

Meteorological

TECHNOLOGY

WORLD EXPO 2023

Exhibitor-Appointed Contractors' Information

Meteorological Technology World Expo 2023 - Useful information for exhibitor-appointed contractors.

EXHIBITOR MANUAL

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

VENUE & SHOW DATES

Venue

Hall 4, Palexpo, Geneva, Switzerland

Address

Palexpo SA
Route Francois-Peyrot 30,
CH-1218 Le Grand Saconnex
Switzerland

Tel: +41 22 761 11 11

Email: info@palexpo.ch

Website: palexpo.ch

For more information on getting to the venue - please click [here](#)

Please note, for your safety, security will perform random bag searches on arrival.

Show Dates

October 3, 4, 5, 2023 (PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)

EXHIBITION TIMETABLE

General build-up timetable

Sunday, October 1, 2023	08:00 - 19:00	Space-only booths and independent contractors ONLY - safety shoes compulsory
Monday, October 2, 2023	08:00 - 19:00	Space-only booths and independent contractors ONLY - safety shoes compulsory
Monday, October 2, 2023	12:00 - 17:00	Shell Scheme exhibitors permitted entry for decorating their booths - safety shoes compulsory
Monday, October 2, 2023	17:00 - 19:00*	Final light decoration and finishing work of all booths only. All aisles must be cleared by 17:00 and forklifts will no longer be permitted

*Monday, October 2, 2023 from 17:00 to 19:00 is for light decoration and finishing work only. All freight cases and unused exhibits must be removed by this time - **AISLES MUST BE KEPT CLEAR**

BUILD-UP FURTHER INFORMATION

The Event has a strict two day build up. Contractors will not be able to access the exhibition hall before Sunday, October 1, 2023. Overnight working will not be possible.

If you require to build AFTER 19:00 (light decoration only until 22:00) then you will need to hire in advance a security guard for your stand at a charge of CHF58 + Tax per hour. This is a cost to you as an exhibitor.

Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period.

All major building works must be completed and excess products and packaging materials removed no later than 18:00hrs on Monday, October 2, 2023. It is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00 on Monday, October 2, 2023, as Shell Scheme booths may not be ready before this time.

Please ensure that you organise waste removal before the deadline. Charges made for removal of any structures or waste material will be invoiced to the exhibitor. The Organiser has appointed European International Fairs Ltd to be the official freight and on-site handling agent. This will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

If you/your transport company are making a direct delivery/collection to/from Palexpo that requires unloading or reloading via forklift, then you must contact European International Fairs Ltd in advance to make arrangements. While European International Fairs Ltd will endeavour to meet your needs, the company cannot guarantee time slots for loading/off-loading.

If you are making a direct delivery/collection to/from Palexpo that DOES NOT require forklifting assistance, then you must register your vehicle with the venue's Expolog.

Please note the following truck off-loading times will be allowed:

Car: 1-hour max

Commercial vehicle :(higher than 2m but less than 3.5 tonnes) - 2 hours max

Trucks: Over 3.5 tonnes - 4 hours max

Vehicles remaining on-site after these times will be removed. It is forbidden to park vehicles on the exhibition grounds overnight or during the exhibition. Any vehicles not in official parking areas will be towed away by the police.

Breakdown timetable

Thursday, October 5, 2023	15:30 - 22:00
Friday, October 6, 2023	08:00 - 12:00

BREAKDOWN FURTHER INFORMATION

Power to booths will be disconnected at 15:30; please ensure that you pre-order power supply for breakdown if you require it for machinery or exhibits, or to power tools after 15:30.

Vehicle access will not start until all empties have been returned - please allow up to 2 hours for this process to be completed.

Any booths commencing breakdown before the close of show at 15:00 on Thursday, October 5, 2023, will be found in breach of contract.

No exhibits may be removed before the exhibition closes at 15:00 on Thursday, October 5, 2023, nor will any contractors be allowed into the fairground until this time; please ensure that you have briefed your contractors accordingly. Please note that there may be restrictions in place during breakdown and that access times for your

vehicles may vary according to vehicle size. Vehicle access for all types of vehicles will begin at 16:30.

When the exhibition closes, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be approximately 2-3 hours. Exhibitors who require forklift assistance for repacking and/or loading should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter. Please ensure that you consider this extra time when booking your return travel.

Exhibitors are reminded that security will cease once the exhibition has closed at 15:00. Items of value left on the booth, including freight, are the responsibility of the exhibitor. If you would like to hire a security guard for this period click [here](#) to contact security services.

All booth materials, packaging and waste must be removed from the halls and booth dismantling must be completed no later than 12:00 on Friday, October 6, 2023. Please ensure that you organise waste disposal as the removal of set-up and waste material is subject to charge and will be invoiced directly to the exhibitor.

ACCESS INFORMATION

Please note the following truck off-loading times will be allowed:

Car: 1-hour max

Commercial vehicle :(higher than 2m but less than 3.5 tonnes) - 2 hours max

Trucks: Over 3.5 tonnes - 4 hours max

Vehicles remaining on-site after these times will be removed. It is forbidden to park vehicles on the exhibition grounds overnight or during the exhibition. Any vehicles not in official parking areas will be towed away by the police.

Parking at PALEXPO

Parking for visitors and exhibitors is available in the **P12** car park. There are reserved spaces for people with reduced mobility and for electric vehicles there are four fast charging stations on level 1 of P12.

You can book and purchase your parking ticket in advance. This way, you are assured of a parking space and can easily enter and exit the parking garage without delays. The PALEXPO Webshop offers parking tickets for cars and trucks.

Parking can be booked via the [PALEXPO Webshop](#).

CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE Work Identity Card (ID) for build-up and breakdown - MUST BE SUBMITTED IN ADVANCE

For security reasons it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to wear a contractor wristband. The wristband gives access to the hall during these periods. These must also be worn by exhibiting staff members who have not yet obtained an exhibitor badge. Please submit the names and contact details of all contractor staff/exhibiting staff who will be present on-site during build up. Once the names are submitted, Work ID cards for all contractor staff can be printed, allowing staff to collect the wristbands from security on-site. Security will hand out wristbands at each entrance into the hall.

If you arrive without a Work ID card or exhibitor badge, PALEXPO reserves the right to deny you access to the exhibition hall.

Please note: you only require one Work ID card per team.

To register your staff for Work ID cards, please [click here](#) **(COMING SOON)**

PLEASE NOTE: If you have a member of your stand contractor's team who needs to remain on-site and access the hall during exhibition opening times, please send them to register at the main registration using their own company details. They will not be permitted entry using an exhibitor pass.

All contractors/booth builders are obliged to read the following safety and working practice information: [CLICK HERE](#).

VENUE TECHNICAL INFORMATION

Venue Rules & Regulations

Please click [here](#) to view the General Regulations of Palexpo.

Hall 4

Please click [here](#) for technical guidelines for Hall 4.

Please note the following maximum floor-loading and height restrictions:

Floor Loading

The floor is concrete and can carry a maximum total of evenly distributed weight of 1000 kg/m².

Build heights

The maximum build and rigging / ceiling suspension height is 6 metres.

A technical floor plan showing the service channels and build height restrictions, and a detailed booth plan showing the dimensions of any structural pillar within your booth can be requested by email: met@ukimediaevents.com.

Services

Power supplies, telephone lines, plumbing and compressed air installations will, where possible, all be run into your booth via the subfloor services duct set into the floor. Please note that power supplies to the booths all come with a power box/switch box which is free-standing and will be left uncovered. For full information, please email: hanna.bliesener@palexpo.ch.

Raised floors

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors of 4cm and over are required to have compulsory integrated ramp access.

Organiser's Rules and Height Restrictions

The standard height of any individual exhibition booth is considered to be 2.5 metres (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition halls. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres. Please note the permissible maximum build height is 6 meters. The maximum permissible suspension height for the individual halls is as stated above. Please contact the Organiser if you have any questions regarding the build height of the booths around you: met@ukimediaevents.com.

General

If an exhibiting company fails to submit a Booth Check Form (shell scheme booths and pop-up displays only) by the deadline given (August 28, 2023) and the resulting design or build affects the neighbour, venue or Organiser, all associated costs, such as new banners, paint, labour, pillar covering, hanging costs, etc, will be passed along to the late submitting exhibitor. This will not be applied if a company books their booth after the deadline. No exhibition booth may be built until written approval is received from the Organiser.

Important Notes

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring booth are made good and completely covered / finished in a neutral colour.

2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilise back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
5. Exhibiting companies must complete and return the Booth Check Form (shell scheme booths and pop-up displays only) by the deadline given (August 28, 2023). Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (August 28, 2023) above 2.5 meters will be subject to approval and may be refused.
6. If an exhibiting company fails to submit a Booth Check Form (shell scheme booths and pop-up displays only) by the deadline given (**August 28, 2023**) and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the [Exhibitor Pre-Show Planning Form](#). All exhibitors who do not hire a shell scheme package via the Official Contractor must submit a Risk Assessment and Method Statement with their plans.

[Click here](#) to download a Risk Assessment template

[Click here](#) to download a Method Statement template

FLOORPLAN

Please [click here](#) to see the current show floorplan (this should not be used for planning your booth construction).

For a detailed technical floorplan or booth plan (to include any pillar dimensions), please contact the Organiser: met@ukimediaevents.com

OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES

We are pleased to announce that **SYMA** has been appointed as the official booth and carpet contractor for Meteorological Technology World Expo 2023 at Palexpo, Geneva.

To order a Shell Scheme package and for other services, please refer to the [Webshop](#) which can be found in the Order Form Checklist.

Shell Scheme Extras

SYMA can provide you with a basic Shell Scheme package or can personalize your experience with additional extras that you might require. These extras range from furniture packages, storage requirements and floral needs to personalisation options using print. All of these options and extras can be ordered via the [Webshop](#). SYMA is happy to provide you with more detail upon request.

Deadline for orders: September 5, 2023. After this date prices maybe higher and not all items will be available.

For additional information, assistance or advice, please contact SYMA:

Mr Antonio Abelardo

Tel: +41 71 932 32 65

Email: antonio.abelardo@syma.ch

DELIVERIES

Please do not use the above address for freight or courier deliveries. Please contact the official Freight and On-site Handling agent: [European International \(Fairs\) Ltd](#). Please contact mtxops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings:

European International (Fairs) Ltd

Tel: +44 1732 860330

Contact: Daniel Bird

We strongly advise against shipping goods or sending goods via courier directly to Meteorological Technology World Expo 2023 as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site. The venue might not accept shipments directly sent to them.

USEFUL CONTACTS

Organiser

Meteorological Technology World Expo 2023

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