



MONTREUX
MUSIC &
CONVENTION
CENTRE

EXHIBITION HANDBOOK AND GENERAL CONDITIONS

MONTREUX MUSIC & CONVENTION CENTRE (2m2c)

Exhibition

**E P N V - European Conference on Pediatric + Neonatal Ventilation
from May 21st to 24th, 2014**

Place of the exhibition

This exhibition will take place from May 21st to 24th, 2014 in the Montreux Music & Convention Centre (2m2c), Avenue Claude Nobs 5, 1820 Montreux.

Sales and Organisation Department, Event Manager: Iris Zenger, Event Executive

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Schedule of the exhibition

Opening hours of the exhibition have been established as follow:

1 st day	Thursday, May 22 nd , 2014	08:00 – 21:00
2 nd day	Friday, May 23 rd , 2014	08:00 – 18:00
3 rd day	Saturday, May 24 th , 2014	08:00 – 10:00

Set Up & Dismantling of the exhibition

- **Schedule**

All the exhibitors, assemblers, decorators, etc will observe the following opening hours. Only the exemptions granted before by the 2m2c and the organiser will be accepted. The relevant expenses inherent in these last will be under the responsibility of the exhibitor.

Set up	Wednesday, May 21 st , 2014	08:00 – 18:00
Dismantling	Saturday, May 24 th , 2014	10:00 – 18:00

- **Technical information**

Room/Space	Floor covering	Colours	Weight	Height max
Foyer Miles Davis Grand-Rue	carpet	gray marbled	400 kg/m ²	290 cm

Columns	space between the pillars: from axis to axis = 6m/12m
Dimensions of the pillars	39.5 X 39.5cm
Size of the loading door	391.9 cm broad / 351.1 cm high

- **Hall Supervisor (responsible for the exhibition at the 2m2c)**

You can reach your hall supervisor through your organiser. This person is your contact for all the details concerning the hiring of services or material "on site" (furniture, electricity, technical equipment, etc).

Insurances

The 2m2c is not responsible for the damage due to cases of major force, for example natural disasters, fires, war, etc.

The 2m2c also declines any responsibility in case of theft, armed robbery, work-related conflicts etc. The exhibitor will conclude the insurances necessary under his own responsibility and will renounce any complaints to the 2m2c in case of disaster.

Civil responsibility, responsibility of the tenant

The exhibitor is responsible for all the damage that he, one of his co-workers or his installation, could cause to the 2m2c or to someone else (other exhibitors or tenants, the visitors, etc.)

Thus, he must have or contract insurance, which will cover any damage caused by the exhibitor or his staff, assemblers included.

As well the 2m2c, as the owner of the building, do not accept any responsibility apart from that which reconsiders to them the base of the legal regulations contained in the code of the obligations.

General safety regulations

The 2m2c takes all the security measures which it considers useful (particularly regarding fire risks), in order to run the exhibition under the best conditions.

The exposed equipment should not present any danger or inconvenience which can hinder the exhibition, the exhibitors or the visitors. The exhibitors will conform to the regulations of safety of Caisse Nationale Suisse of Insurances (SUVA) in case of accident.

Without special permit, it is forbidden to work with internal combustion engines. The exhibition material which could be dangerous or could cause a fire cannot be introduced into the exhibition without approval of the 2m2c and the ECA.

The building is entirely equipped with sprinklers, extinguishers and fire hoses.
The exhibitors are expected to:

- Take all the precautions necessary during the handling of goods in order to prevent the ground, the fitted carpets, the walls and the heads of sprinklers protruding from the ceiling.
- Avoid using the sprinkler pipes, the electric cables or the ventilation pipes to suspend panels, projectors, etc
- Announce to the personnel of the 2m2c any possible damage or irregularity.
- Subject the plans of the stands to the 2m2c for approval, in order to observe the security standards, such as precautions against fire hazards, easy access to fire exits, ventilation...
- The heat released should not exceed the 45°C.
Any intentional or accidental deprecation of the building and the security system will be invoiced to the **exhibitor**.

The buildings and the installations will be left in good state of operation and cleanliness. The expenses caused by an exceptional cleaning as well as the replacement of the deteriorated material (fitted carpet, parquet floors, panels, etc), will be invoiced to the exhibitor.

- **Prohibitions (relevant to stand construction)**

- It is forbidden to saw or weld
- It is forbidden to bore the existing walls, pillars and walls
- It is forbidden to fix objects on the ground, ceiling or with the installations of lighting and ventilation
- It is forbidden to install cable or material in the passages firebreak

- **Flooring**

If the organiser does not use the fitted carpet that CCM SA is able to rent out to him, and wishes to Use his own floor covering; he shall observe the following prescriptions:

- The floor covering shall be fixed to the floor by double sided adhesive foil corresponding to CCM SA characteristics and standards. This adhesive foil shall be supplied to him directly by CCM SA at market price.
- This adhesive foil shall have the following characteristics: 3 M n°. 9252 for our floors in epoxy Resin (B4) and n°. 9195 for our fitted carpets covering (A4, A3, A2 and B2, B3, B5-6-7-8)
- The covering shall possess non-inflammable classification in accordance with the law.

- **Dressing and decoration of stands**

Where the height of the suspended ceiling or technical installations is equal to or greater than 2.75 m, and in order to guarantee maximum efficiency of safety equipment (fire detectors, smoke extractors and sprinklers) no structure or equipment shall be placed in the upper volume of each stand, within 50 cm of the suspended ceiling or the technical equipment.

The appended floor plans provide the approximate height of our locations. For any construction exceeding 2.30 m in height, we ask you to consult your Event Officer.

- **Material used for decoration**

Fireproofing may confer M1 quality on materials that in their normal state are fairly or easily flammable. This can be carried out by spraying on a special liquid, by application with a paint brush, using a special varnish, or by soaking.

Unless otherwise stated, this treatment shall be done outside the premises of the 2m2c, and shall be repeated every two days.

Note: Fireproofing can be done on wooden panels or natural textiles comprising a high proportion of natural fibres. It is impossible on synthetic and plastic textiles.

- **Slings and Suspension Systems**

Any equipment suspended by means of slings from the structures or suspended ceilings on the site must first be authorised by the 2m2c Building Technical Agent who is the only person authorised to carry out this service for the organiser or the exhibitors. Should the request be granted, the organiser or the exhibitor shall provide load and fixation characteristics, and are responsible and liable for all the suspension equipment as well as for the safety of users and visitors.

- **Air conditioning**

The 2m2c reminds you that the system effectiveness of air conditioning can be guaranteed only for the stands built with opened roof. (Thus allowing the air circulation.)

- **Stands lighting**

The exhibitor is responsible for turning light off his stand at the end of each day

- **Public announcement**

The 2m2c is equipped with a wiring for sound call. It will be used exclusively to announce messages concerning the opening and closing or in case of emergency. When we communicate a piece of information through this system, we would like to have your prompt attention.

Order of additional services

The exhibitors have the possibility of ordering additional services. The order forms must be sent to the organiser.

Deadline: April 20th, 2014

Agency: SYMPORG SA, Rue Rousseau 30, 1201 Genève

Phone: +41 22 839 84 84

E-Mail: elaget@symporg.ch

The exhibitor will receive thereafter a confirmation and the relevant invoice, which must be paid on receipt soon as received. Only the services paid in advance can be retained definitively. The tariff of any order arrived after deadline (20.04.2014) will be raised this way:

From:	April 21 st to May 5 th , 2014,	+ 50%
From:	May 6 th to May 20 th , 2014,	+ 75%
	Late order during the exhibition,	+ 100%

Cleaning

The general cleaning of the corridors is assumed by the 2m2c's cleaning service. The exhibitor can order the daily cleaning of his stand with the order form. This service covers the cleaning of the ground, the dusting of surfaces of furniture as well as the emptying of the dustbins. The evacuation of large waste (as of 800 litres = 1 container) as of special waste will be invoiced separately.

Delivery at 2m2c

Material can be delivered as from **May 14th, 2014** and will be stored at the 2m2c. The name of the congress, the name and the number of the stand must be specified in the address. The exhibitor will be able to withdraw his package at the storage office. No parcels or deliveries which need to be paid for will be accepted. For maintenance of deliveries over 20 kg a storage and maintenance fee will be applied, i.e. CHF 60 per hour.

Parking exhibitors

The unloading quay may be used only for the unloading of material. This operation will be controlled and handled by the organiser who will recruit a security agent according to the volume of the traffic. The parking Lorus located in front of the main entrance of the 2m2c is booked during the set up day (May 21st, 2014). It contains 27 parking lots for cars only.

During the exhibition period, trucks will be able to use the parks named “Pierrier” (8 spaces) and Parking in Chailly (3 free spaces). Any other public vehicle will have to be parked in the public car parks of the town. Plans will be provided to the drivers by the event executive, if necessary

Public parking in the Montreux area provides a capacity of 1845 spaces close to the 2m2c.

The city map may be download the Internet site: <http://www.2m2c.ch/fichier/planMontreuxHotels.pdf>

Transports and customs

The exhibitor will address all his enquiries concerning transport and customs to the forwarding agent appointed by the 2m2c, that is to say:

SEV - Sté des Entrepôts Vevey SA, Avenue Reller 1, CH-1800 Vevey

Contact : Jean-François DUDING, E-mail : jf.duding@sev-port-franc.ch

Téléphone : +41 (0)21 921 37 85, Fax : +41 (0)21 921 65 63.

Empty packing and dismantling of the stands

The SEV will be in charge of the recycling. With regard to the independent exhibitors, the event executive (responsible for the exhibition) will show them, during the assembly, the place foreseen for the storage for the empty packing. The exhibitor will bring and seek them under his own responsibility.

General information

- ***First aid***

when necessary, contact the personnel of the Reception which will put you in contact with the section of first aid.

- ***Security***

No permanent security service (daily or night) is planned by the 2m2c, but the closing of the building according is guaranteed to the schedule planned above. If they required a greater security service, the exhibitors will make arrangements under their own responsibility.

Legal Point of jurisdiction and applicable duty

In case of litigation between an exhibitor and the 2m2c, point of jurisdiction is Vevey. Swiss law is applicable and the French text refers.