United Nations World Data Forum 2020

Exhibition Manual

18 –21 OCTOBER 2020
Kursaal, Bern
Time Table of Access to Exhibition Hall for Exhibitors

Venue: Kursaal, Forum Ost and Forum West

Access to the Hall for Exhibitors as per the below time table.

Set-up

**Exhibitors Set-up**

Sunday, 18th October 2020: 12:30 pm – 6 pm

**Show Days**

- Monday, 19th October, 2020: 8:30am – 7:30pm
- Tuesday, 20th October, 2020: 8:30am – 6:00pm
- Wednesday, 21st October, 2020: 8:30am – 4:30pm

**Dismantle**

Wednesday, 21st October, 2020 3:30pm – 5:30pm
Kursaal Forum Ost and Forum West Layout

The exhibition area is on the right side.
View from the other side – the exhibition area is on the left side
Section 1 General Information

1. Admission / Registration

All attendees of the UNWDF 2020 must register and receive a badge prior to entry.

Complete information about the UNWDF 2020, the program and registration can be obtained at the Forum’s Website: https://undataforum.org or at the host’s Website: https://roadtobern.ch/

2. General exhibition regulations

The import of flammable materials (a fire protection certificate must be presented upon request), live animals etc. must be authorised by Kursaal Bern in advance. In the case of vehicles, weight must be clarified with Kursaal Bern in advance. Wheels must be furnished with protective covers in order to conserve the flooring. Smoking is prohibited throughout all areas of Kursaal Bern.

3. Delivery and route map for Kursaal Bern

The access road to point 6 measures 2.65 metres at the narrowest point.

4. Delivery and removal

The installation of materials by exhibitors occurs exclusively on Sunday, 18th October 2020 from 12:30 pm to 6 pm. The removal of materials by exhibitors occurs exclusively on Wednesday, 21st October, 2020 from 3:30pm to 5:30pm. Exceptions require the permission of Kursaal Bern and must be requested by the exhibitors with Kursaal Bern at least four weeks prior to the event. Any expenses, e.g. the collection of extra permits, will be invoiced to the exhibitor in full. The exhibitor is solely
responsible for the transportation, construction and dismantling of their stand, including any associated materials. Following unloading, vehicles must be immediately driven out of the goods receiving zone. Unloading at the main and hotel entrance is prohibited. The requirements relating to the unloading points for delivery and the time frames given by Kursaal Bern for delivery and removal must be strictly adhered to.

5. Delivery and storage of exhibition materials

Materials may be delivered at the earliest two days prior to the event. In the case of postal deliveries, please use our package label so that deliveries may be assigned accordingly. In the case of deliveries from other countries, the exhibitor must ensure that all necessary customs and transportation documents are in place. All transportation and customs-related expenses must be borne by the exhibitor. Deliveries payable upon delivery will not be accepted. Kursaal Bern assumes no liability for items brought in by exhibitors.

On account of its inner-city location, Kursaal Bern cannot make any storage compartments available for empty containers. Empty containers which cannot be stored within the exhibitor’s rented area must be stored outside of Kursaal Bern, at the expense of the exhibitor. Any storage of materials must occur following consultation with Kursaal Bern and must be labelled with a return slip by Kursaal Bern. Materials stored must be collected at the latest two days following the event, or Kursaal Bern reserves the right to dispose of said materials.

6. Parking

Kursaal Bern does not have any delivery/lorry parking spaces. Parking spaces are available through advanced reservation and subject of the availability of BERNEXPO (Tel.: +41 31 348 56 30). The exhibitor is solely responsible for organisation and reservation. For passenger cars, Kursaal Bern operates a pay-and-display car park with 240 parking spaces.

7. Stand construction/equipment

With the fabrication of solid structures, it is recommended that the stand constructor arranges a viewing appointment with Kursaal Bern in advance of the exhibition and measures the designated stand area themselves. Also, please adhere in particular to the ceiling heights specified for the exhibition area; the ceiling height inside the Kursaal Bern forum is not the same throughout. The stand area booked by the exhibitor via the host country of the UNWDF will be indicated on the base.

The basic material will be provided by the host – see Section 2 of this document. All additional materials can be ordered by Kursaal Bern – see chapter Section 3.

The covering over of walls, doors, bases, columns and panes as well as damage caused by nails, screws and brackets are prohibited. The stand constructor must only use the adhesive tape specified by Kursaal Bern with the numbers 389 and 6910 from 3M for covering the forum floor. These can be purchased in advance. The cost of damage to flooring which results from the assembly process will be invoiced to the exhibitor. Images of the damage will be taken and made available to individual exhibitors for insurance purposes.

For stand/solid constructions it must be ensured that there are no trip hazards (edges, offsets). Floor coverings of 8mm or more are subject to approval. The sides and back wall for stand construction must be neutral (white) to neighbours and must not contain any logos or markings. Ceiling suspensions are only possible in certain areas, and upon request. The maximum load capacity per m³ is 400kg.
8. Forklifts/Pallets trolleys

As there are no forklifts in Kursaal Bern, the appropriate equipment must be present on the vehicle (lifting platform). Forklifts must be brought by the stand constructor/exhibitor. These forklifts must be fitted with inflated rubber/solid rubber tyres. Other forklifts with polyamide/hard plastic or cast/metal wheels are not permitted within any areas of Kursaal Bern. Any damage resulting from non-observance of this requirement will be invoiced to the stand constructor/exhibitor.

9. Furniture and technical infrastructure

Exhibitors may request the technical infrastructure and furniture from Kursaal Bern as well as specialised exhibition furniture from the company Top Events via Kursaal Bern up to two weeks prior to the event.

Materials which have not been requested cannot be guaranteed.

10. Safety

Emergency exits, escape routes, transport routes and safety equipment (fire detectors, fire hydrants, fire extinguishers and such) must at no time be blocked, restricted or have their mode of action impaired. Access roads must be completely clear and accessible at all times for emergency personnel (paramedics and fire brigade). First aid boxes are available throughout the premises. Access and visibility must be assured at all times. The instructions of Kursaal Bern concerning this matter must be adhered to. In the case of infringements, the person responsible shall be liable.

11. Insurance, security, liability

Materials insurance is the responsibility of the exhibitor and Kursaal Bern does not assume any liability. In the absence of stand personnel, it is recommended that valuables be securely locked away. The exhibition area is accessible to the public. During night time, the exhibition area will be protected by a private security company. Nevertheless, we assume not to leave any valuable materials at the exhibition during night time.

Kursaal Bern, the Secretariat, or the hosts assumes no liability for items brought in. Compensation claims made by exhibitors relating to personal, material or financial damages will be rejected. Likewise, no liability shall be assumed for compensation claims which were caused by exhibitors and incurred by third parties. It is recommended that the appropriate insurance policy be taken out
SECTION 2
BOOTH STRUCTURE AND SETUP GUIDELINE

General Information and Requirements:

- In total, 20 exhibition spaces will be provided by the host. All Stands will cover the size of 2m x 3m and a 3.47m high backdrop.

- Each stand contains a desk, two chairs, and standard electricity.

- All other additional elements can be ordered with a fee directly (subject to change) at Kursaal Bern (see Section 3 of this document). More material (couches, plants, etc.) also can be ordered. Fees will be applied. This has to be ordered latest by October 1, 2020.

- If you are planning to build-up a professional booth, please contact the organizers.

- The aisle and air space belong to the host. Exhibits, signs, ceiling or floor coverings, displays or other advertising matter will not be allowed to extend beyond the assigned area.

- To prevent aisle congestion, seating for demonstrations and theatre areas must be within the stand.
### Order form furniture and technical

#### Information
- **Event**: UN World Data Forum
- **Date**: 18 - 21 October 2020
- **Company**
- **Booth No.**: [to be decided by the host and the UNWDF secretariat]
- **Contact person**
- **Telephone**
- **E-Mail**
- **Invoice address**
- **Purchase order No.**
- **Date of order**

<table>
<thead>
<tr>
<th>Date</th>
<th>Quantity</th>
<th>Price in CHF per unit/item, per day</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>FURNITURE</strong></td>
</tr>
<tr>
<td>-</td>
<td>1 [provid]</td>
<td>Table (160 x 80cm) without table covers 15.00</td>
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<tr>
<td></td>
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<td>Table with white table covers 30.00</td>
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<td></td>
<td></td>
<td>Standing table (black or white) 15.00</td>
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<td></td>
<td></td>
<td>Standing table with white cover 23.00</td>
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<tr>
<td>-</td>
<td>2 [provid]</td>
<td>Chair 15.00</td>
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<td></td>
<td></td>
<td>Pin wall (limited number available) 20.00</td>
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<tr>
<td></td>
<td></td>
<td>Flip chart (limited number available) 30.00</td>
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<td></td>
<td></td>
<td>Single-sided heavy duty adhesive tape roll 18.00</td>
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<tr>
<td></td>
<td></td>
<td>Both-sided heavy duty adhesive tape roll (for carpets) 18.00</td>
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<td></td>
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<td><strong>TECHNICAL</strong></td>
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<tr>
<td>-</td>
<td>1 [provid]</td>
<td>T 13 230 V 13 A 30.00</td>
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<tr>
<td></td>
<td></td>
<td>T 15 230 V 13 A 40.00</td>
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<tr>
<td></td>
<td></td>
<td>T 25 230 V 16 A 50.00</td>
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<td></td>
<td></td>
<td>CEE 16 13 x 400 V 16 A 100.00</td>
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<tr>
<td></td>
<td></td>
<td>CEE 32 13 x 400 V 32 A 120.00</td>
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<tr>
<td></td>
<td></td>
<td>Electric power strips CH-Norm 30.00</td>
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<td></td>
<td></td>
<td>Schuko adapter (CHF 10.00 for replacement if lost) 5.00</td>
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<td>ADSL connection 25.00</td>
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<td></td>
<td></td>
<td>Flat screen E-LED 55&quot; NEC Multisync V552, height adjustable from 119 to 185cm (lower edge) 270.00</td>
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</tbody>
</table>

*Further electricity connections on request*
### Order form furniture and technical

<table>
<thead>
<tr>
<th>STAND CLEANING</th>
<th>Price in CHF per booth, per cleaning</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic (waste removal and floor cleaning)</td>
<td>25.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Plus (waste removal, floor cleaning and furniture cleaning)</td>
<td>65.00</td>
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</tbody>
</table>

*The stand cleaning takes place in the evening.*

### Comments

The completed order form should be sent by e-mail to kongress@kursaal-bern.ch or by fax to +41 (0)31 339 53 14. An invoice processing fee of CHF 10.00 will be charged per order form.

Date: ___________________________  Signature: ___________________________

→ Additional furniture is ordered externally and charged separately.