

# IMSC 2014 Geneva

## General Information for exhibitors

v. 01.08.2014

### **Contact**

Symporg SA  
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1201 Geneva / Switzerland

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Fax: +41 22 839 84 85

## GENERAL INFORMATION

### 1. Exhibition Set-up and dismantling

#### Set-up of the Exhibition

- Saturday August 23<sup>rd</sup>, 08h00 – 19h00
- Sunday August 24<sup>th</sup>, 08h00 – 15h00 (Opening Ceremony from 15h30 to 18h15 & Welcome Mixer from 18h30 to 20h00, in the Congress Venue).

#### Dismantling of the Exhibition

- Friday August 29<sup>th</sup>, 14h00 – 19h00
- Saturday August 30<sup>th</sup>, 07h00 – 19h00

### 2. Exhibition Opening Hours

- Sunday August 24<sup>th</sup>, 15h00 – 21h00 (tutorial lectures at 15h30, Welcome Mixer at 18h45 until 21h00)
- Monday August 25<sup>th</sup>, 08h00 – 19h00
- Tuesday August 26<sup>th</sup>, 08h00 – 19h00
- Wednesday 27<sup>th</sup>, 08h00 – 19h00
- Thursday 28<sup>th</sup>, 08h00 – 19h00
- Friday 29<sup>th</sup>, 08h00 – 13h00 (Farewell Cocktail from 13h00 to 14h00, in the Congress Venue)

### 3. Delivery

CICG

Centre International de Congrès Genève

IMSC 2014 Congress

*Reference: Name of the exhibiting company + Booth number*

17 Rue de Varembé

1211 Genève / Switzerland

The Congress Center will check and sign for the incoming goods/parcels/boxes from Wednesday, August 20th onwards. If you wish to make an earlier delivery, please contact us. The Congress Center shall not be held responsible for any shipping, delivery and/or reception error.

Any delivery fee incurred (VAT, customs fees, etc.) will be at the charge of the sender and has to be paid in advance or invoiced directly to the sender. In addition, any cash shipped with the order deliveries shall be refused.

Deliveries take place through the delivery courtyard. It would be useful – and we highly recommend it for security reasons - to put clearly on display at the front and at the rear of your vehicle a telephone number when loading and unloading.

Only articulated lorries (lorries with trailers) shall be authorized on the main esplanade in front of the CICG (with prior request).

**Official Shipping and Site Handling Contractor:**

For early shipments, and any other

INTER EXPOLOGISTICS LTD  
30, rte François Peyrot  
CH-1218 Grand Saconnex  
Tel. +41 22 798 13 28  
Fax. + 41 22 798 13 87  
Email: [info@iel.ch](mailto:info@iel.ch)

> Goods to reach Geneva Airport no later than August 19<sup>th</sup>, 2014

> Goods to reach Geneva Truck Terminal no later than August 20<sup>th</sup>, 2014

See details on document attached (IMSC2014\_IEL.pdf).

#### 4. Stockage

The CICG does not own any room to store exhibition stuff. It is therefore mandatory that the exhibitor will withdraw all material at the end of the event.

#### 5. Parking

**Trucks:** Parking P49 – Geneva Airport

Reservation form on request. An advance 48-hour notice is required. Fee: CHF 80.00 per day (payment on site at delivery, cash or credit card).

*May we remind you that in Switzerland it is forbidden to drive trucks on Sundays, bank holidays and during the week between 22h00 and 5h00.*

**Cars :** Parking des Nations, 50 meters from the CICG (maximum height 1,90m).

An advance 48-hour notice is required. Fee: CHF 11.00 per day (payment on site at delivery, cash or credit card).

#### 6. Set up

**Maximum floor weight:**

A floor weight of more than 250kg/m<sup>2</sup> must obtain special authorization. A prior request is mandatory.

**Height of Ceilings:**

Ground floor → 3.80 meters

First Floor → 2.30 meters

Please note that there are **no hanging points** available!

**7. Accommodation**

If you are looking for hotel accommodation during the exhibition period, please contact Symporg at [imsc2014@symporg.ch](mailto:imsc2014@symporg.ch).

**8. Scientific Program**

Provisional Program will be soon available on the IMSC 2014 web page: [www.imsc2014.ch](http://www.imsc2014.ch)

**9. Contact**

**Symporg SA**

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