

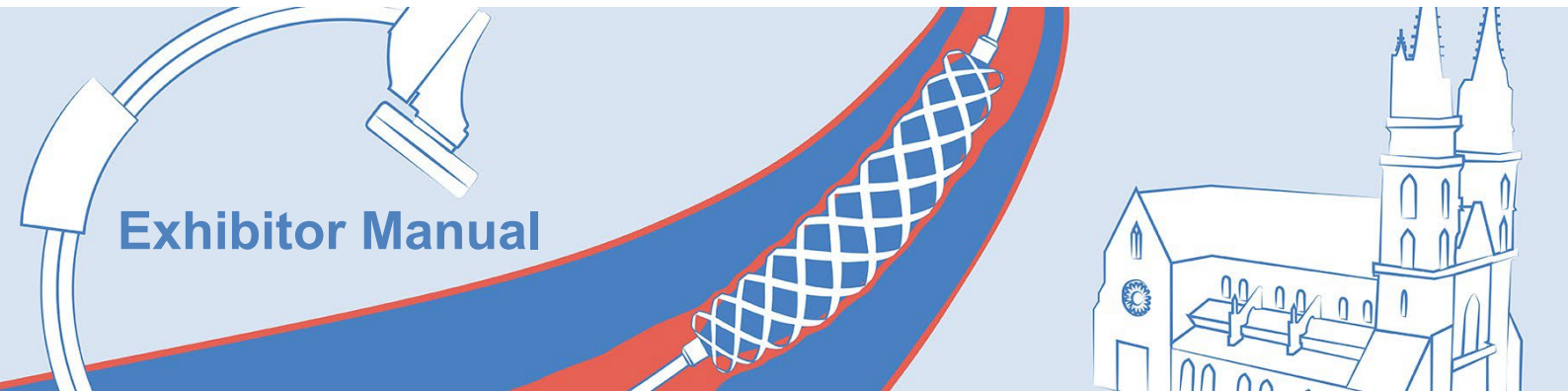


Union of Vascular Societies of Switzerland
Union Schweizerischer Gesellschaften für Gefässkrankheiten
Union des Sociétés Suisses des Maladies Vasculaires
Unione delle Società Svizzere di malattie vascolari
Unión de las Societads Svizas da malsognas vasculares
USGG / USSMV www.uvs.ch

24th Union Congress of Vascular Societies of Switzerland

with the Swiss Society for Ultrasound in
Medicine Section Vessels

6 – 8 November 2024, Congress Center Basel



Exhibitor Manual

24th Union Congress

of Vascular Societies of Switzerland

with the Swiss Society for Ultrasound in Medicine

Section Vessels

6 - 8 November 2024 | Congress Center Basel



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1 General Information

1.1 Location

Congress Center Basel

Messeplatz 21

CH-4058 Basel

T +41 58 206 28 28

info@congress.ch

www.messe-basel.com

1.2 Contacts

Congress Organization

Unionstagung

Meister ConCept GmbH

Petronella Leenhouts / Sabrina Ott

Bahnhofstrasse 55

CH-5001 Aarau

T +41 62 832 34 75

unionstagung@meister-concept.ch

Location / Furniture

Congress Center Basel

Pascal Hürlimann

Messeplatz 21

CH-4058 Basel

T +41 58 206 30 66

exhibition@congress.ch

Catering

Wassermann & Company

Riehenring 118

CH-4058 Basel

Tel.: +41 61 201 08 45

sales@wassermann-company.ch

1.3 Travelling to the venue

Basel is located where the Swiss, German and French motorways intersect. There is a direct route from the Congress Center Basel and the trade fair site to the motorway. The "Messe" junction on the A2 motorway leads directly to the trade fair and congress site. The trade fair venue houses a multi-storey car park with 1200 parking spaces (GPS: Parkhaus Messe Basel, Riehenstrasse 101, 4058 Basel, see the route map in the Appendix 01).

Public transportation

From the SBB railway station, it's a ten-minute journey on the No. 1 or 2 tram to the "Messeplatz/Exhibition Square" stop where Messe Basel and the Congress Center are located. From Badischer Bahnhof railway station, "Messeplatz/Exhibition Square" is the second stop on the No. 2 or 6 tram.

Guests staying in Basel hotels are given a personal guest card when they check in. This BaselCard gives them free use of public transport in the city and its surroundings (including the EuroAirport) for the entire duration of their stay.



Car

Basel is located at the point where the Swiss, German and French motorway networks all meet. The exhibition and congress site has its own direct link to the A2 motorway. The “Messe” exit will take you straight to the Messe Basel car park with its 1,200 parking spaces.

EuroAirport Basel

EuroAirport Basel-Mulhouse-Freiburg is 15 minutes by car from Messe Basel. Basel municipal transport's No. 50 bus additionally provides a straightforward connection from the airport to the SBB/SNCF railway station. From there, tram No. 1 or 2 will take you directly to Messeplatz/Exhibition Square.

1.4 Parking

MCH Messe Schweiz (Basel) AG has a limited number of parking spaces on offer. We therefore request that you book your parking spaces as quickly as possible.

All tickets should be ordered in advance via the online shop, exhibitor tickets as well as one time exit tickets. Ordered tickets can be picked up on site.

Once the order date has expired (2 weeks before the set-up begins), we reserve the right to reject reservations and orders.

When using the car parks, you must observe the relevant house rules for the car park that you are using.

1.5 Badge

One badge is included per 2m² of booth space. Badges can be booked via the partner platform. The costs for additional badges are CHF 60.00 per badge/per day.

1.6 Union Dinner

This year's Union Dinner will take place in the beautiful Elisabethenkirche which is a particularly atmospheric venue in Basel. The annual dinner will be followed by a party and all colleagues are invited to enjoy a relaxing and festive evening. Tickets can be booked via the partner platform. The cost is CHF 90.00 per person.

Elisabethenkirche

Elisabethenstrasse 10 - 14
4051 Basel



2 Opening hours and right of access

2.1 Opening hours

Exhibition

Wednesday,	06.11.2024	10.00 a.m. - 06.30 p.m.
Thursday,	07.11.2024	07.30 a.m. - 06.30 p.m.
Friday,	08.11.2024	07.30 a.m. - 01.15 p.m.

Registration

Wednesday,	06.11.2024	09.00 a.m. - 06.30 p.m.
Thursday,	07.11.2024	07.30 a.m. - 06.30 p.m.
Friday,	08.11.2024	07.30 a.m. - 01.00 p.m.

Congress Center Basel

Tuesday – Friday	07.00 a.m. – 10.00 p.m.
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2.2 Right of admission

No badges are required from the Congress Center.

3 Transporting the exhibition materials to and from the venue

3.1 Good handling

The assembly and disassembly schedule will be determined by the organizer in consultation with the Congress Center Basel and communicated to you later.

The exhibitor is responsible for transporting, setting up and dismantling their booth and any associated materials.

Delivery:	Tuesday	05.11.2024	08.00 a.m. – 06.00 p.m.
	Wednesday	06.11.2024	07.00 a.m. – 09.00 a.m.
Removal:	Friday	08.11.2024	01.15 p.m. – 10.00 p.m.

3.2 Containers and swap bodies

Containers and swap bodies must not be parked in MCH halls or delivery zones. Parking spaces can be assigned by MCH.

3.3 Packaging

All booth constructors must use packaging that is suitable for transport when transporting booth construction materials.

3.4 Sending items by post and courier

Material will not be accepted any earlier than **October 30th, 2024**. Sending items are accepted from Monday to Friday from 8.00 a.m. - 12.00 a.m. and 13.15 p.m. - 17.00 p.m.. The delivery address is as follows:



Congress Center Basel

MCH Messe Schweiz (Basel) AG

Unionstagung 2024 / Hall 4.U,

Booth number, name of the company

Messeplatz 21

CH-4058 Basel

Please note that if the details are not complete, the delivery may be handed out too late or refused and sent back.

The Swiss customs also require certain documents for international consignments. You should contact your courier service for these at an early stage. Deliveries requiring cash payment will be refused. The Congress Center Basel does not accept any responsibility or liability for losses, damage and delays.

At the trade fair site in Basel, items sent by post are delivered to MCH facilities management, which are then stored at the package counter until collection by signature. MCH does not accept any liability for any items that are delayed, damaged or lost in the post.

Items sent by courier are generally delivered directly to the exhibitor booth by the courier. Items that are sent and cannot be delivered are stored by MCH at the risk and expense of the sender. Furthermore, please draw attention to the fact that the correct customs documents must be provided with international shipments. Otherwise, the materials will be delayed at customs.

Exhibitors should contact their forwarding agent/courier as early as possible. Administrative matters and customs payments are the responsibility of the exhibitor and must be completed before shipment. MCH does not pay for shipments.

3.5 Freight shipments

Freight shipments that are transported by a forwarding agent by air, sea, rail or road will not be accepted any earlier than **October 30th, 2024**. Sending items are accepted from Monday to Friday from 8.00 a.m. - 12.00 a.m. and 13.15 p.m. - 17.00 p.m. and must be addressed as follows:

Congress Center Basel

MCH Messe Schweiz (Basel) AG

c/o Unionstagung 2024 / Hall 4.U,

Booth number, name of the company

Messeplatz 21

CH-4058 Basel

The forwarding agent shall be responsible for freight shipments right up until the point at which they are delivered to the halls or to the booth.



3.6 Empty containers

You must not store empty containers and packaging materials outside of the booth. Any empty containers must be immediately passed on to the official MCH logistics partner so that they can be removed and stored elsewhere. MCH reserves the right to remove and store any empty containers that are stored contrary to MCH rules if the exhibitor does not comply with the request to remove them. This shall be at the expense of the exhibitor. If full containers that have been declared as empty containers are damaged, MCH shall not accept any liability for this.

3.7 Hall lifts

It is not possible to reserve the lift. The dimensions and load-bearing capacities of the individual lifts are as follows:

Lifts 402 and 403 have the following dimensions:

- Width 2.45m
- Length 6.50m
- Height 3.20m
- Payload 6'000kg

3.8 Cranes, forklift trucks and lifting platforms

For safety reasons, exhibitors are not permitted to operate their own cranes, forklift trucks or lifting platforms on the trade fair site. Only equipment provided by MCH or their official logistics partner may be operated. Forklifts are generally available but need to be pre-booked via the online shop and are carried out by the official MCH logistics partners. In exceptional cases, exhibitors can use their own equipment. However, this must undergo a technical test (which incurs a charge) and be approved before it can be used.

3.9 Transporting materials during the event

During opening times, you are not permitted to transport exhibits into or out of the MCH halls and rooms. The delivery of exhibits to the booth must take place each day either before the halls and rooms are opened to visitors or after they have closed to visitors.

3.10 Customs formalities

For any questions regarding importing and exporting goods, the trade fair site in Basel houses a Messezollamt (trade fair customs office):

Basel trade fair customs office:

Tel. +41 58 206 21 22

Fax +41 58 206 21 81

E-Mail messe.bs-stjakob-zi@ezv.admin.ch

Trade fair customs office opening times:

Monday to Thursday: 07:30-12:00 and 13:00-17:00

Friday: 07:30-12:00 and 13:00-16:30

Saturday and Sunday: closed



3.11 Goods that are temporarily imported into Switzerland

For goods that are only temporarily imported into Switzerland, payment of the Swiss customs duties must be guaranteed until the goods have left the country again. It is best if the processing for trade fair and exhibition goods takes place using the international customs document "Carnet ATA", which safeguards the customs formalities not only for Switzerland but also for the country of origin of the goods and for any transit countries that the goods may pass through. Exhibitors can obtain the "Carnet ATA" document from a chamber of commerce in their country or federal state.

Marketing materials such as brochures, give-aways, etc., usually need to be declared.

3.12 Goods that are imported into Switzerland to be sold

Goods that are imported into Switzerland to be sold must be cleared through customs by means of a forwarding agent with a "Freipass" ("free pass"). As the value, use the amount (in Swiss francs) for which you will offer the goods for sale at the event. In addition to the customs duties, you must also pay the value-added tax.

If you have any questions regarding customs information, the customs officials from the Basel trade fair customs office are available to help you.

4 Constructing the booth

4.1 Set-up and dismantling

Set-up and dismantling times (please comply with the specified times):

Set-up:	Tuesday	05.11.2024	08.00 a.m. - 06.00 p.m.
	Wednesday	06.11.2024	07.00 a.m. - 09.00 a.m.

Important:

All booths muss be fully constructed before the official start of the conference.

Dismantling:	Friday	08.11.2024	1.15 p.m. - 10.00 p.m.
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Each exhibitor is assigned a time frame for setting up and dismantling the booth. You must comply with the time frames for setting up and dismantling the booth and the prescribed deadlines for setting up and for clearing up. The aisles must be cleared by Wednesday, November 6th, 2024, 09.00 a.m., so that the cleaning of the hall can commence. Furthermore, from the opening day onwards, you may not make any further changes to the booth equipment for the entire duration of the event.

Exhibits must only be removed on Friday, 8 November 2024, after 02.00p.m. (after the last sessions has started). The booth and the exhibits must be completely cleared up and removed from the trade fair site on Friday, November 8th, 2024, 10.00 p.m. In case that the booth and the exhibits cannot be removed from the trade fair site on Friday, the material must be picked up until Friday, November 11th, 2024 from Monday to Friday from 08.00 a.m. - 12.00 a.m. and 13.15 p.m. - 17.00 p.m.. No additional costs for storage and staff will be charged. Packaged consignments that are to be returned, accompanied by the corresponding documents, must be brought to the appropriate collection point



during dismantling and collected within a week. Material that is not deposited in the correct manner will be disposed. The Congress Center Basel does not assume any responsibility or liability for loss, damage or delays. MCH reserves the right to dispose of booth equipment and exhibition materials after this term has expired and accepts no liability for these goods.

During set-up and dismantling, elevator 403/402 via delivery zone 4 (opposite Clarahofweg 39) will be used as the exhibitor entrance.

4.2 Booth construction and design guidelines

When constructing a booth in the MCH halls and rooms, these house rules must be complied together with the Guidelines for constructing and designing booth.

Concerning the visual design of the exhibition, we ask exhibitors with back or side walls over 2.5 meters in height to take note of adjacent folding or table booth. This means we ask you to make the walls appealing on the back as well.

The type of booth or booth construction, as they are adjacent to each other, can be requested from the congress organization.

4.3 Booth area

The area that is assigned on the positioning plans is the area available to the exhibitor for their booth. The boundary line of the booth corresponds to the maximum extent of the booth on all sides. No element of the booth (bays, neon signs, etc.) may protrude beyond this line. All equipment that is required to operate the booth must therefore be housed within this booth boundary (this also applies for the allocated max. booth height). Any areas that are not defined as a booth or storage area are open spaces. These are used both for logistics purposes (transporting goods, site development) and for safety (escape routes) and must be kept clear. MCH reserves the right to, at the expense of the exhibitor, remove any booth construction material that is stored contrary to the specified rules. If you partly or wholly obstruct escape routes or transport routes, you will be liable for any damage or claims that arise from this.

4.4 Hall floor

The exhibitor must hand back their booth area in the same condition in which they received it. You must not anchor any fixtures to the hall floors. Machine plinths must be fully removed when the event finishes. The same applies to any other fixed construction elements that have been set up in the booth. You must only use carpet tapes that do not damage the hall floors. You must not use any carpet tapes on parquet floors. MCH shall repair any damage to the hall floor and other parts of the building and issue an invoice for this.

The maximum payload per square meter is 250 kg.

4.5 Hall ceiling

For safety reasons, MCH official partner must only mount all mountings that are directly connected to the hall ceiling (beams, clamps, steel cables).



5 Technical connections

5.1 General

All of the connections provided by MCH are available to order from the online shop of the MCH. Private installations are strictly prohibited. Technical cables that are routed via the transport routes must be secured and marked accordingly. All connections, connection boxes, distributors and junctions must always be accessible.

5.2 Water and waste-water

Official MCH installers must only install the water supply and drainage pipework to the booth and the connections within the booth. For exhibitors who consume large volumes of water (e.g. for basins and pools), it is obligatory to install water-supply and drainage pipework.

5.3 Electricity

Official MCH installers must only install all supply lines for the main connections to the exhibitor booth and the connections within the booth. You must observe the relevant safety regulations and information sheets.

5.4 Gas

Cooking with liquid gas is prohibited in MCH halls and rooms. The use of propane and butane gas is only permitted in exceptional cases and only with the approval of the fire safety officers. Only appliances approved by SVGW (Swiss Gas and Water Industry Association) may be connected. The installations must be checked for leak-tightness and functionality before each event. You must observe the relevant safety regulations and information sheets.

5.5 Odour extraction

You must not feed any combustible, harmful or irritating vapours or gases into MCH halls or rooms. At booth where food is boiled, grilled or fried, odour-extractor hoods must be installed at the expense of the exhibitor. Generally, only MCH extractor hoods may be installed.

5.6 Communications networks

MCH offers state-of-the-art communication networks. Speech, data, images etc. can be transmitted to the public network via the hall network. Point-to-point links within the trade fair halls are also possible. Official MCH installers must only install the main supply lines.

5.7 Wireless data transmission

MCH halls are equipped with publicly accessible and closed wireless local networks (Wi-Fi). To guarantee that these networks work faultlessly, the use of private Wi-Fi in booth is prohibited in MCH halls.

5.8 Booth air conditioning

The fixed cooling network in the halls in the trade fair site in Basel is the only option for additional cooling of the booth. No other fixed cooling system is permitted in these halls. The cooling lines from the pipeline network of the hall to the exhibitor's booth must only be installed by official MCH installers.



6 Ordering rental furniture and technical infrastructure

You can order rental furniture and technical infrastructure via the Online Shop of the MCH.

Notes:

- Any material is only available while stocks last. Further rental materials are available on request.
- When the rental material is delivered, the exhibitor inherits the risk of using this material. From the point at which the material is handed over up to the point at which it is returned, the exhibitor shall be liable for any damage to or loss of the material.
- The technical materials are invoiced by MCH to the company that ordered them.
- All material must be located within the booth area.

The login information, incl. personal password will be sent separately. Order deadline is on **October 20th 2024**. After the deadline has passed and especially for orders on spot, express charges may apply. For any further information please send your request to exhibition@congress.ch.

7 Cleaning and waste disposal

7.1 General hall cleaning

The event organizer carries out the general cleaning of the hall (aisles, stairways, sanitary facilities, etc.).

7.2 Booth cleaning

Booth cleaning can be booked in the Online Shop for rental furniture and technical infrastructure.

7.3 Cleaning agents

Cleaning work is generally carried out using biodegradable products. Liquids, substances or other materials that are absolutely necessary for cleaning the booth or for cleaning, operating and maintaining the exhibits must be used correctly by personnel with the proper expertise so as to ensure that there are no environmentally damaging effects. Any residual stocks of these substances, including any aids that have been used, must be disposed of correctly as hazardous waste. Cleaning agents that contain harmful solvents must only be used in exceptional cases and must be used in accordance with the regulations.

7.4 Waste disposal

During set-up and dismantling, containers will be disposed in the halls. Waste is collected regularly during assembly and dismantling – disposal will be charged to the organizer after the event.



8 Catering

With the exclusive catering partner, Wassermann Company, special tariffs were negotiated especially for the exhibitors of the annual congress. The orders are invoiced by MCH to the company that ordered them.

Wassermann & Company

Riehenring 118
CH – 4058 Basel
sales@wassermann-company.ch

You can order the services of Wassermann & Company under the following link: <https://wassermann-company.ch/en/congress-catering/> Please select the congress “Unionstagung” by clicking on the congress logo. There you can choose from all different options. If you have any special inquiries, please contact the company directly under sales@wassermann-company.ch or +41 61 201 08 45. Orders must be placed until **Wednesday, October 23rd, 2024**.

Sales tax cannot be booked via the Online Shop. If you would like to bring a coffee machine or something else yourself, please contact the company directly under sales@wassermann-company.ch or +41 61 201 08 45.

For reasons of hygiene and quality assurance as well as exclusivity as a catering partner, approval must be obtained prior to the event if exhibitors are planning to serve drinks, coffee and/or food themselves. Exhibitors are generally not permitted to bring open food. Otherwise, a penalty fee can arise. Please report to sales@wassermann-company.ch by **Wednesday, October 23rd, 2024**.

8.1 Catering for your booth staff

Your booth staff may of course take their meals at the regular buffets. However, we ask you to make them aware of the fact that regular congress participants are given priority with regard to the short break times.

9 Security

The entrance area of the Congress Center Basel is monitored by a CCTV system for the duration of the event, including the set-up and dismantling time. Overnight the building is locked and secured over a security system.

9.1 Creating additional costs

Individuals who enter MCH halls and rooms outside of the specified time (e.g. to deliver goods or clean a booth) and create additional costs for surveillance, lighting, etc., may be billed for these costs.



10 Liability

MCH is not a custodian in the sense of Article 472 of the Swiss Code of Obligations and does not assume a duty of care towards the exhibitors, owners or third parties for exhibits, booth equipment and other third-party items. MCH excludes any liability or recourse claims in the event of damage, loss or the official confiscation of exhibits, booth equipment and other third-party items during the time in which the goods are on the trade fair site and while they are being transported to and from the venue. MCH also does not accept any liability towards exhibitors and third parties for damage that occurs due to performances and presentations, setting up or dismantling booth and exhibits, or operating booth.

The exhibitor shall be liable for any damage that is caused by salaried employees or agents of the exhibitor. Any damage must be reported to MCH immediately.

11 Payment and cancellation conditions

The booth rental fee must be paid no later than 30 days after receipt of the invoice and no later than November 4th, 2024.

Cancellations must be submitted in writing to the Congress Organisation. In the event of cancellations up to and including 30th June 2024 (receipt of written notification to the Congress Organisation as the decisive date), 50% of the costs shall be reimbursed. From 1st July 2024 onwards, and in the case of later registrations, reimbursement is not possible. The cancellation costs exclude the statutory VAT in each case.

12 Hotels

Several rooms have been pre-booked in various hotels in Basel for the participants and exhibitors of the Union Congress 2024 and are available at discounted prices. You can book your hotel room directly under the following link: <https://hotel-services.ch/usgg-basle-2024/>

Room requests will be considered in the order of their arrival. Reservations that arrive **after October 4th, 2024** can no longer be guaranteed and can only be booked on request. The congress special rates will also only be granted on request as of this date.

If your hotel of choice is fully booked, the Conference Services team can help you to book another room in a hotel of the same category. Contact the Conference Services team.

Conference Services

Rütihaldenstrasse 26 d

CH-8956 Killwangen

T +41 56 401 40 16

admin@conference-services.ch

www.conference-services.ch



13 Accreditation

Booth employees are not entitled to receive the conference credits. For this purpose, the people concerned must register as regular congress participants.

14 Deadlines

Rental furniture	20 th October 2024
Badge	23 rd October 2024
Union Dinner	23 rd October 2024
Catering	23 rd October 2024
Technical infrastructure	20 th October 2024

