

## Exhibition Guide Salon RH Suisse 2018

Dear exhibitors,

The team from bõrding exposition SA is very pleased to be able to welcome you to the 12th Salon RH Suisse (Exhibition for Human Resource Management).


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From October 1<sup>st</sup>, 2018 on you can find the following information in our online manual:

- Hall plan Salon RH Suisse 2018
- Hall plan Salon RH Suisse 2019
- Exhibitor survey / we kindly ask you to return during the event
- Rebooking information for Salon RH 2018

## 1. Important times

Set-up		Monday October 1st, 2018 08.00 a.m.-10.00 p.m.	Tuesday October 2nd, 2018 08.00 a.m.-08.00 p.m.
<b>Modular and all-inclusive booths will be ready to move in on Tuesday around 3:00 pm.</b>			
Exhibition	exhibitors	Wednesday October 03rd, 2018 8.00 a.m. - 06.30 p.m.	Thursday October 04th, 2018 8.00 a.m. - 05.30 p.m.
	visitors	Wednesday October 03rd, 2018 9.00 a.m. - 05.30 p.m.	Thursday October 04th, 2018 9.00 a.m. - 05.30 p.m.
Dismantling		Thursday October 04th, 2018 06.00 p.m. - 10.00 p.m.	Friday October 05th, 2018 8.00 a.m. - 06.00 p.m.
<b>Modular and all-inclusive booths have to be emptied directly after the end of the fair on Thursday 4th, as they will be disassembled overnight.</b>			

 No set-up or dismantling is allowed during the exhibition. You may only arrange deliveries to or pick-ups from your stall one hour before and one hour after the exhibition. No stand may be partially or completely cleared before the end of the exhibition. Any exhibitors failing to comply with these regulations shall incur a contractual penalty. (GTC point 12)

## 2. Contacts

<b>börding exposition (organisers)</b>			
<b>Project Manager</b>	Achim Frerker-Emrich	Tel.: Mob: Mail:	+41 22 734 17 60 +41 79 122 43 02 * a.frerker@boerding.com
<b>Project Assistant</b>	Annalie Chéron	Tel.: Mail:	+41 22 736 10 79 a.cheron@boerding.com
<b>Project Assistant</b>	Laura Guittet	Tel.: Mail:	+41 22 741 32 23 l.guittet@boerding.com
<b>Project Assistant</b>	Lorraine Marby-Allard	Tel.: Mail:	+41 22 741 32 24 l.marby-allard@boerding.com
<b>Exhibition Office</b>	Audrey Lasik	Tel.: Mail:	+41 22 761 23 00* a.lasik@boerding.com
<b>COO</b>	Sophie Jaillet	Tel.: Mob: Mail:	+41 22 733 17 50 +41 79 122 43 31* s.jaillet@boerding.com
<b>Technical Manager</b>	Elodie Klevenz	Tel.: Mob: Mail:	+41 22 734 17 61 +41 79 927 26 43* e.klevenz@boerding.com

<b>Service Providers</b>			
Exhibitor Service	Patricia Putois	Tel.: Mail:	+41 22 761 15 14 exhibitorscontact@palexpo.ch
Booth builder	Form foundation GmbH Gabriele Krüger	Tel.: Natel Mail:	+49 (0)30 270 00 68 -18 +41 79 927 26 45* service@form-foundation.de


\* valid from 01.-04.10.2018

## 3. Exhibition Office

The Salon RH exhibition office is in the hall 2 in the entry area (E.22).  
You can also join us here: Tel : +41 22 761 23 00.

## 4. Exhibitor identification badges

The exhibitor badges can be ordered via the online exhibitor handbook in the form number 9 up until the last day of the exhibition, so there is no deadline. You will receive them after order via mail. Please find attached your personalised entrance ticket Please print out this document at home. The advantage of the print@home process: you can go directly to the entrance.

 Please do notice that between 8 a.m. and 9 a.m the is limited to the exhibitors with a exhibitors badge. Visitor Badges have only access from 9 a.m. on.

Speakers in the Practical forums get their own badges. These will be sent approximately 3 weeks before the event. You do not have to order badges for them.

## 5. Generate Leads

Visitor badges include a QR-code with a vCard. The vCard contains the company, address information, title, surname, last name, function and phone number as indicated during registration. To be able to scan this information you need to download a QR Code Reader as for Quick Scan, QR Reader for iPhone, Barcode & QR Scanner barcoo.

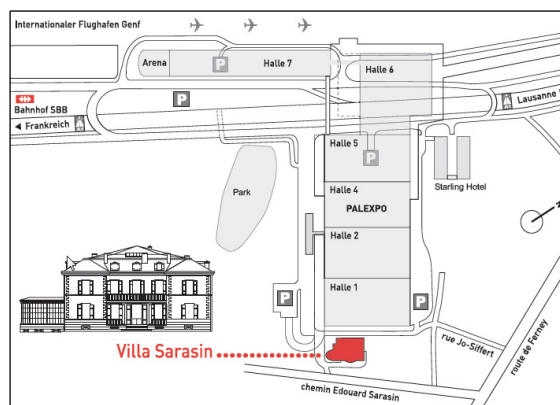
Secure your new business contacts with the FAIRVERIFY LEAD app. You can find further information in the exhibitor manual form 20.

## 6. Exhibitor Evening

We would like to invite you to the exhibitor evening taking place on Wednesday 4th of October at 6.45 p.m. It will take place in the Villa Sarasin just next to the hall 1.

Entry by invitation only (please order them via the form 19 in the exhibitor manual until september 31<sup>st</sup>, 2018).

(<mailto:a.lasik@boerding.com>).



## 7. Speaker Slots Forum

Please remind to bring your own laptop for your presentation. It has to be equipped with a VGA connection. If you have a Mac- book **please bring your own adaptor**.

Equipment: Technical support, speaker desk, sound, écran LED.

Speakers in the Practical forums get their own badges. These will be sent approximately 3 weeks before the event. You do not have to order badges for them.

## 8. Advertising / Social Media Advertising

A total of 70.00 exhibition newspapers and 20.000 professional visitor flyers have been printed for Salon RH . These documents are being provided to professional media outlets and professional visitors through targeted, personalised and direct mailing. The remaining exhibitions newspapers and visitor flyers are being sent to decision makers in Human Resource policy by our cooperation partners and exhibitors.

Advertisements were placed on our behalf in various professional magazines, including PME Magazine, HR Today, Persorama, Entreprise romande, La Vie économique, Dossiers publics, Point de mire and a social media advertising campaign was started on Facebook and twitter.

## 9. Press kit

You can lay out your press kits (around 10) in the exhibition office free of charge. Please bring your kits to the exhibition office on Tuesday, 2nd, 2018.

## 10. Distribution of flyers

The distribution of advertising materials outside of your own stand area is only allowed if advance permission has been granted. Please request this option with form "06 advertising opportunities", point "all roads lead to you", or in the exhibition office.

## 11. Stand construction partner – formfoundation GmbH

formfoundation GmbH

Miss Gabriele Krüger

service@form-foundation.de  
Phone +49(0)30 27 000 68 18; at the venue: +41 79 927 26 45

Please note that our construction partner will charge 30% extra charge for any orders that are made 3 weeks before the show.

## 12. Structure heights

The maximum structure height is 9.50 m. If you are planning a different stand structure or other special features, it is in your interest as well as ours to inform **börding exposition SA** of your plans at least three weeks before the beginning of the exhibition so that they can be checked and approved.

## 13. Stand number

Please provide a stand number tag with the instructed stand number in case stand construction has not been ordered with the organiser. These stand number tags have to be attached to the stand and must be visible for the duration of the event. You can order a stand number tag for CHF 20.- until august 31<sup>st</sup>, 2018 by e-mail: [e.klevenz@boerding.com](mailto:e.klevenz@boerding.com)  
Of course you can order your stand number via your individual booth builder.

## 14. Customs formalities / Temporary Importation

Please be aware that you must complete the required customs formalities for any temporary and permanent imports before arriving at the show.

You can find detailed Information in the exhibitor online manual under the form 17. Please read it carefully.

## 15. Last minute orders / orders at the venue

If you want to order additional furniture please contact the formfoundation. Please note that our construction partner will charge 30% extra charge for any orders that are made 3 weeks before the show.

For any additional orders of services (electricity, plumbing, internet, surveillance etc.), please contact the Service Center « Service exposants » of Palexpo. You can find it close to the hall.

ATTENTION: Orders at the venue will be charged with an extra fee.

## 16. Catering

You will find a restaurant during the exhibition in the hall.

You can order catering for your stand via one of the catering partners of Palexpo :

<http://www.palexpo.ch/en/providers/restaurants>

ATTENTION: please note that Palexpo does not accept other catering companys!

## 17. WiFi –reglementation

Palexpo SA uses and offers 802.11 a/g/n WiFi technology on its site.

After being faced with paralysing disruptions of this technology, Palexpo SA has been forced to establish new terms and conditions for the service to become manageable. As a result, no third parties will be permitted to set up equipment operating in the frequency

## 18. Cleaning the stand

During the exhibition, only the walkways will be cleaned. If you would also like your exhibition stand to be cleaned on a daily basis, please order this service via Palexpo and their shop system.

Waste:

Every exhibitor is in charge of his own waste before, during and after the event. We highly recommend to buy bin liner at the « Service exposants » of Palexpo. Those special bin liners a collected by the team of Palexpo.

## 19. External Security

Please don't leave any goods of value at your stand unattended. If your stand is equipped with computers, laptops or other technical equipment and you want to leave it overnight please order an external security. (Palexpo shop system).

## 20. Cloak Room

You can find a cloak room on the ground level of Palexpo. It is open from 08.00 p.m. to 06.00 a.m. on October 3rd and 4th.

- Please remember to pick up your belongings in time!

## 21. Delivery and parking

Delivery: during the set up and dismantling times you can deliver via the gate 24 behind the hall 2. During the exhibition delivery is only possible via the main entrance.

Parking: you can order tickets for the parking slot via the online shop system of Palexpo.

### Delivery directly to the stand:

PALEXPO

Halle 2 - Salon RH – Stand XY (name exhibitor / contact)

Route François Peyrot 30

CH - 1218 Grand-Saconnex / Genève

Please note that nothing can be delivered before October 1<sup>st</sup>. In order to guarantee a smooth delivery, please ensure that some-one from your team will be able to accept the delivery on your booth. The organizer cannot accept any delivery.

## 22. Storage/ Shipping/ Transport

Inter ExpoLogistics Ltd - MANUTEXPO –

Route François-Peyrot 30

1218 Grand-Saconnex - Switzerland

Phone.: +41 22 798 13 28 Fax: +41 22 798 13 87

[www.manutexpo.ch](http://www.manutexpo.ch)

## 23. Electrical Connections at the Palexpo site, Geneva

Please be aware that the electrical installations for your booth are made by Palexpo. A junction box might be situated on or close to your booth. We recommend to bring some kind of coverage to assure the appearance of your booth.

Dimensions:

length: 50cm

height: 44 cm

width: 32 cm

cable: 2 cm



## 24. Your opinion

Your opinions and constructive feedback are very important to us. On site at your stand you will find a survey. This exhibitor survey is an important basis for the evaluation report, so we would like to ask you to fill out this survey before the end of the exhibition. In order that we do not want to bother you on site, we would be grateful if you could hand these in to the exhibition office during the exhibition.

## 25. Rebooking Salon RH 2019

We would be glad to welcome you at Salon RH 2019. It will take place on October 2nd and 3rd, 2019.

A special offer is available to exhibitors at Salon RH 2018 until November 16th, 2018.

### Stand locations 2019

During and after Salon RH 2018, we offer you the chance, up to and including October 19th, 2018, to book your “old” stand location, as far as this is possible on the basis of the new hall division.

From October 20th, the stand locations will be allocated on a “first-come, first-served” basis according to when the registration (booking) is received

### Rebooking price

The rebooking price is not affected by these alterations and will continue to be valid until November 16<sup>th</sup>, 2018 (this arrangement is not valid for All Inclusive package "Classic" of 4m<sup>2</sup> or 9 m<sup>2</sup> or for the training activity space/ start up-Park).

#### **Practical Forums / Conferences**

The forum talks are very popular, so we recommend booking early. The slots will be allocated on a first-come, first-served basis.

Please do not hesitate to contact us if you have any further questions.

We wish you a successful exhibition!

Your Salon RH team