

## General information from A to Z

### A

#### **Advertising material**

Advertising material may only be distributed within the exhibitor's own stand.

The distribution of advertising material at the entrances, in the aisles and on the exhibition grounds is prohibited.

#### **Ambulance**

Entrance hall/ Foyer  
Tel. +41 58 206 52 21

### C

#### **Ceiling loads**

Suspensions and hangings must be ordered exclusively from Messe Zürich.

#### **Cleaning**

Your exhibition space must be left in a reasonably clean condition. Any damage or excessive soiling of the infrastructure must be reported immediately to the Service Center. A corresponding damage report will be recorded there, which the insurance company requires for damage coverage.

Unreported damage will be invoiced directly to the party responsible. Please note that any adhesive tape must be removed.

#### **Construction heights**

The construction heights must be observed in accordance with the building regulations. Exceptions can be examined by the exhibition management.

(Height of stands along the hall walls on request).

- Halle 1–2 = max. 6,5 m
- Halle 3–6 = max. 5,5 m

#### **Cutting station**

Stoneware

Cutting work on earthenware are only permitted on the machines provided on the wet cutting areas (Level 0) at the entrance to Hall 1/2, and (Level 1) at the entrance to Hall 3/4.

Use of the cutting machines is at your own risk. Please keep the cutting area clean.

### D

#### **Delivery and removal during the show**

The delivery of goods to the stands must take place before the start of the exhibition (09:00).

The transport of goods and exhibits into and out of the halls is prohibited during the normal opening hours of Giardina. Furthermore, the exhibitor is obliged to display the exhibits for the entire duration of Giardina.

Permits for urgent exceptions can only be issued by the Exhibition Management.

#### **Delivery of goods**

Sempex AG  
+41 44 315 44 10  
[r.braendli@sempex.com](mailto:r.braendli@sempex.com)

#### **Dismantling of the stands**

Please note the Sunday driving ban for trucks with a total weight of over 3.5 tonnes.

Dismantling begins earliest on Sunday, 16 March 2025, from 6:30 pm.

The fair cannot accept any liability for items left in the hall after the limited dismantling period. The disposal of such items will be carried out without checking their value and will be at the exhibitor's expense.

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### Duty

Sempex AG  
Roger Brändli  
Exhibitions.zuerich@sempex.com  
+41 58 307 77 64

## E

### Electricity

Electrical boxes must always be always accessible.  
Floor electrical boxes may also be used by stand neighbours.

### Events at the stand

Activities on the stand (especially presentations and aperitifs with a lot of noise) can have a disruptive effect on neighbouring stands.

If you are planning such activities, please inform the Giardina team.

Katja Brun, katja.brun@giardina.ch

## F

### Floor load

When planning your project, please note the following:

- Hall 1-2 = unlimited
- Hall 3-6 = 1200kg/m<sup>2</sup>
- Entrance hall = 500kg/m<sup>2</sup>

### Forklift

- Riders will only be admitted with the appropriate licence
- Do not ride with raised forks and maintain maintain speed.
- The fair reserves the right to ban drivers

### Lost property office

Service Center: +41 58 206 51 12

## G

### Floor marking stripes

If no longer visible, please let us know **before** you start setting up.

Service Center:

+41 58 206 51 12

## H

### Hall floor and shafts

Must be covered with strong foil, plastic or pavatex sheets.

- Any cleaning costs will be invoiced.
- Do not use dry building rubble or unwashed gravel.
- If wood chips or gravel are used as a floor covering a border must be built
- Drilling holes of any kind in the hall floor, walls or pillars are prohibited.

### Hazardous waste

Hazardous waste such as paints, varnishes, solvents, used oils and adhesives must not be discharged into the sewage system.

Collection points in the halls will be announced on request and/or containers can be ordered.

For the disposal of hazardous waste please contact the Service Team

+41 58 206 52 28

## I

### Information

Information desk for visitors and exhibitors

Open from 10 March - 16 March 2025

Location: Entrance Hall / Foyer

Service Centre:

+41 58 206 51 12

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### Insurance

via online order service  
www.m-manager.com

## L

### Lighting GiardinaSTYLE

The hall lighting will be switched off in halls 1-4,  
from

Monday, 10 March 2025 12:00

Sunday, 16 March 2025 18:00

Exhibitors are responsible for the stand lighting.  
Winkler Multimedia Events AG is our preferred  
supplier for stand lighting.

The lighting work is already completed on your  
first set-up day if you commission Winkler  
Multimedia Events AG.

## M

### Media

The press office is in the entrance hall / foyer and  
will be open from 8.45 a.m. throughout Giardina.  
Please let the Giardina Team know if you expect  
any visits from the media, especially film crews.

Contact:

Adriatik Salihi

adriatik.salihi@giardina.ch

+41 58 206 59 69

## O

### Open fire

Work with gas, oxygen or open fires must be  
authorised by the fire police.

Please apply for an exceptional permit for open

fires on the stand.

Pierre Werner

pierre.werner@giardina.ch

+41 58 206 51 29

### Opening hours

Tuesday: Opening Giardina 17:00-22:00  
(Exclusively for invited guests)

Wednesday and Thursday 09:00-19:00

GiardinaFRIDAY 09:00-22:00

Saturday and Sunday 09:00-18:00

### Orders for services

Via online ordering service  
www.m-manager.com

## P

### Parking spaces

for exhibitors

via online order service

www.m-manager.com

### Public transport

Bus

From Oerlikon station, bus no. 61, 62  
directly to the "Messe/Hallenstadion"

Tram

From Oerlikon station, tram no. 11  
directly to the "Messe/Hallenstadion"

## R

### Restaurants

<https://www.giardina.ch/en/foodandbeverages>

## General information from A to Z

### S

#### **Securitas**

Piket  
+41 79 355 75 30

#### **Service Center**

First point of contact for questions during set-up and dismantling  
Entrance hall / Foyer left  
Service Center:  
+41 58 206 51 12

#### **Set up of the stands**

The aisles must be cleared and swept by 12.00 noon on Tuesday, 13 March 2024. No more dust may be produced.

#### **Stand support**

Please note that your stand area must be always manned during Giardina opening hours.  
This also applies to the opening of Giardina on 11 March 2025 from 17.00-22.00.  
Admission with the exhibitor ticket 1 hour before the start of the exhibition.  
From 12 March 2025, access will be possible 2 hours before the start of the exhibition.

#### **Stone cutting machines**

In the delivery zone in halls 1 and 2 (level 0) and in halls 3 and 4 (level 1) provided by Fuhrer&Bachmann AG.  
Use of the machines at your own risk.  
See factsheet: "Stone cutting machines".

#### **Storage areas**

The trade fair does not provide any storage areas. The storage of materials in the delivery zones is prohibited. Exceptions to a charge may be

considered by the show management. Storage areas for empties can be rented for a fee.

Sempex Logistic Center:  
+41 58 307 77 60  
exhibitions.zuerich@sempex.com

### T

#### **Taxi**

In front of the exhibition centre  
+41 44 444 4444

#### **Transport equipment**

Lifting ramp rental  
Winkler Livecom AG  
Mr Jürgen Obele  
+41 79 570 95 69  
[juergen.obele@winkler.ch](mailto:juergen.obele@winkler.ch)

### U

#### **Unloading and loading / forklift work**

In principle, the trade fair forwarding agent Sempex is to be commissioned.  
Sempex Logistic Center:  
+41 58 307 77 60  
exhibitions.zuerich@sempex.com

Any other requests must be discussed individually on site. If the exhibitor unloads and loads the vehicles himself/herself, the driver must have a valid driving licence and act with the necessary caution. The organiser, Sempex AG and Messe Zürich decline all liability in the event of damage.

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### V

#### **Vehicles in the hall**

- Tracked vehicles only permitted with track protection
- Excavator buckets fitted with rubber protection

### W

#### **Waste management and disposal**

Hazardous waste (trees, green waste, humus, building rubble, gravel, sand, stones, etc.) must be disposed of by the exhibitors themselves.

Attention: do not use the rubbish collection

Larger quantities of waste and bulky items can be disposed by the Hall Service for a fee.

Skips can be ordered for waste disposal at the stand after consultation with the Hall service.

Hazardous waste such as paints, varnishes, solvents, used oils and adhesives must not be disposed of in the sewage system.

For the disposal of special waste, please contact the Hall Service

+41 58 206 52 28

#### **Watering**

The garden areas must be watered with restraint to avoid water damage to the hall floor and the stands. The causer is liable for damage caused by improper watering.

#### **Water installations and filling**

Filling/emptying of pools, ponds etc. must be carried out by our partner Steger Haustechnik AG (at a charge).

Attention:

The hall floor has various connections to the other floors.

→ Covering with plastic foil is mandatory.

#### **Wheelchairs**

Wheelchairs are available in the sanitary rooms for people with disabilities.

We recommend you make a reservation under +41 58 206 5221.

A deposit of CHF 50 is expected.

## General information from A to Z

### Giardina Team

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