

Exhibitor Handbook

DAVOS[®]
CONGRESS



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1. General information

1.1. Venue location

Kongresszentrum Davos
Talstrasse 49A
CH-7270 Davos Platz

1.2. Getting there

By car

From Zurich take the A3/A13 motorway (please note the green signs) towards Chur up to Landquart. From Landquart continue on cantonal road (Kantonstrasse) 28 to Davos.

N.B:

Displaying a motorway toll sticker (Autobahnvignette) is mandatory in Switzerland. You can purchase these at all border crossings / petrol stations / post office branches and the like. They cost CHF 40.00 each.

Snow chains are necessary/obligatory in winter from Klosters depending on the amount of snow. This does not include vehicles with 4X4 drive.

By rail

From Zurich main train station take the Intercity towards Chur and change at Landquart to the RegioExpress operated by Rhatian Railway (Rhätische Bahn).

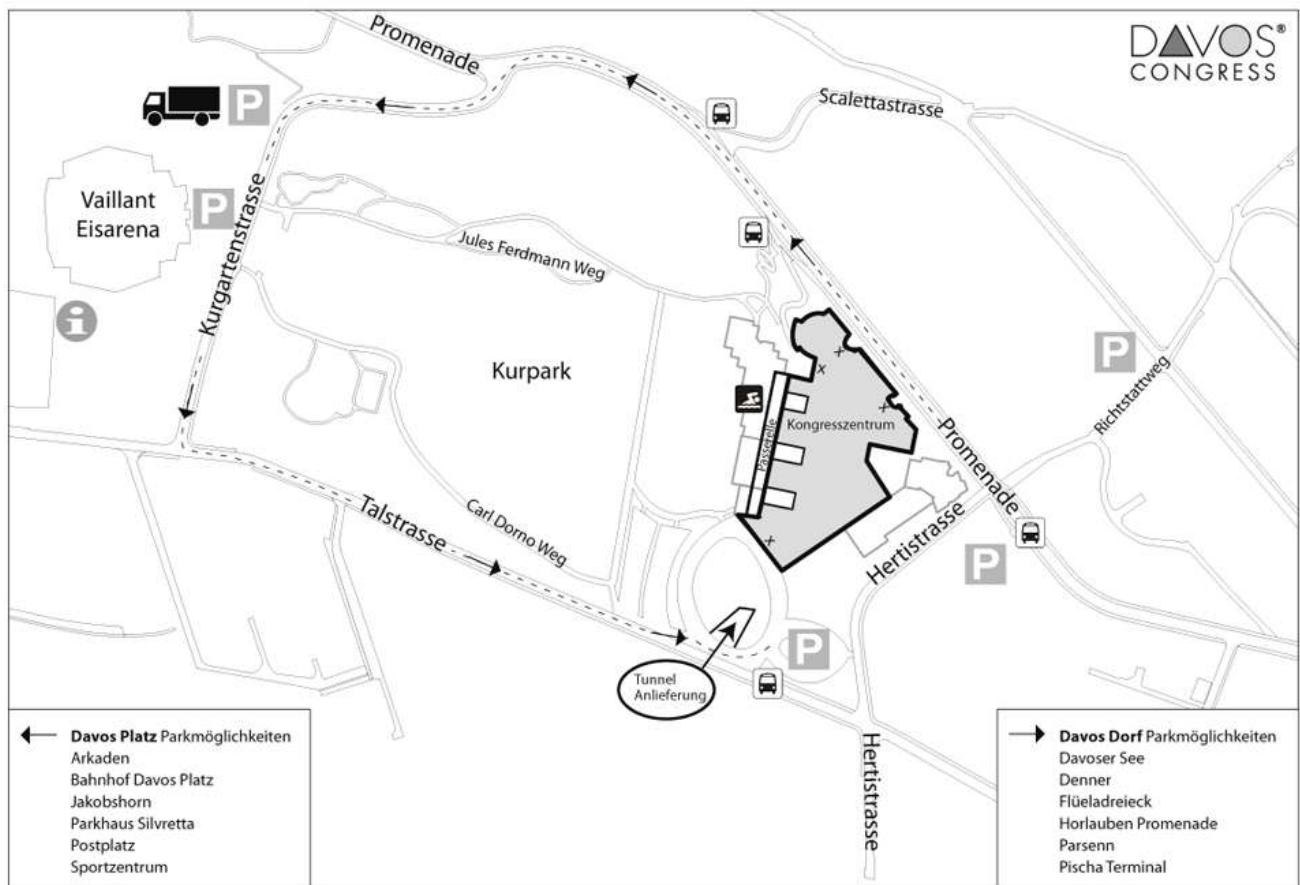
For more information about getting there by rail visit www.sbb.ch.

By airplane

From the Zurich or Friedrichshafen (DE) airports you can get to Davos Klosters in less than two hours by car or rail as stated above.



1.3. Parking spaces



The above-mentioned parking area is not suitable for lorries. Depending on the availability you are advised to use the panorama parking space at Vaillant Arena - see symbol for lorries (approx. 5 minutes on foot from Davos Congress).

1.4. Parking cards

Congress Centre parking area

Maximum parking time: 10 hours
 Fees: CHF 1.00 pro hour
 (parking ticket machine only accepts coins in Swiss francs)

Weekly card (valid for 7 days):

Fees: CHF 30.00
 Available from Ordnungsamt (Municipal Boothards Office)
 The weekly card is valid for all public parking areas in Davos as long as they permit the maximum parking time.

Night parking ban

1.12. – 30.04. in each case from 3.00am – 7.00 pm

Information Ordnungsamt

Berglistutz 1
 CH-7270 Davos Platz
 Tel. +41 (0)81 414 33 11
 E-mail: ora@davos.gr.ch

Opening times:

Monday,
 8.30am – 11.30am / 3.30pm – 7.30 pm
 Tuesday, Wednesday and Thursday,
 8.30am – 11.30am / 3.30pm – 5.00pm
 Friday,
 8.30am – 4.00pm throughout

2. Congress programme

	Sat, 18.02	Sun, 19.02	Mon, 20.02.2012	Tue, 21.02.2012	Wed, 22.02.2012	Thur, 23.02	Fri, 24.02	
			Exhibition	Exhibition	Exhibition			
8.30-10.00	Pre Conferences & Workshops	Pre Conferences & Workshops	Plenary I	Parallel Sessions	Semi-Plenary VII Semi-Plenary VIII		Post Conferences & Workshops	
			Break	Break	Break			
10.30-12.00			Plenary II	Plenary V	Plenary IX			
12.00-13.00			Networking Lunch in Exhibition Area	Networking Lunch in Exhibition Area	Networking Lunch in Exhibition Area			
13.00-14.15		Registration	Workshop	Parallel Sessions Break	Parallel Sessions Break	Parallel Sessions Working Groups		
				Working Groups	Working Groups	Break		
14.30-16.00				Break	Break	Closing Ceremony		
16.30-18.00		Opening Plenary	Semi-Plenary III Semi-Plenary IV	Plenary VI				
18.00-18:30		Key Note Lecture Break	Key Note Lecture Break	Key Note Lecture Break				
18.45-19.30		Welcome Reception	Poster Session & Dinner Buffet in Exhibition Area	Poster Session & Dinner Buffet in Exhibition Area				
20.00-21.00								
			Networking Evening	Networking Evening				

3. Exhibitor information

3.1. General provisions

The Congress Centre is located in the centre of Davos, between Davos Dorf und Davos Platz at Talstrasse 49A.

The Congress Centre opening hours are as follows:
Monday – Friday 7.30am – 12.00 midday / 1.30pm – 5.00pm

For matters in relation to setting up and dismantling as well as the Congress Centre, please contact the congress department on +41 (0)81 415 21 60, or info@davoscongress.ch

3.2. Transporting exhibit items

Davos Congress is not able to assume or monitor forwarding work for exhibitors. Please contact a transport company of your choice directly and commission them to collect your goods. We cannot accept any responsibility for exhibit items that are not collected.

Telephone numbers for the transport:

<u>DHL</u>	<u>FedEx</u>
0848 711 711	0848 1 33339 or +41 (0)44 874 41 60

Transporting material (including the means of transport, e.g. transport trucks) to the storage area and from the storage area to the exhibit booth is the responsibility of the exhibitor (or the transport company). Davos Congress does not accept any liability whatsoever for the goods. The exhibitor may place his material, properly packed and addressed, in the warehouse, and collect it at the latest within 2 days following the exhibition. The above-mentioned times apply in this respect.

The storage costs are: CHF 50.00 per m²

3.3. Delivery period / storage options / storage costs

The exhibit items may be delivered at the earliest on Thursday February, 16, 2012 and shall be stored at Davos Congress at the conditions set out below. If the delivery period is not adhered to, the goods will have to be rejected/returned because of storage bottlenecks.

The clearly labelled goods (see see 3.4 Delivery address, page 5) can only be accepted during the Davos Congress opening hours.

The storage costs are: CHF 50.00 per m²

3.4. Delivery address

May we request that you state the delivery address of the packages as follows:

Davos Congress
GRF One Health Summit 2012
Booth number and booth name
Talstrasse 49A
CH-7270 Davos Platz

An easily visible and legible sender address is likewise to be stated.

3.5. Customs information/ importing and exporting exhibits

In the case of delivering exhibition material by courier from abroad in the run-up to the congress, the exhibitor must ensure that the necessary customs and transport documents have been completed for the material. Davos Congress does not accept goods delivered via cash on demand, and does not complete customs documents. The exhibitor must clarify all the necessary requirements directly with the commissioned courier in advance. All transport and customs costs must be assumed by the principal.

In case of deliveries from abroad (including EU countries), a clearly visible customs declaration, shipping bill or pro forma invoice stating the content and value of the consignment must be attached to the goods to be collected. A storage fee shall be charged for goods that are not collected as agreed.

You can find the necessary information on the internet at <http://www.ezv.admin.ch/>

3.6. Goods deliveries



Entrance to the tunnel to the supplier's entrance

You can access the delivery section of Davos Congress from Davos Dorf train station via Einbahnstrasse "Promenade", continue past Davos Congress up to the Kurgartenstrasse crossing, and then take a left turn in front of Kirchner Museum. Continue up to the end of Kurgartenstrasse/Talstrasse crossing (one-way street), then bear left. The entrance is located 300 metres on the left side of Talstrasse. Drive into the entrance (tunnel) to reach the delivery section. Loading and offloading time is 15 minutes at most. For longer periods vehicles have to be parked at the stated parking areas (see 1.3 Parking spaces, page 3). Fines shall imposed by the police in the event of contravention.

3.7. Delivery door for mass deliveries



Rear delivery section entrance

Height: 1,950 mm

Width: 1,840 mm



Entrance Building A Foyer A1

Height: 2,080 mm

Width: 2,300 mm

3.8. Setting up and dismantling times

Offloading at the entrance Promenade or at the entrance Talstrasse is strictly prohibited!

Setting up and dismantling times (please adhere to the stated times!)

Setting up: Saturday, February 18, 2012, 14.00 – 18.00
Sunday, February 19, 2012, 8.00 – 15.30

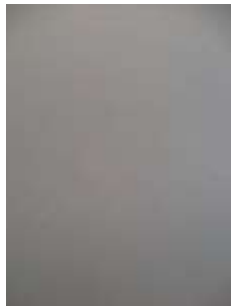
Dismantling: Wednesday, February 22, 2012, 16.30 – 20.00

Entrance: Supplier's entrance

Important: If the setting up or dismantling times are not adhered to, the exhibitor shall be invoiced for the additional hours in accordance with the valid hourly rates.

3.9. Floor load capacities

Various floor types apply depending on the part of the building. The floor load is 500 kg/m².



Foyer (Building A)



Building A and B



Building C

3.10. Exhibit times

The exhibition opening hours for exhibitors comply with the official congress times. For further information visit:

http://grforum.org/pages_new.php/Exhibition/1056/1/938/1013/

3.11. Booth sizes

Your booth size is marked in the exhibitor plan. Under no circumstances may the marked booth size be exceeded because the corresponding fire police guidelines have been taken into account in the planning. These would no longer be guaranteed were the marked booth area to be exceeded. Please note, in particular, too the stated maximum booth height. The ceiling heights at Davos Congress vary considerably.

3.12. Waste disposal fees

The waste disposal fees for a container seal and for a bundle of pressed cartons is CHF 35.00.

3.13. Booth design/ fittings

Applying adhesive to walls, doors, floors, pillars, panes and damaging doors, walls, ceilings, floors and furniture with nails, screws or staples is prohibited. Carpets may only be fixed using a special adhesive carpet tape, which can be obtained from Davos Congress personnel at CHF 20.00 per role each with 25 m (38mm wide) of tape. The exhibitor shall be invoiced for damage to floors and walls as a result of sticking carpet tape or other inappropriate treatment.

Please note that the exhibit area is made available empty, and that we do not provide any booth devices (see 8 Order form for rental material, page 12).

Any material – either brought along or rented by Davos Congress – must be within the booth area.

We would be glad to clean the booth at a charge.

3.14. Liability

The promoter has not taken out any material insurance for the booths or the booth material. Taking out insurance against theft, burglary, and water and other material damage during the entire event, including setting up and dismantling overnight, is the responsibility of the exhibitor. Monitoring the booth is the exhibitor's responsibility. In the case of the absence of booth personnel you are recommended to keep valuable items under lock and key.

Davos Congress rejects all exhibitors' claims for damages in conjunction with personal, material or pecuniary damage. Likewise no liability shall be accepted for claims for damages in respect of damage caused by exhibitors and sustained by third-parties. You are recommended to take out the respective insurance.

4. Safety

Emergency exits, fire exits, traffic routes and safety devices (fire alarms, hydrants and fire extinguishers etc.) may not be moved or restricted at any time, and must be accessible and clearly visible at all times. In the event of contravention, the culpable party shall be liable.

5. Hotels

A number of selected hotels in all price categories are available at special Congress prices. You can book your hotel accommodation directly using the following link: <https://web.davos.ch/Event5/en-GB/Home/Entry?idLayout=c74063fa-646f-4225-85e6-0db10d7feb33>

The form also includes a hotel overview.

6. Catering

Catering at Davos Congress Rules for exhibitors/hirers/holders of sales and information booths at Davos Congress

1. The catering director at Davos Congress is responsible for managing the catering operations at Davos Congress and its premises.
2. As a general rule, food and drinks are to be obtained from the Davos Congress restaurant. The respective, valid menu of Davos Congress serves as a basis for the prices.
3. The catering director at Davos Congress shall grant permission in respect of the direct procurement of food and drinks from the warehouse or the direct incorporation of food and drinks by the exhibitor. Please note the following in that respect:
 - 3.1. As part of this agreement there is no entitlement to using material and services of Davos Congress and the catering at Davos Congress (tables, crockery, cutlery, glasses and service etc.).
 - 3.2. The exhibitor is responsible for keeping clean and tidy the areas associated with the provision of incorporated foods and drinks (delivery, cleaning, disposal). The exhibitor shall be charged separately for waste disposal based on the quantity.
 - 3.3. Foods and drinks are to be provided free of charge, i.e. collection or setting off the provided goods are not permitted.
 - 3.4. The agreement only applies to provision to individuals, and not to receptions and the like.
4. In the case of direct procurement of food and drinks from the warehouse by the exhibitor, a reduction of 40% on the regular sales price according to the tariff shall be granted.
5. Providing incorporated food and drinks is subject to a charge. The flat-rate charge is: **CHF 100.00 per day**



Started congress days shall be charged as full days. The fee is payable directly following conclusion of the event to the catering manager at Davos Congress or his deputy.

This tariff applies to exhibitors who are present as part of meetings, congresses and seminars at Davos Congress. It is based on a calculation factor for the period of attendance of congress visitors to Davos Congress from: 1 for attending events or 5 attending lectures, presentations and courses etc. In the case of a greater weighting given to the attendance periods for events, a respective higher factor shall be applied.

6. The contracting party who enters into the agreement in relation to the area rent with exhibitors/hirers/holders of sales and information booths on the one hand and with the destination Davos Klosters on the other is responsible, in dealing with the catering director at Davos Congress, for adhering to these rules.

7. Addresses

7.1. Contact persons for all exhibition matters

Global Risk Forum GRF Davos
Promenade 35, CH-7270 Davos Platz
jill.portmann@grforum.org
Tel. +41 (0)81 414 1600
Fax. +41 (0)81 414 1610
<http://onehealth.grforum.org>

Davos Congress
Tourismus- und Sportzentrum
Talstrasse 41, CH-7270 Davos-Platz
Congress Coordinator: Theresa Ecoffey
theresa.ecoffey@davos.ch
Tel +41 (0)81 415 21 66
Fax +41 (0)81 415 21 69
www.davoscongress.ch

7.2. Contact person for technical matters

Davos Congress Technik
Kongresszentrum
Talstrasse 49A
7270 Davos Platz
technik@davoscongress.ch
Tel. +41 (0)81 414 61 30
Chief Engineer: Olivier Matthey

7.3. Contact person for catering

Gastronomie Kongresszentrum
Promenade 94
7270 Davos Platz
catering@davoscongress.ch
Tel. operations +41 (0)81 413 61 51
Tel. administration +41 (0)81 417 11 22
Fax +41 (0)81 417 11 23
Director: Arnoldo Lanz
Operations Manager: José Dias
Executive Chef: Martin Bieri

8. Order form for rental material

GRF One Health Summit

February 19-22, 2012

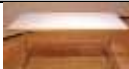

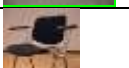

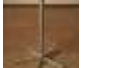
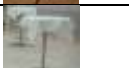



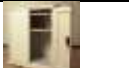
Company: _____ Booth no.: _____





Address: _____

Contact person: _____ E-mail: _____

Tel.: _____ Fax: _____

Please provide us with the following material at our booth location:

Picture	Description	Price per article	Quantity
	Table 180 x 80 cm	CHF 10.00	
	Table 180 x 40 cm	CHF 10.00	
	Chair	CHF 10.00	
	Boothing tables Ø 60 cm x 112cm high	CHF 10.00	
	Boothing table with table cloth/covering Ø 60 cm x 112cm high	CHF 20.00	
	Office furniture USM small, white, 2 drawers, lockable	CHF 15.00	
	Reception furniture 152.5 cm wide, 113.5 cm high, 87.5 cm deep Cut-out only available on special request!	CHF 125.00	
	Cabinet, grey, metal 1m high, 1m wide, 50 cm deep, lockable	CHF 25.00	
	Cabinet, grey, metal 1.97m high, 1m wide, 50 cm deep, lockable	CHF 35.00	
	Pamphlet booth	CHF 30.00	

Picture	Description	Price per article	Quantity
	TV monitor 46" (without booth)	CHF 150.00	
	Paravent screen, grey 200 cm long x 180 cm high	CHF 30.00	
	Partition screen 120 cm wide x 176 cm high	CHF 30.00	
	Silk tree (approx. 1.20 m – 1.50 m high)	CHF 15.00	
	Double adhesive tape for carpets	CHF 20.00	
	Power strips, Pack of 100	CHF 25.00	
	Power connection 230 V (max. 13 A)	CHF 50.00	
	Power connection 400 V 16 A	CHF 150.00	
	Power connection 400 V 32 A	CHF 200.00	
	Power connection 400 V 64 A	CHF 250.00	
	Schuko adapter (CHF 10.00 charge if lost)	CHF 5.00	
	Multi-plug socket CH Norm (CHF 20.00 charge if lost)	CHF 10.00	
	Internet connection (IP-Plus / LAN)	CHF 150.00	
	Booth cleaning in the morning: per hour <input type="checkbox"/> Sunday, February 19, 2012 <input type="checkbox"/> Monday, February 20, 2012 <input type="checkbox"/> Tuesday, February 21, 2012 <input type="checkbox"/> Wednesday, February 22, 2012	CHF 45.00	
Miscellaneous: _____			

- All material available until stocks last. Additional rental material available on request.
- Risk passes to the exhibitor upon hand-over of the rented material. The exhibitor is liable for damage to and loss of the rented material from the time it is handed-over up until the time at which it is returned.
- We shall invoice the above-mentioned company for the technical material stated above.
- All material must be within the booth area.

Please return this form at the **latest by January 25, 2012** to:

Davos Congress
 CH-7270 Davos Platz
 Fax +41 (0)81 415 21 69
 Tel. +41 (0)81 415 21 60
 Email info@davoscongress.ch

Davos Congress · Destination Davos Klosters · Talstrasse 41 · CH-7270 Davos (Switzerland)
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