.00. Adhesive tape or adhesive tape residues or floor coverings that cannot be removed without leaving residues and that remain on the hall floor after the specified dismantling time will be removed at the exhibitor's expense and charged to the person responsible. The maximum rate will be charged for recyclables containers or waste bags that are not filled according to type. The introduction and disposal of hazardous waste of any kind on the Bern Airport site is prohibited.

Consequences of violations / irregularities

The Electrify-In Switzerland OC is authorized to take administrative measures against persons who violate these regulations or to expel them from the site.

- If the operational management gives cause for complaint
- If the instructions of airport personnel, the Electrify-In Switzerland OC and their assistants are not followed

In the event of serious violations or imminent danger, the stand may also be closed immediately and without compensation. Rectification of the complaint does not entitle the exhibitor to a new permit. In the event of non-compliance with the conditions/requirements laid down in the permit or with these regulations, the Electrify-In Switzerland OC is authorized to charge the full costs of any further replacement measures and activities.

Cancellation

If a registered exhibitor does not appear at EFIS 2024, there is no entitlement to a refund of the stand fees.

If the Organizing Committee Electrify-In Switzerland has to cancel the event in part or in full, exhibitors are not entitled to a refund of any costs incurred. The stand fees will only be refunded in the event of a cancellation caused by the organizer, but not in the event of force majeure as defined by law.

Bern, February 2024

OC Electrify-In Switzerland

Overnight stay in Bern-Belp

Please book your hotel rooms yourself, we cannot offer any support here. In the surrounding area are:

Amante Restaurant and Hotel, Flugplatzstrasse 57, 3123 Belp +41 31 343 11 11 www.amantebelp.ch

QCM-Hotel, Eichholzweg 20-24, 3123 Belp, +41 31 960 40 60 www.qcm-campus.ch

Landgasthof zur Linde, Rubigenstrasse 46, 3123 Belp, +41 31 530 11 14 www.linde-belp.ch