

CONDITIONS OF PARTICIPATION

FACTS AND FIGURES ABOUT THE EXHIBITION



Organizer

1. PLANNING AGENDA (SUBJET TO MODIFATIONS)

Sending information for online registration	Beginning of September 2022	to exhibitors
Registration confirmation by E-mail	After online registration	from BERNEXPO AG
Start of stand allocations	03 April 2023	from BERNEXPO AG
Sending stand allocations and login data for technical orders in the Service Centre	Mid-August 2023	to exhibitors
Sending of partial invoices	Two weeks after notification of the allocation	to exhibitors
The due date of the partial invoice	In accordance with payment deadline	to BERNEXPO AG
Detailed information on setting up and dismantling the stands (concept for transport)	September 2023	to exhibitors
Deadline for submission of technical orders (via Service Center)	20 October 2023	to BERNEXPO AG
Deadline for changing the catalogue entries	25 October 2023	to BERNEXPO AG
Distribution of exhibitor cards and parking tickets	End of October 2023 (Upon receipt of payment for the stand hire invoice)	to exhibitors
Exhibition Swisssidac & Worlddidac Bern	21 - 23 November 2023	
Delivery of the final invoice	December 2023	to exhibitors
The due date for the settlement of the final invoice	30 days from the date of invoice	to BERNEXPO AG

2. OPENING TIMES (MODIFICATION UNDER RESERVE)

Event opening times for visitors:

Tuesday 21 November: 9 am to 5 pm
Wednesday 22 November: 9 am to 5 pm
Thursday 23 November: 9 am to 4 pm

For exhibitors 8 am to 6 pm

3. ORGANISER

BERNEXPO AG

Swissdidac & Worlddidac

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4. SCOPE

These „Conditions of Participation“ apply to participation in the „Swissdidac and Worlddidac“ exhibition and supplement the „General Conditions of Participation“ of BERNEXPO AG valid at the time. In addition, the „Operating Regulations“ of BERNEXPO AG and the „Technical Information on the Halls“ are binding at the same time.

5. PURPOSE OF THE EXHIBITION

Worlddidac Bern

The trade fair is aimed at manufacturers and distributors of products and services from relevant subject areas. Worlddidac is internationally oriented and is considered one of the most important presentation and communication platforms worldwide. Decision-makers from the education sector obtain first-hand information about the ways and possibilities of teaching and learning. Worlddidac is a trendsetter!

Swissdidac Bern

The leading national trade fair is the platform for showcasing educational changes (digitalisation and learning support) and offers first-hand solutions for teachers, head teachers and those responsible for school infrastructures. It is the platform for primary and secondary education and stands for lifelong learning from early to old age. Swissdidac is a trendsetter!

6. ADMITTED EXHIBITORS

Exhibitors can be the leading importers, manufacturers and agents/distributors who manufacture, market or distribute one or more products of the product groups listed below. In addition, service providers and consultants dealing with the admitted product groups may also participate in the fair. At the time of registration, the exhibitors must specify the products to be exhibited.

The Organiser will approve exhibitors in consultation with the Worlddidac Association. The Organiser is not obliged to provide information on the reasons for its decisions. He may cancel or refuse the application at any time and is not obliged to provide any services, except for the refund of amounts already paid.

The exhibitor assures the Organiser that the exhibition organiser may use the registered exhibitor brands to promote Swissdidac & Worlddidac Bern 2023 on its communication platforms (online exhibition platform/exhibitor directory).

7. ADMITTED EXHIBITED ARTICLES

- Adult and further Education
- Audio-video technology
- Augmented and Virtual Reality (AR & VR)
- Communication technology
- Educational Toys and Games, Sport and Music
- Information technology
- Learning Aids
- Multimedia
- Online E-Learning Resources, interactive Technologies
- School supplies
- Science-Technology-Engineering-Math (STEM)
- Special Educational Needs
- Sporting goods
- Technical Vocational Education and Training (TVET)

8. WORLDDIDAC ASSOCIATION MEMBERS

If a stand is registered by 3 March 2023, members of the Worlddidac Association can benefit from an association discount. However, the regular price will be charged in case of a later registration. For this purpose, the Worlddidac Association will provide the Exhibition Management with a list of members valid on 3 March 2023.

9. FEES (PRICES PLUS VAT)

The following services are, in all cases, provided at an additional charge to stand hire:

- Communication package basic
- Waste disposal

9.1 STAND HIRE IN HALLS (STAND AREA/WITHOUT INFRASTRUCTURE)

Item description	Rate per m ²
Stand hire in halls, In-line stand (1 open side)	CHF 270.00
Stand hire in halls, Corner stand (2 open sides)	CHF 325.00
Stand hire in halls, Peninsula stand (3 open sides)	CHF 335.00
Stand hire in halls, Island stand (4 open sides)	CHF 350.00
Stand hire in halls, second and subsequent stand floors	CHF 135.00

Worlddidac Association Member price (Discount applies for stand registration until 03.03.2023):

Item description	Rate per m ²
Stand hire in halls, In-line stand (1 open side)	CHF 216.00
Stand hire in halls, Corner stand (2 open sides)	CHF 260.00
Stand hire in halls, Peninsula stand (3 open sides)	CHF 268.00
Stand hire in halls, Island stand (4 open sides)	CHF 280.00
Stand hire in halls, second and subsequent stand floors	CHF 108.00

We do not charge a façade surcharge for exhibition stands with an area of at least 150 m².

9.2 TRADE SHOW PACKAGES

Detailed information on packages can be found on the attached leaflet.

Description	Price per m ²
BUDGET trade show package/in-line stand (1 open side), 9 m ²	CHF 5'830.00
BUDGET trade show package/corner stand (2 open sides), 9 m ²	CHF 6'330.00
COMFORT trade show package/in-line stand (1 open side), 9 m ²	CHF 6'730.00
COMFORT trade show package/corner stand (2 open sides), 9m ²	CHF 7'040.00
BUDGET trade show package/in-line stand (1 open side), 12 m ²	CHF 7'000.00
BUDGET trade show package/additional m ² /in-line stand	CHF 390.00
BUDGET trade show package/corner stand (2 open sides), 12 m ²	CHF 7'620.00
BUDGET trade show package/additional m ² /corner stand	CHF 430.00
COMFORT trade show package/in-line stand (1 open side), 12 m ²	CHF 8'080.00
COMFORT trade show package/additional m ² /in-line stand	CHF 450.00
COMFORT trade show package/corner stand (2 open sides), 12 m ²	CHF 8'510.00
COMFORT trade show package/additional m ² /corner stand	CHF 490.00

Worlddidac Association Member price (Discount applies for stand registration until 03.03.2023)

Description	Price per m ²
BUDGET trade show package/in-line stand (1 open side), 9 m ²	CHF 5'350.00
BUDGET trade show package/corner stand (2 open sides), 9 m ²	CHF 5'740.00
COMFORT trade show package/in-line stand (1 open side), 9 m ²	CHF 6'070.00
COMFORT trade show package/corner stand (2 open sides), 9 m ²	CHF 6'460.00
BUDGET trade show package/in-line stand (1 open side), 12 m ²	CHF 6'400.00
BUDGET trade show package/additional m ² /in-line stand	CHF 350.00
BUDGET trade show package/corner stand (2 open sides), 12 m ²	CHF 6'880.00
BUDGET trade show package/additional m ² /corner stand	CHF 380.00

COMFORT trade show package/in-line stand (1 open side), 12 m ²	CHF 7'300.00
COMFORT trade show package/additional m ² /in-line stand	CHF 410.00
COMFORT trade show package/corner stand (2 open sides), 12 m ²	CHF 7'780.00
COMFORT trade show package/additional m ² /corner stand	CHF 440.00

9.3 MINIMUM RENTAL

Stand and space rental is charged at the minimum rental fee, even if the price would be lower in terms of the m².

Item description	Flat rate
Minimum rental	CHF 2'430.00
Minimum rental (for Worlddidac Association Members)	CHF 1'944.00

9.4 EXHIBITOR SURCHARGES

Co-exhibitors according to the definition in the current "General Conditions of Participation". The flat rate includes a basic entry on the obligatory online platform.

With the payment of the co-exhibitor surcharge, the company gains the following rights:

- Company label at the stand of the main exhibitor
- Communication Package Basic
- Right-to-order vouchers
- Right-to-order promotional material

Item description	Flat rate
Co-exhibitors surcharges	CHF 1'110.00

9.5 CATERING STANDS

17% of the sales volume will be levied for all catering stands. The prepayment of a minimum rent of CHF 2'000.- is compulsory.

Item description	Flat rate
Minimum rate for catering stands	CHF 2'000.00

10. CANCELLATION OF REGISTRATION

10.1 BY AN EXHIBITOR

In accordance with the current “General Conditions of Participation”. The following terms of cancellation apply, to cancellations of registration (via online registration or written confirmation via e-mail).

Item description	Flat rate
Cancellation Fee (no trade show package) < 50 m ²	CHF 2'000.00
Cancellation Fee (trade show package) < 50 m ²	CHF 3'000.00
Cancellation Fee (no trade show package) 50 - 100 m ²	CHF 3'000.00
Cancellation Fee (trade show package) 50 - 100 m ²	CHF 4'000.00
Cancellation Fee (no trade show package) > 100 m ²	25% of the stand hire
Cancellation Fee (trade show package) > 100 m ²	25% of the stand hire

10.2 BY A CO-EXHIBITOR

The total co-exhibitor surcharge and any ancillary costs incurred will remain payable in all cases, even if a registered co-exhibitor does not participate in the trade fair.

11. STAND DESIGN GUIDELINES

(see also the Company Regulations and general conditions of participation)

Exhibitors must submit a stand design to the trade show management for approval at least 60 days before construction. The management will authorise the stand constructions in writing. The stands may not be set up unless you receive written permission from the administration.

Stand structures that differ from the approved stand design must be adapted or dismantled without delay. Should the exhibitor fail to comply with the request of the management within a given time, the fair management is, in this case, entitled to make changes to the stand at the exhibitor's expense.

A trade show stand must meet the following minimum requirements:

- Clean back and side walls
- Company name
- Floor covering for the entire stand area

12. OPEN STAND SIDES

The stand should be designed in such a way that it is as transparent as possible towards the aisles. Long stands that are closed to the halls are not permitted. Stands must be 80% open to the aisles.

13. STAND HEIGHTS

The maximum construction height for single-storey stand constructions is 4 m. In some areas of Hall 3.0, there is a maximum of 3 m. Double-storey stand constructions can have a maximum height of 7.5 m.

14. MULTI-STOREY STANDS

Upon request in the registration form and only by the administration approval, it is possible to erect two-storey stands to the maximum construction height of 7.50 m. Two-storey constructions may be refused in the interest of the overall hall design and for safety reasons. On the upper floor, the distance to the stairs from any location on the second storey shall not exceed 10 m (walking distance). Stands with over 50 m² of overbuilt area require at least two sets of stairs located at opposite ends of the stand. Emergency exits and escape routes should be labelled accordingly. Load-bearing components, the ceilings of the ground floor, and the floor of the upper floor must be made out of fire-retardant or non-flammable construction materials. The upper floor of a two-storey stand may not be covered from above. There must be a line of sight from the booths and other meeting rooms to the hall.

Further information on the fire safety standards can be found at www.vkf.ch.

15. STAND BOUNDARIES

Visible partition walls must be clean and in perfect condition. In addition, any coverings on the partition walls must comply with fire safety regulations.

16. TRADE SHOW ADMISSION

All visitors must register for the event either in advance online or at one of the counters in front of the entrance checkpoints. Admission to the fair is generally subject to a fee.

16.1 EXHIBITOR TICKETS

Each exhibitor receives one admission ticket per 5 m² of stand space, with a minimum of two and a maximum of twenty tickets entitling the holder to free admission to the event.

The exhibitor tickets are only required during the opening hours of the exhibition.

The exhibitor may order additional admission tickets in writing for a fee. The tickets will be made available after receipt of payment approximately two weeks before the exhibition.

Item description	Rate per ticket
Additional exhibitor tickets	CHF 37.15

16.2 GUEST PASSES FOR VISITORS

Invite your (potential) customers to visit the fair and make valuable contacts even before the fair starts. You can order printed guest tickets and electronic promotion codes to send to your customers. Visitors exchange the guest card/promotion code they received from you in the online shop for free admission to the on-site fair.

From three months before the show starts, exhibitors will receive a list with all the contact details of persons registered in the online shop using the guest tickets/promotion codes issued for each exhibitor. The guest tickets/promotion codes cost CHF 5.00 excl. VAT per item. The exhibitor will only be charged if the guest ticket/promotion code has been validated on-site. A maximum sum of CHF 5,000.00 plus VAT will be charged. An additional introduction fee of CHF 50.00 per order will be charged for printed guest tickets to cover the printing costs.

17. BASIC COMMUNICATION PACKAGE

17.1 LIST OF EXHIBITORS

For all exhibitors on site, the marketing package includes a presence in the printed exhibition guide.

Item description	Flat rate
Basic communication package (mandatory)	CHF 890.00
Upgrade basic communication package to medium package	+ CHF 430.00
Upgrade basic communication package to premium package	+ CHF 950.00

18. WASTE DISPOSAL/RECYCLING

Waste must be disposed of in the rubbish bins provided. On the evening before the opening, waste can be deposited in the aisles in front of the stands. The cleaning service will take care of the disposal of your trash. Paint tubs must not be cleaned in the washbasins of the toilets. Additionally, for glass recycling, there are containers available. Each exhibitor will be charged a share of the disposal/recycling costs per stand in the final invoice according to the following key²:

Item description	Flat rate
Waste disposal (up to a stand height of 25 m ²)	CHF 53.00
Waste disposal (from a stand size of 26–50 m ²)	CHF 63.00
Waste disposal (from a stand size of 51–100 m ²)	CHF 93.00
Waste disposal (from a stand size of 101–300 m ²)	CHF 163.00
Waste disposal (from a stand size of 301 m ²)	CHF 245.00

²In particular circumstances or in case of large quantities, we reserve the right to increase disposal charges

19. EXCLUSION OF EXHIBITS AND EXHIBITORS

The trade show management is entitled to remove from the stand any non-permitted exhibits, products and services that contravene patent law or illegal counterfeit goods (upon consultation with the authorities) or to close the booth. The exhibitor will bear all associated costs.

The exhibitor has no claim against the trade show or the trade show space (see also the General Conditions of Participation item 2.8).

20. GOODS DELIVERIES

All deliveries during the event are permitted daily, 1 hour before the start of the fair. All delivery vehicles must have left the exhibition grounds 1/2 hour before the beginning of the fair.

21. FINAL PROVISIONS

The specified prices (unless indicated otherwise) do not include VAT. Prices are subject to change. The German version applicable at the time of registration is binding.