

General Conditions for Hirers, Organisers, Exhibitors, Stand Builders and Suppliers Transporting Goods to or from the Messe Basel Site.

Introduction

The present Logistics Regulations set out the basic rules that are to be complied with in the halls and on the premises of MCH Swiss Exhibition (Basel) AG (hereinafter referred to as MCH) in conjunction with the transport of stand construction elements and exhibits to and from the halls. They are intended for all persons transporting goods to and from the Messe Basel site for an event.

The provisions of the General Regulations apply with regard to stand construction, operation and safety during events on the Messe Basel site.

1 Registration

1.1 General information

All journeys to transport goods to or from the Messe Basel site must be registered beforehand so that a specific time slot can be allocated for handling of the goods at MCH.

1.2 Login and password

Anyone transporting goods to or from the Messe Basel site in conjunction with an event, will receive a personal login and an initial password from MCH by post or by e-mail, enabling them to use the MCH logistics tool at <https://ims.messe.ch/>. Each user is personally responsible for their login and for the journeys registered with it. Please make sure that your stand builders and/or suppliers contact the logistics helpline for a login of their own (helpline@messe.ch).

1.3 Billing declaration

The billing declaration allows the logistics and disposal costs to be clearly allocated by phase to the exhibitor or the stand builder. The exhibitor fills out the billing declaration the first time he logs in for each specific exhibition; he enters all data into the declaration and confirms it under <https://ims.messe.ch/>. Subsequently, the stand builder commissioned by the exhibitor confirms the billing declaration too. Notifying any transports in the logistics tool will only be possible if the billing declaration has been confirmed by both parties. If one or both confirmations are missing, the billing declaration will be automatically confirmed as from the first assembly day for the individual stand, with the exhibitor being defined as the recipient of all invoices in conjunction with logistics and disposal costs.

1.4 Registration at <https://ims.messe.ch/>

Journeys must be registered via the MCH logistics tool, with a personal login, at <https://ims.messe.ch/>. A separate registration is required for each journey to transport goods – including for journeys during an event. A specific time slot can be reserved for handling of the goods during the assembly and dismantling times specified for an individual event. Following this, the "checkpoint registration slip" can be printed out directly with Print@Home. Journeys to transport goods to and from the site should be booked one after the other if possible, so that no journeys to collect goods are forgotten. NB: If the details in the registration do not tally with the actual vehicle that arrives (e.g. vehicle size) it may be necessary to make a new registration at the checkpoint, for which a charge will be levied. In this case, the claim for the originally booked time slot will be forfeited.

1.5 Exceptions

Journeys to transport catering, food, plants and animals, as well as crane trucks and refrigerated trucks outside the security phase require special notification, and a request must be submitted to the logistics helpline at helpline@messe.ch or on Tel. + 41 58 206 34 11.

1.6 Registration of journeys during the high-security phase (4 days before the show, during the show and 1 day after the show)

These journeys are subject to special conditions (see m-manager / Information Sheet 2S-TR).

1.7 Modifications and cancellations

Up to 48 hours prior to the booked and confirmed time slot, customers can make changes to the journey themselves, free of charge, using the logistics tool. Where modifications and cancellations are to be made at shorter notice, this can only be done via the official MCH logistics partner (helpline@messe.ch / Tel. + 41 58 206 34 11).

Up to 48 hours prior to the booked time slot, cancellations can be made free of charge in the "Change notification" box of the logistics tool on <https://ims.messe.ch>. All short-term registrations/cancellations (less than 48 hours before the booked time slot) are to be requested by e-mail and will be invoiced (see Paragraph 5 Charges).

1.8 Access map for the checkpoint

The map showing how to access the checkpoint is automatically generated with the "checkpoint registration slip" and can be printed out directly via <https://ims.messe.ch/>.

1.9 Call for material stored in the all-year warehouse

A date must be scheduled in the logistics tool latest 4 weeks before the start of the individual stand construction for the provision of the goods in due time (stand building material, etc.) stored in the all-year warehouse. This timeline is a necessity to be able to guarantee a timely delivery of the goods to the stands (deadline: see the Newsletter).

2 Checkpoint

2.1 General information

All journeys to transport goods to or from the exhibition site are routed, if not authorised otherwise, via the checkpoint. On the authorised day, it is also important for the transport vehicle to arrive at the checkpoint in Basel at the time printed on the "checkpoint registration slip". The registration slip will be checked here, and the transport details added (e.g. vehicle registration number).-If everything is in order, the registration slip for the delivery zone will be handed over, and the vehicle (lorry, delivery van, car) will be allocated a reserved packing space in the delivery zone. Vehicles arriving early are not automatically entitled to proceed to the delivery zone any earlier. Anyone arriving at the checkpoint without a registration slip or at the incorrect time must expect long waiting times and additional charges.

2.2 Customs clearance

If the cargo has not yet undergone customs clearance, this can be initiated at the checkpoint counter (for details see the "Customs Formalities" fact sheet on m-manager or contact the Messe Basel Customs Office Tel. +41 58 206 21 22 / messe.bs-stjakob-zi@ezv.admin.ch)

3 Delivery zone

3.1 Checks

When a vehicle arrives at the delivery zone, the registration slip will be checked and the vehicle directed to the correct packing space. If the vehicle does not have a registration slip, it will not be allowed to proceed and will be sent to the checkpoint for renewed registration (incurring a charge).

3.2 Unloading and loading

It is not permitted to unload or load stand construction elements or exhibits oneself or to transport these from the delivery zone to the stand and back again. The official MCH logistics partner will take charge of unloading/loading the stand construction elements and exhibits and of transporting them from the delivery zone to the stand and back. This service is subject to a charge, and MCH will invoice the exhibitor or the stand builder for it. The charges are posted on www.m-manager.com. If special transport equipment is necessary for unloading/loading the goods, this must be ordered from the MCH logistics partner beforehand (Tel. +41 61 695 80 10). You are still permitted to use your own stand construction aids (ladders, hand lift trucks, forklift trucks, etc.) when assembling your stand. These may not, however, be used for transporting materials from the delivery zone to the stand in the hall. NB: If customers bring their own or rented transport or lifting equipment, or work platforms, these will be subject to a safety/acceptance check in every case, for which a charge will be levied.

3.3 Marking the containers

Containers must be labelled at a clearly visible point (name of event, exhibitor's name, hall and stand number). The labels for this can be printed out in the MCH logistics tool at <https://ims.messe.ch/>. Containers with fragile contents must additionally be marked "fragile".

3.4 Packing the goods

The containers/goods must be packed in such a way that they can be readily handled in the delivery zone and transported into the halls by the official MCH logistics partner. The packaging must protect the goods against damage. If goods are not packed correctly, this will incur an additional outlay and supplementary costs during handling. It is also not possible to exclude damage. Damaged packaging material will not be replaced, since these materials are consumables.

3.5 Journeys during the event

Exhibitors and suppliers may only make journeys to the MCH site and handle goods during the event if they have a registration slip (see m-manager / Information Sheet 2S-TR).

3.6 Documentation

All the services booked and provided in the context of a notification for a journey (including the transport of goods from the vehicle to the stand and vice-versa) are documented solely in the logistics tool (<https://ims.messe.ch/>) and are binding even without a signature. The data can be viewed at any time with the personal login. Any objections should be sent in writing and within 3 working days to: helpline@messe.ch.

4 Logistics in conjunction with the assembly and dismantling of the stands

4.1 Time slots for assembly and dismantling of the stands

Each exhibitor is allocated an individual time slot for the assembly and dismantling of their stand. This time slot is shown in the logistics tool at <https://ims.messe.ch/> in the form of the days marked in the calendar as available for transport journeys and defines the start and end of stand assembly and stand dismantling in each case. No journeys to transport goods may be made outside this time slot. The dates for stand construction and stand dismantling may also be found in the "Technical Data Sheet".

Failure to observe the specified and coordinated time slots for stand construction and dismantling can lead to a fine for non-compliance of CHF 15,000.-/day.

4.2 Empties

Empties are taken to mean empty containers and loading aids, etc.

It is not permitted to store empties or packaging material outside the stands. Empties must be handed without delay to the official MCH logistics partner for removal and storage, or must be taken out of the hall again. MCH reserves the right to remove any empties left at incorrect points at the exhibitor's expense and to place these in storage if the exhibitor does not comply with MCH's request to remove them. If damage results to goods in containers that have been handed over as empties or declared to be empties, the exhibitor will have no claim for damages as a matter of principle.

The return delivery of Category Express A empties from the warehouse of the official logistics partner (in most cases this will be packaging material for exhibits) will start at the earliest 4 hours after the end of the event. Empties in Category Express B will be brought back on the agreed date after the end of the show, during the dismantling phase for the stand in question. Exhibitors have no claim to a specific delivery time (e.g. before 10:00). The delivery dates for the individual containers are shown in the logistics tool. The exhibitor shall be liable for damage or disruptions that result from non-compliance with the provisions of the General Regulations, the general provisions or the instructions of the MCH personnel.

4.3 Dismantling phase

On the last day of the event, access to the delivery zone (high-security phase) is only possible for journeys that have been approved in advance. Empties that have been stored by MCH will be brought back to the stand as per the declared return delivery time. Empties that have been stored externally may only be brought to the stand at the start of the time slot allocated for stand dismantling.

4.4 Escape routes and technical facilities

Emergency exits, staircases, the space in front of staircases, traffic routes, fire detectors and extinguishing facilities must not be obstructed at any time. They must be readily visible and available for use without any obstacles in the way. The full width of all vehicle access routes must be kept free at all times both inside and outside. Anyone blocking or obstructing escape routes or technical facilities will be liable for any resultant costs and damage.

5 Charges

Journeys that are registered in time are free of charge. Journeys that are registered at short notice and journeys that have been registered but do not take place and are not cancelled in time, are subject to a charge. The charges are as follows:

- journeys that are registered at short notice at the checkpoint or with the logistics team dispatcher (less than 48 hours prior to the start of the handling of the goods in the delivery zone): CHF 500.--
- journeys that do not take place and are not cancelled (no-shows): CHF 200.--
- additional services:
 - if the checkpoint site has to be made accessible to vehicles outside the opening hours (e.g. if the doors have to be opened outside the opening hours, clarifications with third parties, etc.): CHF 150.--
- verification and registration of customs papers with WA/No.: CHF 40.--
- safety/acceptance check for third-party equipment (forklift trucks, work platforms, cranes, etc.): CHF 1000.-
- modification of the billing declaration as per Paragraph 1.3, involving changes to the invoice: CHF 500.-/modification

6 Charging for services

MCH will invoice all logistics services provided by MCH and by the official logistics partner, as well as the logistics charges, as per the billing declaration (see Paragraph 1.3). If no billing declaration is available, the entity placing the order will be defined as the recipient of the invoices. Complaints on invoiced services are to be filed latest 30 days after the invoice date. Unless stated otherwise, prices are specified in CHF, to which statutory VAT must be added.

7 Acceptance of the conditions

In registering a journey via the MCH logistics tool at <https://ims.messe.ch/>, the hirers, organisers, exhibitors, stand builders and suppliers accept the present Logistics Regulations. They are also responsible for ensuring that their employees and ancillary agents read and comply with the provisions of the Logistics Regulations. In addition, for all orders carried out by the logistics partner of MCH, the General Conditions of the Association of the Swiss Freight-Forwarding and Logistics Companies (SpedLogSwiss) apply.

8 Validity

If the wording of the present Logistics Regulations gives rise to differences of opinion in respect of its interpretation, the German version shall be the decisive version. If one provision proves to be invalid, this shall not render all the provisions invalid. All verbal agreements, individual authorisations and special regulations need to be confirmed in writing by MCH in order to be valid.

9 Applicable law and jurisdiction

Swiss law is the sole applicable law. The hirers, organisers, exhibitors, stand builders and suppliers agree that any disputes with MCH shall be settled by the ordinary courts of the Canton of Basel-Stadt. MCH may also assert its claims against an organiser, exhibitor, stand builder or supplier at the court of the place at which the latter has its residence or head office.

MCH Swiss Exhibition (Basel) Ltd.
The Management

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MCH Swiss Exhibition (Basel) Ltd.
Messeplatz | CH-4005 Basel | Switzerland
Telephone + 41 58 206 24 44
e-mail coordination@messe.ch
Internet www.messe.ch

Useful information

Event websites

All the relevant information on the logistics process for the Messe Basel site may be found on the websites for the individual events under the heading "Exhibitors/Logistics".

Logistics helpline

helpline@messe.ch or Tel. + 41 58 206 34 11

Official logistics partner of MCH

Sempex AG
Isteinerstrasse 76
P.O. Box 150
CH-4016 Basel (Switzerland)
Tel. + 41 61 695 80 10
Fax + 41 61 695 80 19
info@sempex.ch
www.sempex.ch

The official logistics partner of MCH partner is available for the following:

- storage of containers, including those holding goods (all-year warehouse)
- handling and storage of empties (empties warehouse)
- transport (including journeys within Switzerland and abroad)
- rental of transport equipment (fork-lift trucks, hand lift trucks, etc.)
- transshipment of goods