

# **FACTSHEET FOR EXHIBITORS**



**WEBSHOP** | All orders can be placed at Kursaal Interlaken directly through the website. You can find the relevant webshops in the event calendar under the corresponding congress.

**PARKING SPACE** | Cars can be parked for a fee in the public parking space surrounding the Kursaal area. As there are very few lorry parking spaces in Interlaken, please ensure that lorries leave immediately after unloading.

**RAMP** | Vehicles may be parked at the goods delivery ramp for loading and unloading. Afterward, they must be promptly moved to a public car park.

**PARCELS** | Material and parcel deliveries can be sent to the following address from 4 days in advance:

Congress Kursaal Interlaken AG  
Name of the congress + booth number  
Strandbadstrasse 44  
3800 Interlaken

**TRANSPORT AND STORAGE** | Kursaal Interlaken is not in a position to undertake forwarding work for exhibitors or to supervise material. Please contact directly a transport company of your choice.

Exhibition goods can be delivered from 4 days before the start of the exhibition and will - according to availability - be stored free of charge at Kursaal Interlaken. Storage space is limited and must be requested in advance. The clearly labelled goods can be accepted during the following times (times are binding):

Monday to Friday: 09:00 - 11:30 am | 02:00 - 4:30 pm

The transport of the material to the storage room and from the storage room to the exhibition booth is the responsibility of the exhibitor (or the transport company). Kursaal Interlaken accepts no liability for the goods. The same applies to removal. The exhibitor can deposit his material, well packed and addressed, free of charge in the warehouse and collect it within 2 days after the exhibition. If the 2nd day falls on a Saturday, Sunday or public holiday, the next working day applies. The times mentioned above also apply in this case.

**ORGANISATION** | Exhibitors are requested not to deposit any empties or waste behind their stands. Any waste produced must be disposed of properly.

**STAND HEIGHTS** | The **maximum stand height is 2.5 metres**. If your stand is higher, it must be approved by the Kursaal Interlaken. We kindly ask you to send us your stand plan in advance for approval.

**PALETT-TROLLEY AND FORKLIFT** | If stand constructors or exhibitors bring their own pallet trolleys, these must be fitted with solid rubber wheels. Other pallet trolleys with polyamide / hard plastic or cast iron / metal wheels are not permitted on the Kursaal Interlaken premises. Any damage will be charged to the stand constructor or exhibitor. The Kursaal Interlaken does not have a forklift.

It is prohibited to stick or damage walls, doors, floors, pillars, windows, ceilings and furniture with nails, screws, staples, etc. Carpets may only be attached with special residue-free adhesive tape, which is available at our webshop. Any damage - including damage caused by unsuitable adhesives - will be charged to the exhibiting company.

**BOOTH CLEANING** | Stand cleaning during the event is the responsibility of the exhibitor. This service can also be ordered at our webshop for a fee. All waste must be removed and properly disposed of when dismantling the stand.

**PRE-SET-UP** | The organiser's specified set-up and dismantling times must be observed. An additional set-up day may be available, subject to availability, under the following conditions:

- Set-up from 08:00 am to 06:00 pm at the regular daily rental rate for the exhibition space. The daily rent will be divided among the exhibitors.
- Earlier access or extended hours may be arranged upon request, provided that the costs for security/supervisory staff (minimum 3 hours) are covered.

If the demand for a pre-construction is high, a share of the ramp service is due (applies from 5 exhibition booth builders upwards).

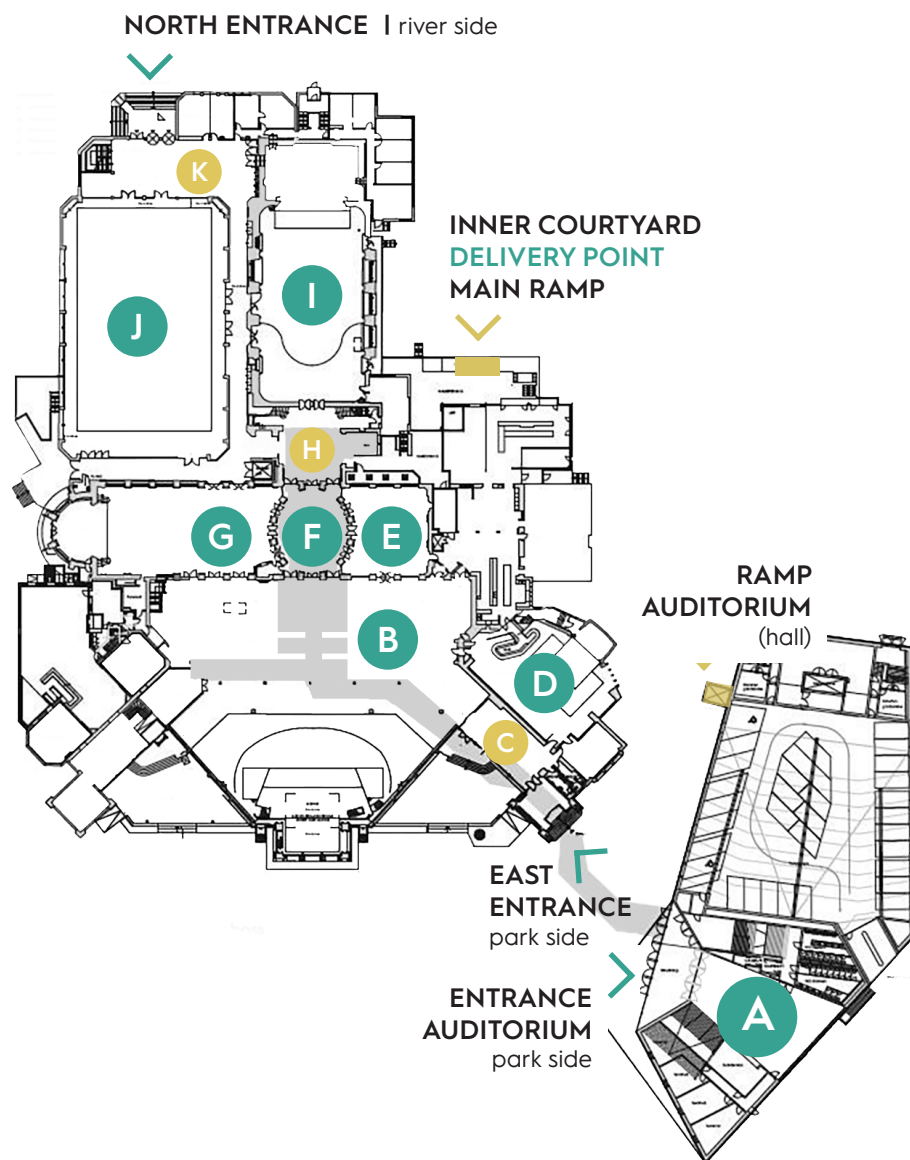
**EXTENDED DISMANTLING TIME** | Dismantling extensions can be offered after request at Kursaal Interlaken as follows:

- Per hour of dismantling extension until 10:00 PM: **CHF 110.-**
- From 10:00 pm **CHF 144.-** per hour including night surcharge

**EMPTYIES** | As space at Kursaal Interlaken is limited, no reservations can be made for the storage of empties.

**INSURANCE** | Insurance is the responsibility of the exhibitor. Kursaal Interlaken accepts no liability.

## RAMPS AND ENTRANCES



- A → Auditorium
- B → Concert Hall
- C → Entrance East / Foyer East
- D → Restaurant Spycher
- E → Club Casino
- F → Rondell
- G → Ball Room
- H → Theater Hall Lobby
- I → Theatersaal
- J → Congress Hall
- K → Entrance North / Foyer North

### RAMP INNER COURTYARD

**Lifting platform:** acces to hall level / material depot / basement  
length: 320 mm | width: 215 cm | load capacity: 3000 kg

### GOODS LIFT > GF - BASEMENT (EMPTYES)

length: 290 mm | width: 215 cm | height: 210 cm  
load capacity: 1'600 kg

### RAMP AUDITORIUM

**Lifting platform:** length: 345 mm | width: 220 cm |  
load capacity: 3000 kg

### GOODS LIFT > FOYER GROUND FLOOR

length: 240 mm | width: 130 cm | height: 210 cm  
load capacity: 1'600 kg