

EDPA International/IFES

Country Report Template

A Local Knowledge Report From Exhibit/Event Service Providers



Switzerland

| Presentation prepared by

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live communication verband schweiz

Switzerland Facts and Figures

- Population approximately: 8 million
- Main language(s): German, French, Italian
- Country Size: 41'285 km²
- Capital City: Berne (population 123'154)
- Largest City: Zurich (population 366'765)
- Currency: Swiss francs



Money Issues

- In Switzerland you pay with Swiss francs (CHF). One Swiss franc is equal to 0,82 Euro (€) or 1,11 Dollar (\$).
- Most credit cards like Mastercard, Visa or American Express are widely accepted. Travellers are not asked on dealing with lots of cash.
- 40 years ago the state abolished the service fees in Switzerland. So **officially** you are not forced to give tips in restaurants, bars or the like. However the service employees salaries are equal low in Switzerland than in other countries. Giving a tip is therefore very common and appreciated.
- There is a VAT of 8% on goods and most services which you can find included on you bill. You can find all the information about tax free shopping on http://www.ezv.admin.ch/zollinfo_privat/04342/04353/04358/index.html?lang=en

Size and Distance Information

http://www.goruma.de/export/sites/www.goruma.de/Globale_Inhalte/Bilder/Content/L/landkarte_europa_Schweiz_gross.jpg
Quelle



Hours shown are car driving times
(No stops included)

0 100 km

| Location of Major Venues

- Centre International de Conférences Genève
- Congrès Beaulieu Lausanne
- Congress Center Basel
- Congress Centre Kursaal Interlaken
- Davos Congress
- KKL Luzern Management AG
- Kongresshaus Zürich AG
- Montreux Music & Convention Centre
- Palazzo dei Congressi Lugano
- Kursaal Bern

Others:

- CongressEvents St.Gallen / Olma Messe St. Gallen
- Messe Luzern

Centre International de Conférences Genève (CICG)

<http://www.cicg.ch/>

- Accommodates up to 2,200 people
- 27 different conference rooms
- Total function space 11,000 m²
- 4,000 m² of exhibition space
- The Conference Centre of Varembeé (CCV) can be used independently or in conjunction with the CICG
 - Up to 200 participants
 - 5 conference rooms
 - 250 m² of exhibition space



Congrès Beaulieu Lausanne

www.beaulieu-lausanne.ch

- Accommodates up to 5000 people
- 30 different conference rooms and a big theatre
- Total exhibition surface 50,500 m²
- 20 – 25 exhibitions held each year



Congress Center Basel

www.congress.ch

- Accommodates up to 3000 people
- 25 different conference rooms
- Total function space 7,000 m²
- 5 halls with a gross area of 141,000 m²



Congress Centre Kursaal Interlaken

<http://www.congress-interlaken.ch/en/home.html>

- Accommodates up to 2000 people
- 19 different rooms, of which 3 are over 900 m²
- Facilities also include a concert hall, a casino, and a theatre
- Total function space 5'000 m²



Davos Congress

<http://www.davoscongress.ch/>

- Accommodates up to 5,000 people
- 34 high-tech rooms for approximately 1,800 people
- Total function space 12,000 m²



KKL Luzern Management AG

<http://www.kkl-luzern.ch>

- Three exciting venues in one location
- Accommodates up to 4,700 people
- 12 different conference rooms
- Total function space 5,900m²



Kongresshaus Zürich AG

<http://www.kongresshaus.ch/>

- Accommodates up to 3,000 people
- 13 different conference rooms
- Total function space 4,000 m²



Montreux Music & Convention Centre

<http://www.2m2c.ch/>

- Accommodates up to 3000 people
- 29 different conference rooms
- 2 exhibition halls with a total floor area of 4,000 m²
- 4,500 m² of foyers, public spaces and vast terraces with views of the lake and Alps
- Total function space 18,000m²



Palazzo dei Congressi Lugano

<http://www.luganoconventions.com>

- Convention Centre:
 - 8 rooms and 3 halls
 - Total function space 2,180 m²
 - Accommodates up to 2,000 people
- Exhibition Centre:
 - 7 Pavillions
 - 12,000 m² exhibition space
 - Accommodates up to 2,500 people



Kursaal Bern

<http://www.kursaal-bern.ch>

- Accommodates up to 1,500 people
- 27 different rooms
- 11 different facilities with a total function space 4,559 m²
- Arena & Forum facility are ideal for conferences and exhibitions: Total function space of 2,800 m².
- Offers a variety of seminar and other event packages



| Exhibition Facts and Figures

General Information

Services & subcontracts

- Typically the organizers of exhibitions are local companies or the exhibition venue itself.
- Organizers offer a variety of services that they provide via a competent project manager. This ensures that customized solutions are created to match the individual needs of each exhibitor. Restaurant and catering: It is custom that the organizers provide either their own venues and facilities, or have a corporate partner who is equipped to fulfill the needs of exhibitors and visitors.

Unions

- In Switzerland one Union checks the working hours and minimum wages. The inspections on the fair ground are not announced www.unia.ch.

| General Information

Rigging

- All ceiling suspensions that are directly connected to the ceiling (clamps, steel cables, carriers) may only be mounted and supplied by the official organizers. All electronic connections usually need to be ordered through official forms. Usually the private provision of such electronic devices is prohibited.

Set-up and dismantling

- Most organizers provide a timeframe for exhibitors to move in and move out of the venue. These times are to be respected in a strict manner. Particularly during the dismantling of the exhibition, the organizers maintain the right to remove booths of exhibitors if these do not conform to the timeline set out.

| General Information

Health and Safety standards

- Usually most event organizers employ an independent accident prevention committee, which is responsible for the diligent inspection of the venue just before it is open to the public. Additionally, objects may only be exhibited and placed in the booths if they conform with the safety requirements of the Federal Act of March 1976, which relates to the accident regulations of the Swiss National Accident Insurance Fund (SUVA).

Building permissions

- Depending on the size of the facility such building permissions can vary. However, usually multilevel stands or stands with an area of 100m² or more, need a permit. In order to receive such a building permission the owner and builder of the stand must provide the project plans, the structural analysis and details of the type of inscription, the material employed, and the protection and monitoring system to be used. Additionally, the stand must be free-standing and may not be attached to any part of the hall. Further details are usually provided by each organizers individual stand construction and design guidelines.

Electrics and Electricity

- Typical Voltage 230 Volt.
- All electrical lines leading to the main connectors of the individual stands, as well as such connections within the booths themselves, may usually only be installed by electricians that are certified by the organizers. Additionally, safety standards and guidelines must be taken into consideration.
- Standard plugs have two pins or three pins.



| Labour Cost Estimates

- General Labourer: CHF 25 – CHF 50 / hour VAT 8%
- Experienced Labourer: CHF 40 – CHF 80 / hour + VAT 8%
- Site Supervisors: CHF 120 – CHF 180 / hour + VAT 8%
- Custom Stand Builders: CHF 150 – CHF 180 / hour + VAT 8%

- Most companies offers day packages – upon a quote

| Material Usage

Carpet

- Carpets may only be used if they are mounted with an adhesive or type of tape that does not damage the flooring of the venues. Additionally, no carpets may be used on parquet flooring.
- There are numerous companies that offer customized and standardized carpets that are specifically designed for exhibitions. The carpets are usually made of polyamid, with a rear made of nitrile rubber. This ensures cleanliness and anti-slip guarantee.
- Prices range from approximately 15.00 CHF – 25.00 CHF per m².

Raised flooring

- Raised flooring is not a standard amenity at exhibitions. However, there is a company that is specialized in providing such customized flooring solutions – MatrixSystems. The price and materials used depends on each individual case and an offer must be requested from the company.

| Material Usage

Materials

- Switzerland offers a wide range of plastic materials. There are very few US materials available as the Swiss recycling, health and safety, as well as production regulations are different. However, the majority of offered materials are similar to those in the US market and are equally suitable for exhibitions.

Prices

- Materials that are more expensive in Switzerland are wooden products, particularly parquet creations. Furthermore, there are certain types of specific plastic materials that may be more expensive due to the high production costs faced by Swiss producers.

| Shopping Tips

- Home Improvement store can be found everywhere f.eg. Obi(<http://www.obi-baumarkt.ch>) , Jumbo (<http://www.jumbo.ch>) , IKEA (<http://www.ikea.com>) , Migros Do-it Shop (<http://www.doitgarden.ch/>) , Coop Bau + Hobby (<http://www.coop.ch>)
- Electronics store for cables, monitors etc. you find at Mediamarkt (<http://www.mediamarkt.ch/>) , Interdiscount, M-Electronics (<http://www.melectronics.ch>) , Conrad (<http://www.conrad.ch>)
- General stores are Migros (www.migros.ch), Coop (www.coop.ch) , Manor (www.manor.ch)

EDPA International Members Active in this country

Not known



Event
Experiential
Environment

Exhibit Designers + Producers Association



*sharing knowledge
global network
international collaboration*

Global Exhibiting - Great Challenges