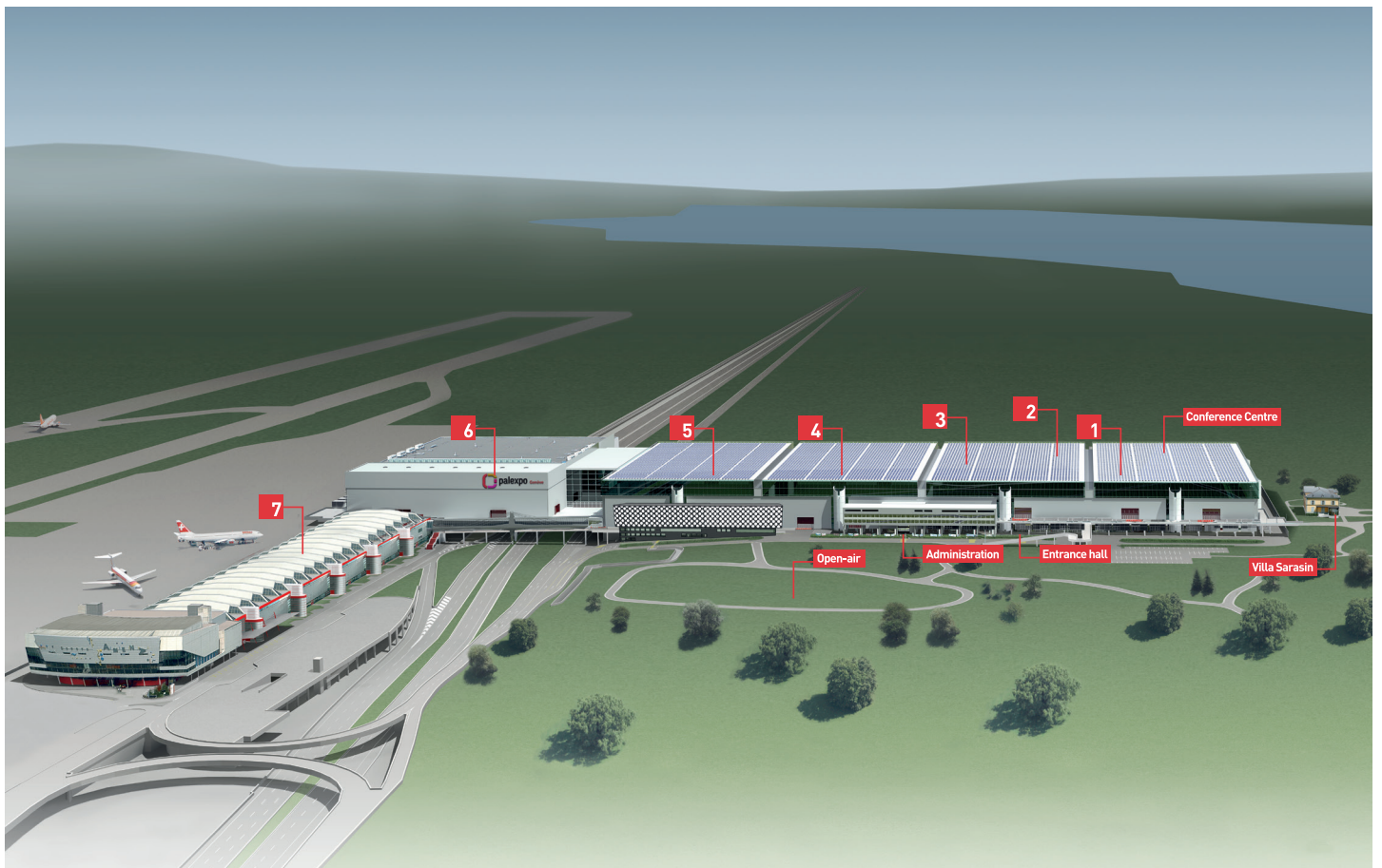


Live Space



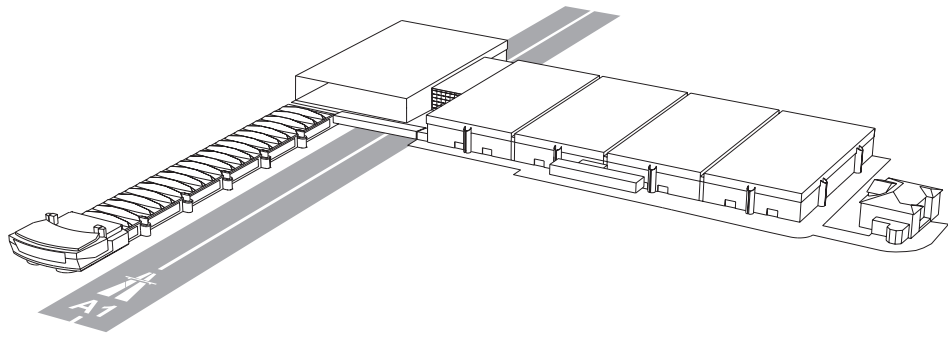
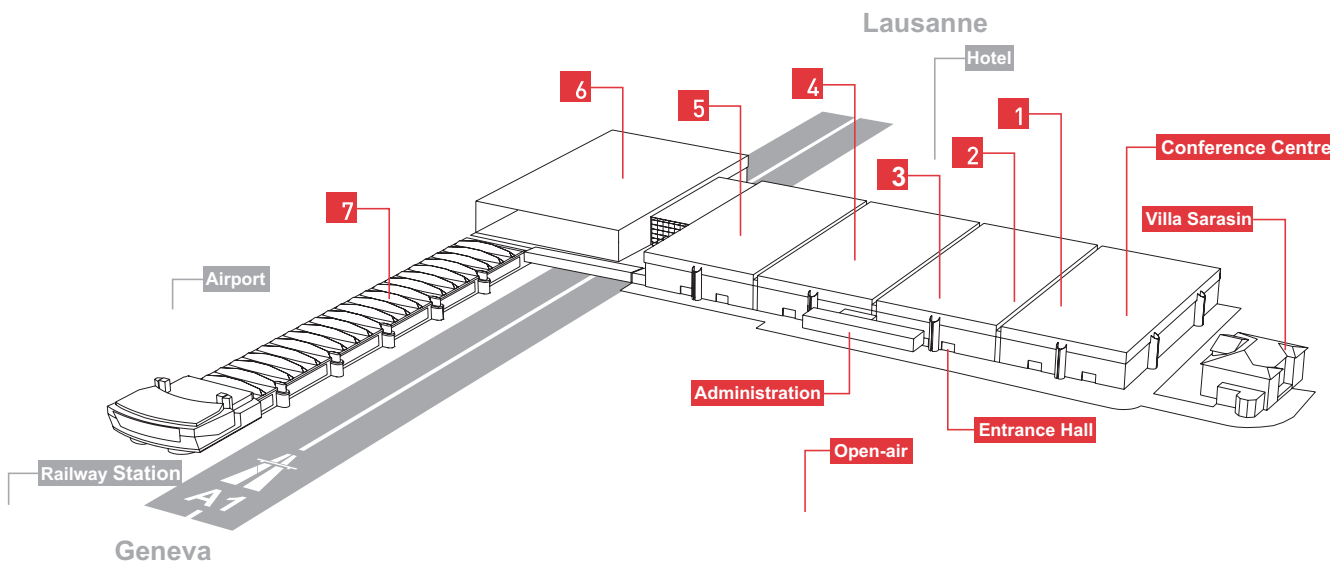


EXHIBIT HALLS

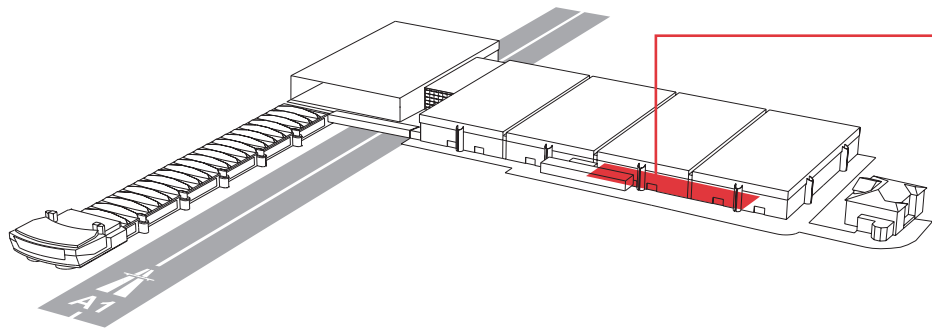
Palexpo offers event organisers 6 halls with more than 106'000 m² of exhibit space. With mobile partition walls, Halls 1, 2, 4, 5 and 6 may be used as a whole, separately or in combination with the Conference Centre or restaurant facilities, dependant upon the organiser's requirements.

This modular concept offers a host of user benefits:

- flexibility and convenience
- conference/exhibition mix
- single venue for the simultaneous organisation of different events



	ENTRANCE HALL	HALL 1	HALL 2	HALL 3	HALL 4	HALL 5	HALL 6	HALL 7	OPEN-AIR
Height (m)	4.00	12	12	4.50	18	18	18	12	
Area (m ²)	2'800	15'500	16'500	1'500	15'500	15'000	27'000	13'000	21'000



ENTRANCE HALL

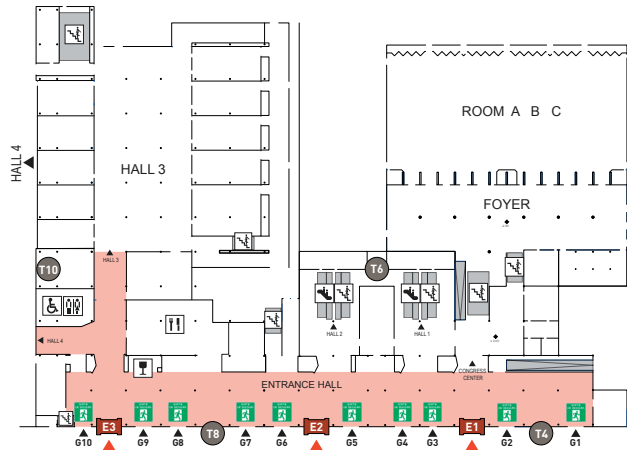
Designed to welcome your guests, the Entrance Hall serves as the interface between all Palexpo's facilities.

Features

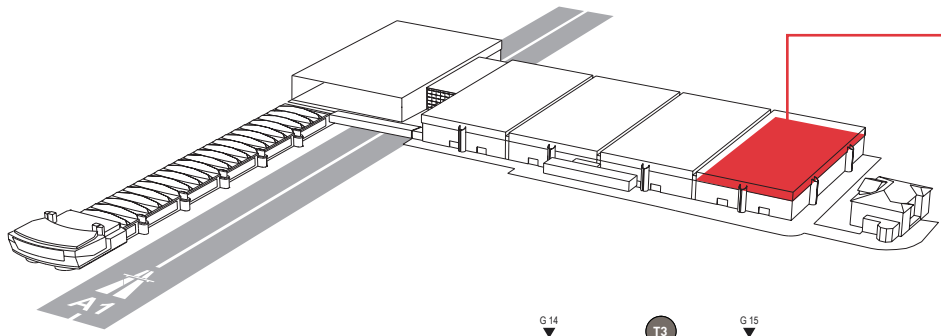
- easy access to exhibit halls, Conference Centre, restaurants, services and cloakrooms.
- ideal for delegate and visitor registration. Can be equipped with registration and ticket sales desks
- cash machine - withdrawals 24/7

Technical data

- gross area 2'800 m²
- length 146.40 m/82 m
- width 15 m/8.50 m
- floor reconstituted marble, white and green
- floor loading 400 kg/m²
- height 4 m
- overhead fixtures none allowed
- access
 - 11 visitor access gates
 - 1 freight gate E1 (2.32 x 3.19m)
- electrical large capacity
- distribution panel upon request
- lighting 400 lux
- floor boxes
 - electricity power as required
 - telecommunications telephone, IT/Internet access, fiber optic cables
- water and drainage 13 water mains near the columns (4 bar/Ø 13 + Ø 60 mm)
- radio and TV cable radio/TV
- signage
 - advertising 56 screens 46" 9/16
 - signage 6 wall screens (9x46") 9/16
 - 23 screens 46" 9/16
 - 5 screens 20" 9/16
 - 1 screen 32" 16/9
 - 4 screens 42" 16/9



- satellite dishes rooftop platform for satellite dishes
- heating radiators
- fire prevention fire extinguishers
- public-address system available for calls and announcements
- toilet facilities beneath escalators to Halls 1 and 2
- permanent food-service Le .central



HALL 1

Because of its size and location above the Conference Centre, Hall 1 is particularly suited for congress exhibits or trade shows. A total area of 32'000 m² is available when combined with Hall 2.

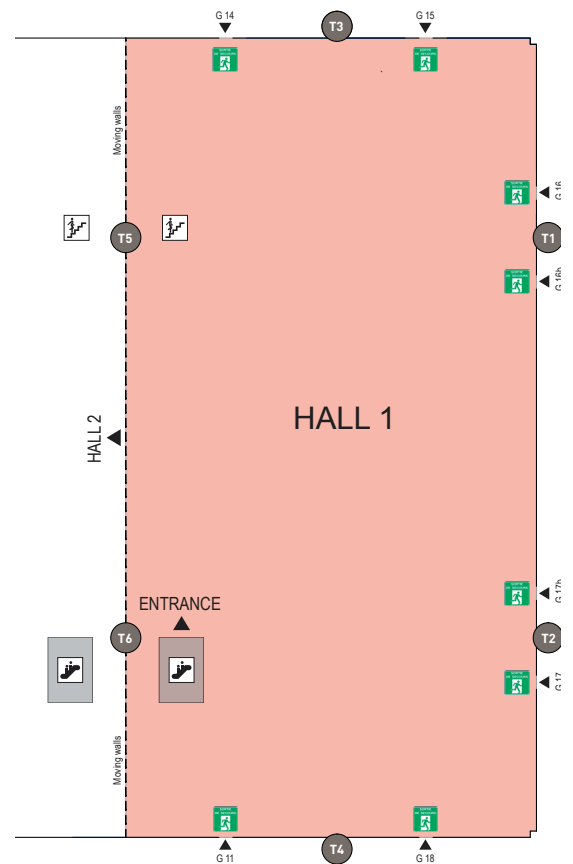
Features

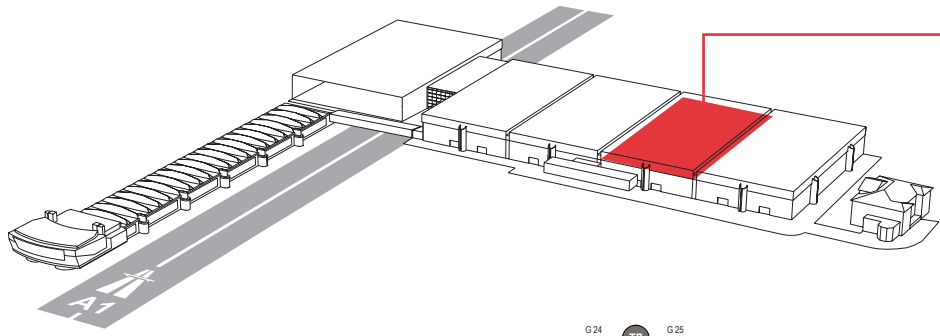
- all under one roof
- column-free exhibition space except at hall perimeter
- mobile partition walls for the separate use of Halls 1 and 2
- visitor access to/from Entrance Hall and Conference Centre via escalators, elevators or stairs
- road access at ground level (loading/unloading) on both sides of the building
- access to restaurants, multipurpose rooms and conference center through Entrance Hall
- glass-walled multipurpose room (180 m²) at Entrance Hall level, between Halls 1 and 2

Technical data

- gross area 15'500 m²
- length 172.54 m
- width 88.63 m
- floor concrete slab, Rodal floor covering
- floor loading 500 kg/m²
- height 12 m to roof (9.50 m useful height)
- overhead fixtures anywhere
- load limit 1'000 kg per suspension point
- freight access upon request
- electrical large capacity
- switchboard upon request
- lighting 300 lux
- floor boxes 156 floor boxes every 9.60 m
- electricity power as required
- telecommunications telephone, IT/Internet access, fiber optic cables
- water and drainage 4 bar/Ø 13 mm + Ø 60 mm
- compressed air 8 bar/Ø 1/2"

- radio and TV cable radio/TV
- satellite dishes rooftop platform for satellite dishes
- venting & heating 32 central and peripheral units every 22 m
- fire prevention fire extinguishers available for calls and announcements
- public-address system available for calls and announcements
- toilet facilities access near towers 5 and 6 beneath escalators, also disabled access





HALL 2

Hall 2 can be used either alone or in combination with the adjacent Halls 1 and 4, the restaurants and the Conference Centre.

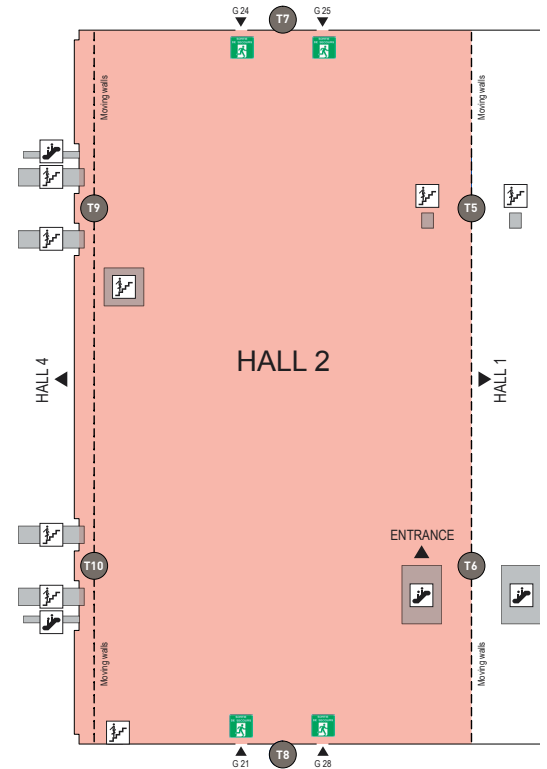
Features

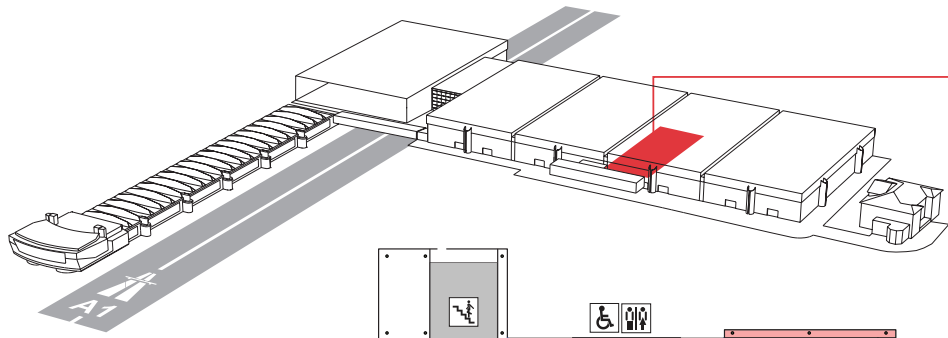
- all under one roof
- column-free exhibition space except at hall perimeter
- visitor access to/from Entrance Hall via escalators, elevators or stairs
- road access at ground level (loading/unloading) on both sides of the building
- access to restaurants via Entrance Hall
- mobile partition walls for the separate use of Hall 2 located between Halls 1 and 4
- direct access to multipurpose rooms via escalators, elevators and stairs and as required by organizer when combining exhibitions, seminars, conferences or banquets
- glass-walled multipurpose room (180 m²) at Entrance Hall level, between Halls 1 and 2

Technical data

- gross area 16'500 m²
- length 172.54 m
- width 95.78 m
- floor concrete slab, Rodal anti-slip floor covering
- floor loading 500 kg/m²
- height 12 m to roof (9.50 m useful height)
- overhead fixtures anywhere
- load limit 1'000 kg per suspension point
- freight access 4 gates (9.60 x 6.00 m)
- electrical large capacity
- switchboard upon request
- lighting 300 lux
- floor boxes 156 floor boxes every 9.60 m
- electricity power as required
- telecommunications telephone, IT/Internet access, fiber optic cables

- water and drainage
 - compressed air
 - radio and TV
 - satellite dishes
 - venting and heating
 - fire prevention
 - public-address system
 - toilet facilities
- 4 bar/Ø 13 mm + Ø 60 mm
 - 8 bar/Ø 1/2"
 - cable radio/TV
 - rooftop platform for satellite dishes
 - 32 central and peripheral units every 22 m
 - fire extinguishers available for calls and announcements
 - access near towers 5 and 6 beneath escalators





HALL 3 AND ITS ROOMS

The 8 conference rooms and Hall 3, offering a space of 3'480 sqm, are available to event organizers for conferences, catering or exhibition purposes. They offer direct access to the Main Entrance Hall, the Congress Centre and Exhibition Hall. All the rooms can be used separately or combined.

Services included in rental charge of the rooms:

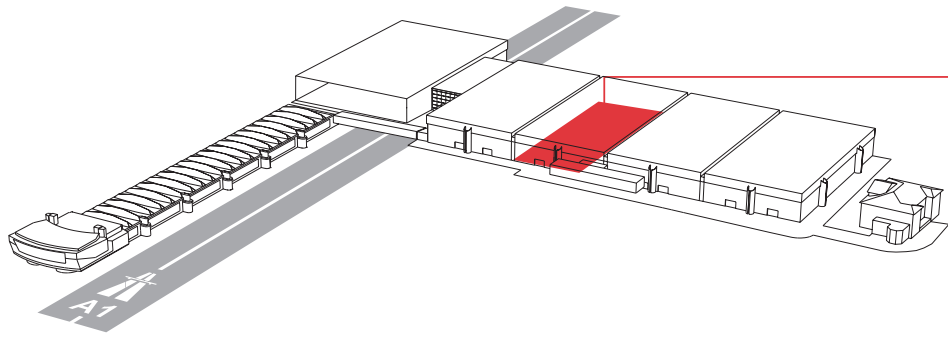
- Set-up in theatre-style (chairs), with head table and lectern
- projection screen in each room
- sound system with 1 cable microphone on lectern
- Free wi-fi access
- Sound system with 1 cable microphone on lecteur
- General lighting
- Heating, ventilation, air conditioning
- Signage in front of the room (existing electronic sign-boards)
- Daily cleaning and final cleaning of the allocated premises after the event.
- Daily cleaning of the toilets for the period of the rental

Available upon request

Simultaneous translation system, podium, A/V equipment, microphones, audio/video recording and distribution, room interconnection, video and computer projection, video-conferencing, closed-circuit TV, Internet access, satellite hookup, satellite broadcasting.



	AREA (m ²)	THEATRE STYLE (personnes)	USEABLE HEIGHT (m)
Room P	235	216	4.50
Room Q	125	100	4.50
Room R	148	100	4.50
Room S	148	100	4.50
Room T	148	100	4.50
Room U	150	100	4.50
Room V	296	300	4.50
Room W	358	400	4.50
Room X	356	400	4.50
Room V+W	656	699	4.50
Room W+X	716	772	4.50
Room V+W+X	1015	1103	4.50
Halle 3	1'500	also available for cocktails/receptions or exhibitions	4.50



HALL 4

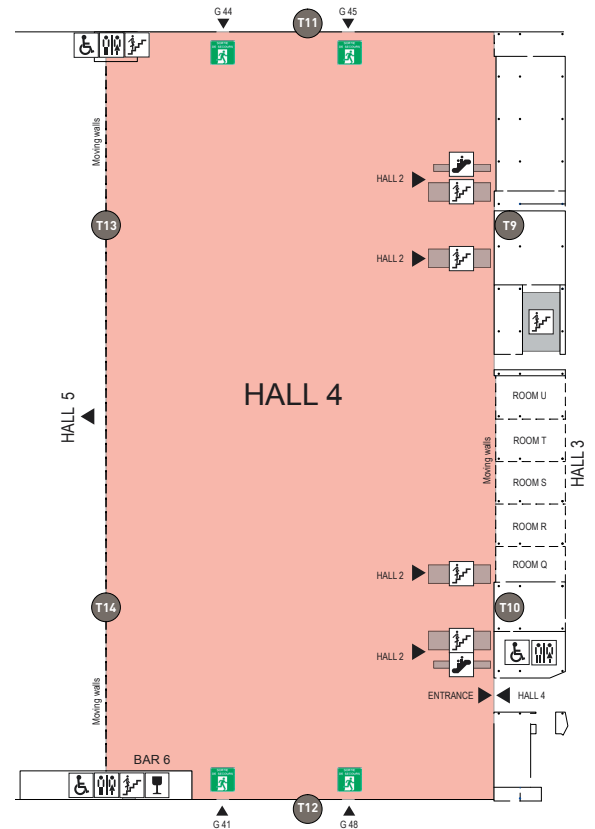
When combined, halls 4 and 5 feature a total area of 31'000 m², the equivalent of 4 football fields. Because of available height, hall 4 is also very suitable for major sports events.

Features

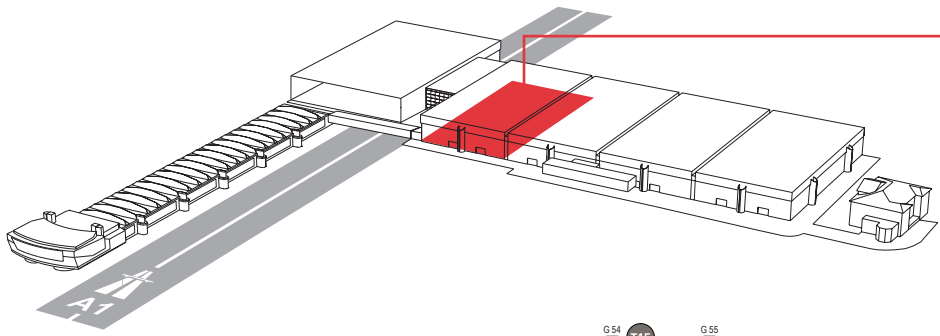
- column-free exhibit space (except at the perimeter of the 2 halls)
- mobile soundproof wall for the separate use of the halls
- regular road access at ground level (loading/unloading) and from both sides served by wide gates
- easy access to restaurants
- 5 conference rooms (100 delegates each) and 2 secretariats located adjacent to the Hall

Technical data

- gross area 15'500 m²
- length 172 m
- width 88 m
- floor non-excavated floor of ungraded compacted chips; floor covering: bituminous aggregate
- floor loading 1000 kg/m²
- height 18 m to roof (15.50 m useful height)
- overhead fixtures anywhere
 - load limit 1'000 kg per suspension point
- freight access 4 gates (9.60 m x 6.00 m)
- electrical large capacity
 - switchboard upon request
- lighting 300 lux
- floor boxes 152 floor boxes every 9.60 m
 - electricity power as required
 - telecommunications telephone, IT/Internet access, fiber optic cables
 - water and drainage 4 bar/Ø 13 mm + Ø 60 mm
 - compressed air 8 bar/Ø 1/2"



- radio and TV cable radio/TV
- satellite dishes rooftop platform for satellite dishes
- venting and heating 32 central and peripheral units every 22 m
- fire prevention fire extinguishers
- public-address system available for calls and announcements
- toilet facilities
- permanent food-service facilities bars 6



HALL 5

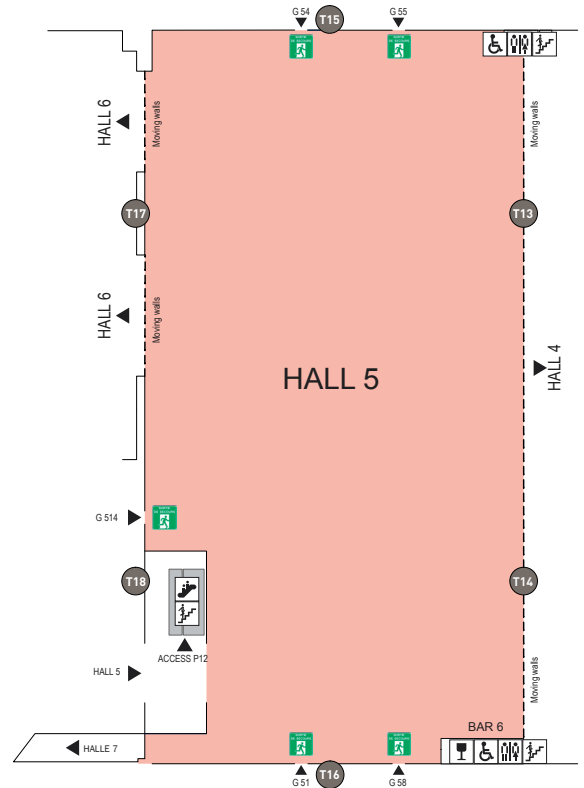
Hall 5 has a direct access from the P12 covered car park. It can be used in conjunction with the neighbouring Halls 4 and 6 and is particularly suitable for large-scale events and exhibitions requiring multi-storey stand construction.

Features

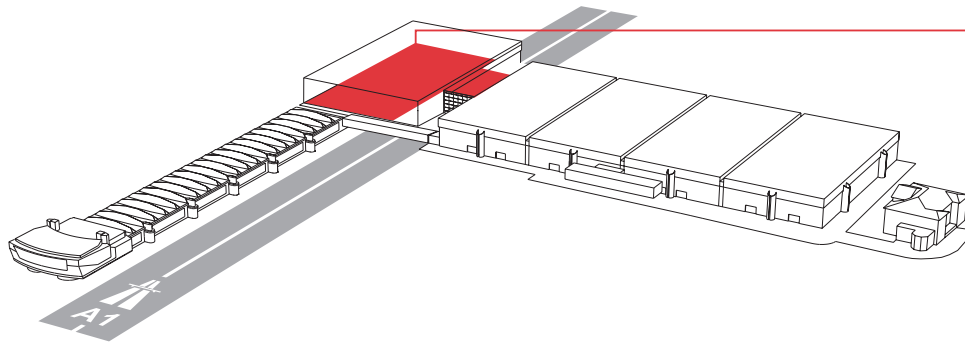
- all under one roof
- column-free exhibition space except at hall perimeter
- mobile partition walls for the separate use of the hall
- road access at ground level (loading/unloading) on both sides of the building
- direct access to covered car park (P12) for 1'500 vehicles

Technical data

- gross area 15'000 m²
- length 172 m
- width 88 m
- floor concrete slab; covering: bituminous aggregate
- floor loading 1'000 kg/m²
- height 18 m to roof (15.50 m useful height)
- overhead fixtures anywhere
 - load limit 1'000 kg per suspension point
- freight access 4 gates (9.60 m x 6.00 m)
- main entrance access from P12 parking, shuttle bus stop
- electrical large capacity
 - switchboard upon request
- lighting 300 lux
- floor boxes 120 floor boxes every 9.60 m
 - electricity power as required
 - telecommunications telephone, IT/Internet access, fiber optic cables
 - water and drainage 4 bar/Ø 13 mm + Ø 60 mm
 - compressed air 8 bar/Ø 1/2"
- radio and TV cable radio/TV



- satellite dishes rooftop platform for satellite dishes
- venting and heating 32 central and peripheral units every 22 m
- fire prevention fire extinguishers available for calls and announcements
- public-address system
- toilet facilities
- permanent food-service bars 6
- facilities



HALL 6

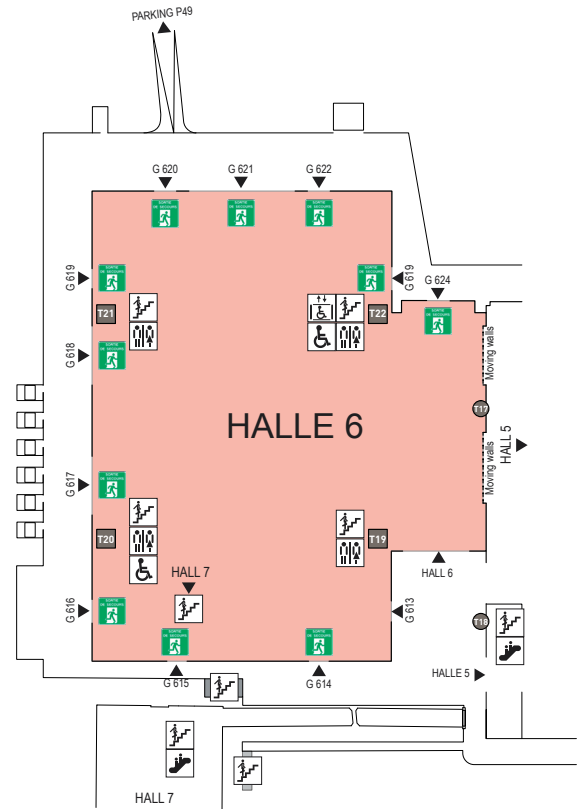
Completed in 2002, hall 6 links hall 5 and hall 7.

Features

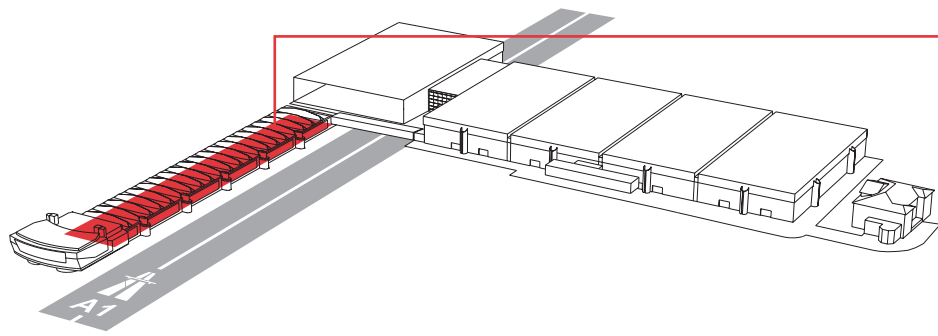
- column-free exhibit space; 4 peripheral columns with access to toilet
- facilities and utility rooms
- mobile soundproof wall for the separate use of the halls
- regular road access at ground level (loading/unloading) and from 2 sides of the building served by wide gates
- access to halls 5 and 7
- direct access to covered car-park (P12) for 2'000 vehicles

Technical data

- gross area 27'000 m²
- length 189 m/100 m
- width 120 m/39.80 m
- floor reinforced concrete slab (smooth surface)
- floor loading 2'000 kg/m²
- height 18 m to roof (15.50 m useful height)
- overhead fixtures anywhere
 - load limit 1'000 kg per suspension point
- freight access 7 gates (9.20 x 5.35 m)
- electrical large capacity
 - switchboard upon request
- lighting 300 lux
- floor boxes 193 floor boxes linked by gutter channels
 - 320 sleeves throughout platform
 - electricity power as required
 - telecommunications telephone, IT/Internet access, fiber optic cables
- radio and TV 4 bar/Ø 13 mm + Ø 60 mm
- satellite dishes 8 bar/Ø 1/2"
 - cable radio/TV
 - rooftop platform for satellite dishes



- venting and heating 32 central and peripheral units every 22 m
- fire prevention fire extinguishers available for calls and announcements
- public-address system available for calls and announcements in towers 19, 20, 21, 22 (lower level)
- toilet facilities as required
- food-service facilities as required



HALL 7

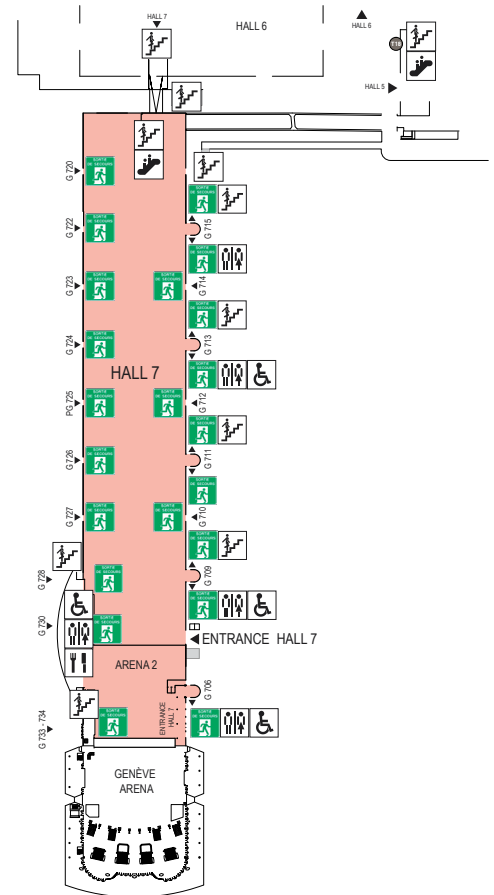
Located next to the international airport/railway station complex, Hall 7 can easily be used separately, as it has its own main entrance. It includes «Le Panoramique» restaurant overlooking the airport runways, 2 snack bars and offices as well as an underground car park (P26) for 1'000 vehicles. Hall 7 can also be used in combination with the Geneva Arena, a multipurpose venue.

Features

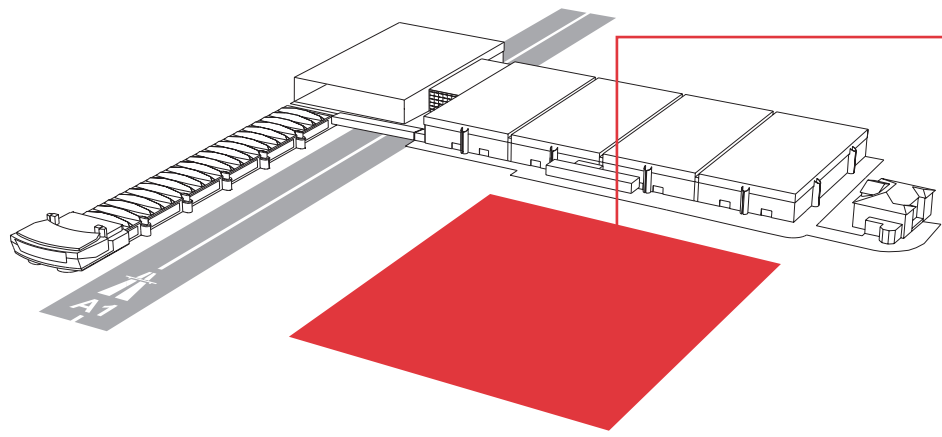
- all under one roof
- column-free exhibition space except at hall perimeter
- visitor access through separate main entrance (airport/railway station) or via Hall 6 (links Halls 1-5 and 7).
- road access at ground level (airport runway side)
- 5 modular offices with toilet facilities and first aid post situated above visitor entrance
- connected to Halls 5 and 6 by covered passageways

Technical data

- area 13'000 m²
- length 265 m
- width 49.86 m
- floor reinforced concrete slab in P26 area and mixed steel/concrete slab
- floor loading 1'000 kg/m²
- height 12 m to roof (9.50 m useful height)
- overhead fixtures 606 suspension points at 3.60 m x 7.20 m intervals
- load limit 1'000 kg per suspension point
- freight access gates 719, 721 (6.50 x 5.65 m) gates 729, (6.50 x 5.45 m)
- main entrance access to P26 parking facility
- electrical large capacity
- switchboard upon request
- lighting 300 lux
- floor boxes 123 floor boxes electricity power as required
- telecommunications telephone, IT/Internet access, fiber optic cables



- floor boxes
 - water and drainage 4 bar/Ø 13 mm + Ø 60 mm
 - compressed air 8 bar/Ø 1/2"
- radio and TV cable radio/TV
- satellite dishes rooftop platform for satellite dishes
- venting and heating 21 vents and 84 fans
- fire prevention fire extinguishers
- public-address system available for calls and announcements
- toilet facilities towers 26, 24, 23 on lower level, also for the disabled
- permanent food-service facilities Le Panoramique restaurant, bars 7 and 8



OPEN-AIR EXHIBITION GROUNDS

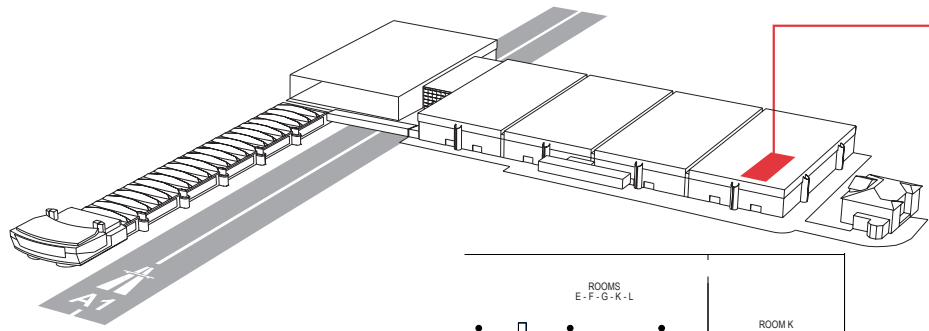
A stabilised area of 21'000 m² can accommodate a variety of outdoor installations , pavilions or tents for various exhibitions or displays.

Technical data

Upon request:

- power supply up to 4 mW
- water 3 mains with drainage
- telecommunications ducts available





OFFICES

0/1/2/3/4/5/6

PALEXPO has 7 offices available within the Conference Centre

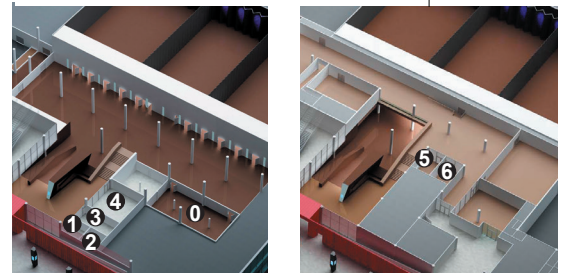
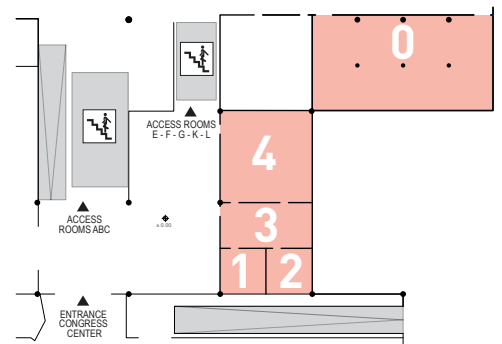
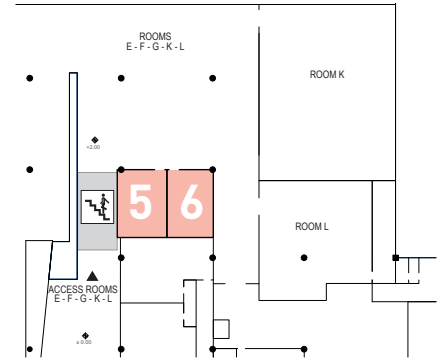
- Office 0 on the same level as Rooms A/B/C
- Offices 1 to 4 at the entrance to the Conference Centre
- Offices 5 and 6 on the same level as Rooms E/F/G/K/L

Included in rental charges

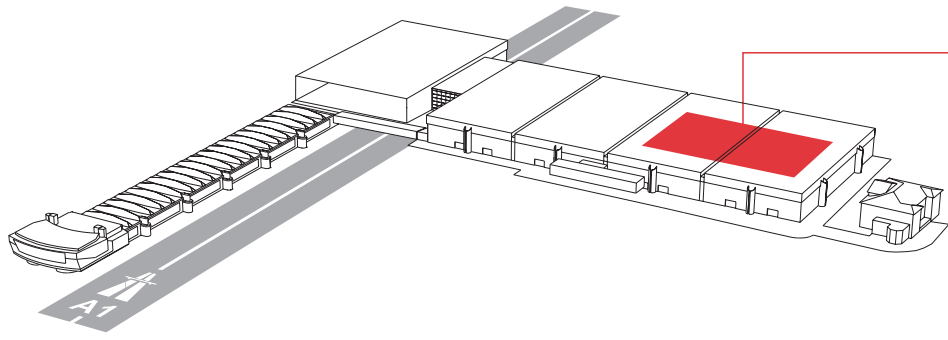
- office furniture: tables, chairs and waste paper baskets
- free WiFi access
- daily cleaning of the premises

Available as required

Telephone, fax, photocopier, internet, screen, projection



	SURFACE (m ²)	WIDTH (m)	LENGTH (m)	HEIGHT (m)	USEFUL FLOOR LOADING (kg/m ²)
Office 0	188	9.94	19.07	2.60	1'000
Office 1	22	4.67	4.71	2.15	500
Office 2	21.5	4.67	4.60	2.15	500
Office 3	44	4.67	9.44	2.15	500
Office 4	80	8.12	9.47	2.15	500
Office 5	33	4.67	7.10	2.90	500
Office 6	33	4.67	7.10	2.90	500

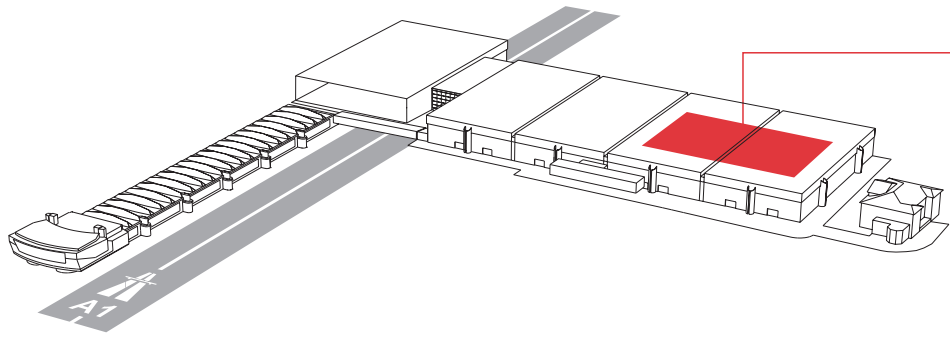


CONFERENCE FACILITIES

PALEXPO features 16 meeting rooms with a total capacity of 5'000 seats. Participants also be seated in conference rooms can be built within the exhibition halls. All rooms are linked by fiber optic cable, 100 Mbps copper and cable TV networks.

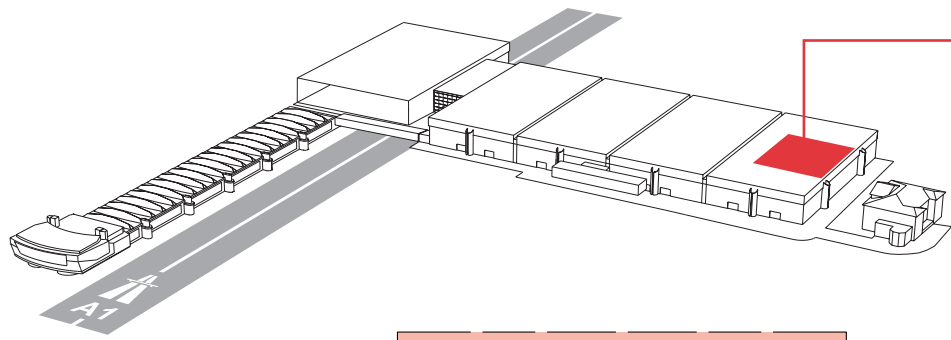
	AREA (m ²)	THEATRE STYLE (persons)	WIDTH (m)	LENGHT (m)	USEABLE HEIGHT (m)	FLOOR LOADING Kg/m ²
Conference centre						
Room A small	640	650	18.80	32.00	5.50	400
Room A large	830	800	23.60	32.00	5.50	400
Room B small	640	650	19.10	32.00	5.50	400
Room B medium	830	800	23.90	32.00	5.50	400
Room B large	1'020	1000	28.70	32.00	5.50	400
Room C small	640	650	18.80	32.00	5.50	400
Room C large	830	800	23.60	32.00	5.50	400
Room A+B/B+C	1'470	1'500	42.80	32.00	5.50	400
Room A+B/B+C large	1'660	1'700	47.60	32.00	5.50	400
Room A+B+C	2'300	2'500	66.50	32.00	5.50	400
Room E	130	120	9.30	13.90	3.00	400
Room F	130	120	9.30	13.90	3.00	400
Room G	130	120	9.30	13.90	3.00	400
Room K	240	230	14.15	16.70	3.00	400
Room L	140	100	11.90	10.70	3.00	400
Lobby ABC	1'350	also available for cocktails/receptions or exhibitions			2.95	400
Lobby EFGKL	800	also available for cocktails/reception or exhibitions			3.00	400

Please note: total capacity of rooms ABC when used together does not equal the sum of individual room capacity listed above



CONFERENCE FACILITIES

	AREA (m ²)	THEATRE STYLE (personnes)	WIDTH (m)	LENGHT (m)	USEABLE HEIGHT (m)	FLOOR LOADING (Kg/m ²)
Room P	235	216	13,30	17.80	4.50	1000
Room Q	125	100	7.90	15.70	4.50	500
Room R	148	100	9.50	15.70	4.50	500
Room S	148	100	9.50	15.70	4.50	500
Room T	148	100	9.50	15.70	4.50	500
Room U	150	100	9.64	15.70	4.50	500
Room V	296	300	15.80	18.89	4.50	500
Room W	358	400	19.10	18.90	4.50	500
Room X	356	400	19	18.90	4.50	500
Room V+W	656	700	18.90	35	4.50	500
Room W+X	717	772	18.90	38.20	4.50	500
Room V+W+X	1016	1100	18.90	54	4.50	500
Hall 3	1'500	also available for cocktails/receptions or exhibitions			4.50	1000
Villa Sarasin	13 rooms	9-52				2.50 - 3.50
«Geneva Arena» (in partnership)	1'800	6'500				14.80



ROOMS A/B/C

When combined, Rooms A, B and C can accommodate up to 2'500 participants. The rooms can be separated in 30 minutes using mobile partition walls enabling an optimum sound insulation for up to three parallel sessions.

Cocktails, coffee breaks, receptions or displays can be held in the foyer in front of the rooms.

Features

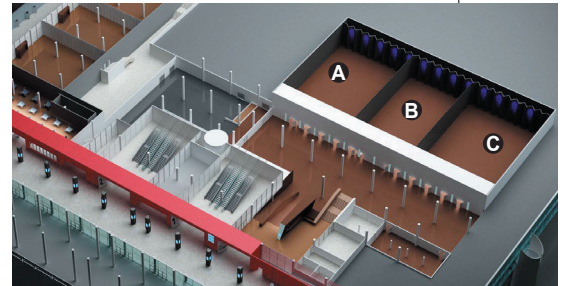
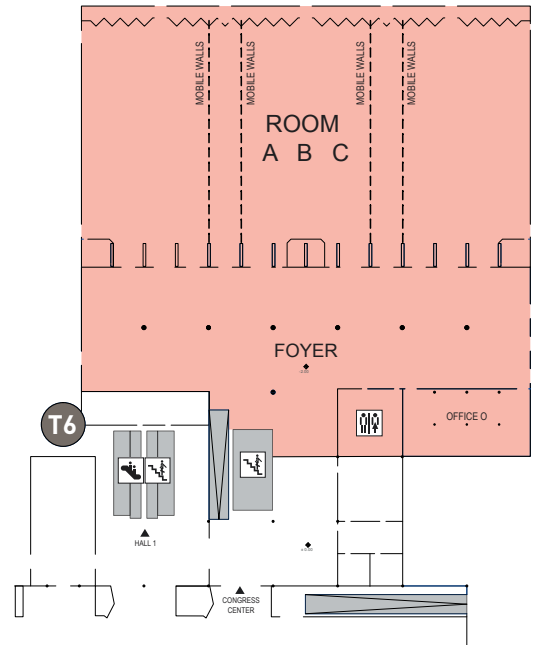
■ area (m ²)	2'300
■ length (m)	66.50
■ width (m)	32.00
■ useable height (m)	5.50
■ capacity (persons)	2'500

Combination and subdivision

- combined A/B/C, maximum capacity: 2'500 seats, theatre-style
- combined A/B or B/C, maximum capacity per room: 1'500 seats, theatre-style
- separated A, B or C, maximum capacity per room: 2 x 800 and 1 x 650 seats, theatre-style

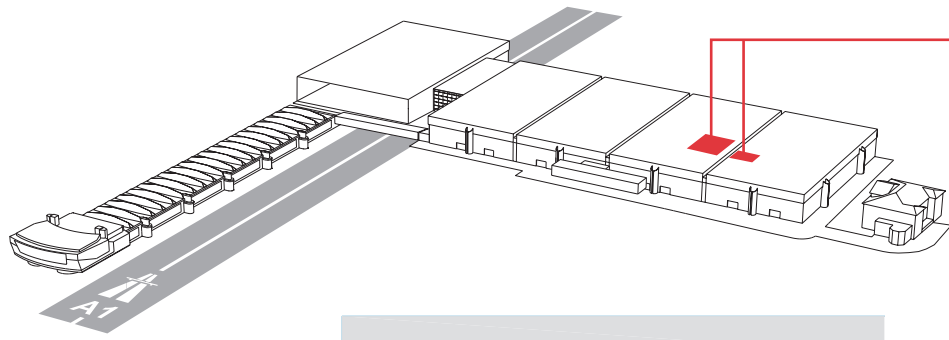
Included in rental charge

- set-up in theatre style, head table, speaker's lectern
- projection screen 5.0 x 4.0 m
- sound system with 1 cable microphone on lectern
- 14 interpreter booths (equipment rental not included)
- free WiFi access
- general lighting
- heating, ventilation, air conditioning
- daily cleaning
- existing digital screens at room entrances
- personalised signage on



Available upon request

Simultaneous interpretation system, A/V equipment, additional microphones, special lighting, audio/video recording and distribution, room interconnection, video and computer projection, video-conferencing, closed-circuit TV, Internet access, satellite hookup, possibility of satellite broadcasting, fixed rigging points available



ROOMS E/F/G

Located on the mezzanine level, Rooms E/F/G can each seat up to 120 people.

Features

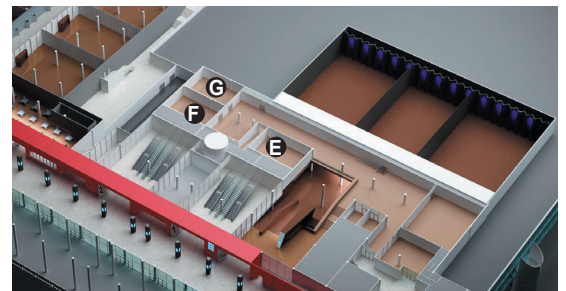
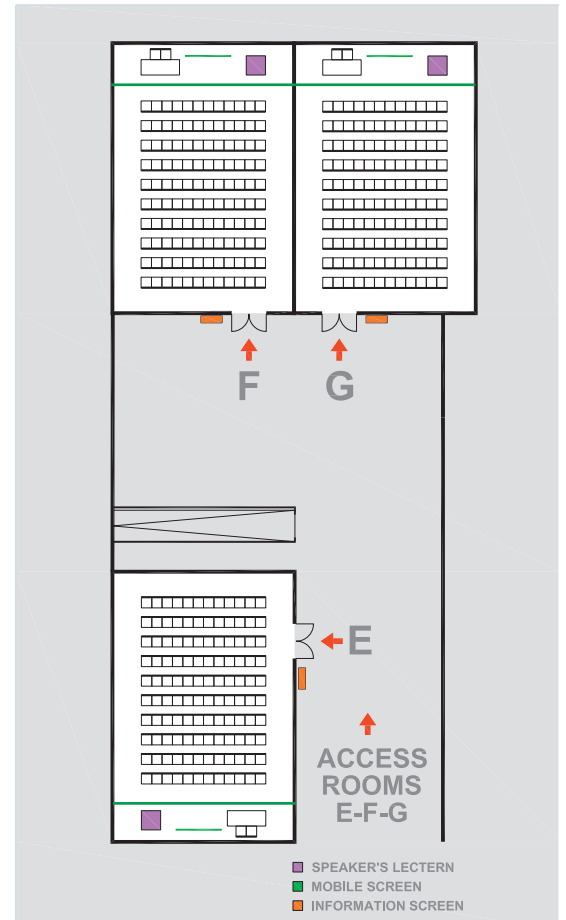
■ area (m ²)	130
■ width (m)	9.30
■ length (m)	13.90
■ useable height (m)	3.00
■ capacity (persons)	120

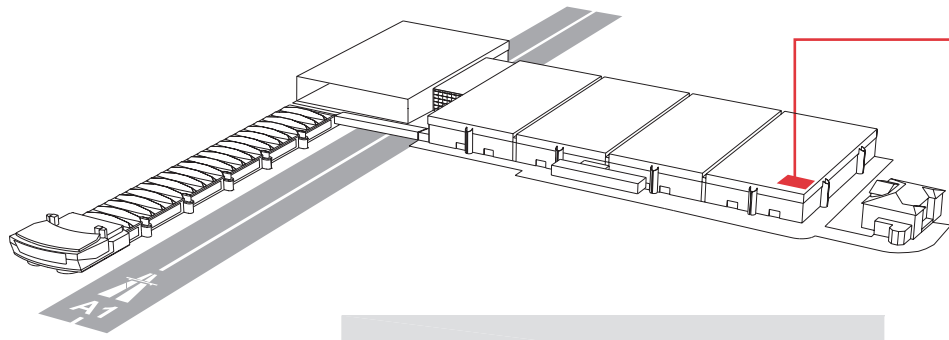
Included in rental charge

- set-up in theatre-style, head table, lectern
- projection screen 3.20m x 1.80 m
- data / video projector (5'000 ansi lumen)
- sound system with 1 cable microphone on lectern
- free WiFi access
- general lighting
- heating, ventilation, air conditioning
- daily cleaning
- personalised signage on existing digital screens at room entrances

Available upon request

Simultaneous interpretation system, additional microphones, audio/video recording and distribution, room interconnection, videoconferencing, closed-circuit TV, Internet access, satellite hookup, possibility of satellite broadcasting





ROOM K

Located on the mezzanine level, Room K seats up to 230 people.

Features

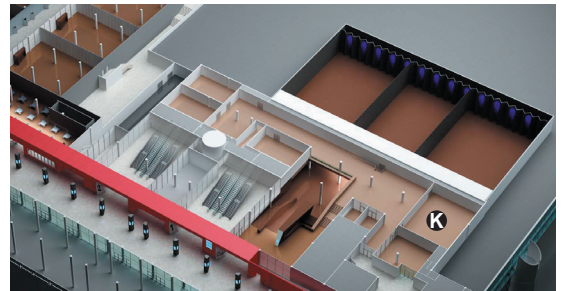
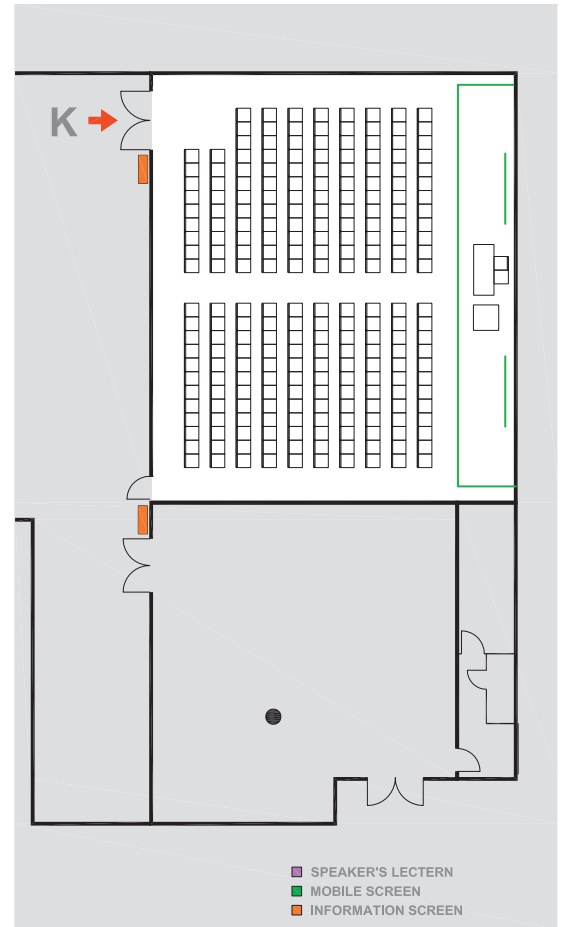
■ area (m ²)	240
■ width (m)	14.15
■ length (m)	16.70
■ useable height (m)	3.00
■ capacity (persons)	230

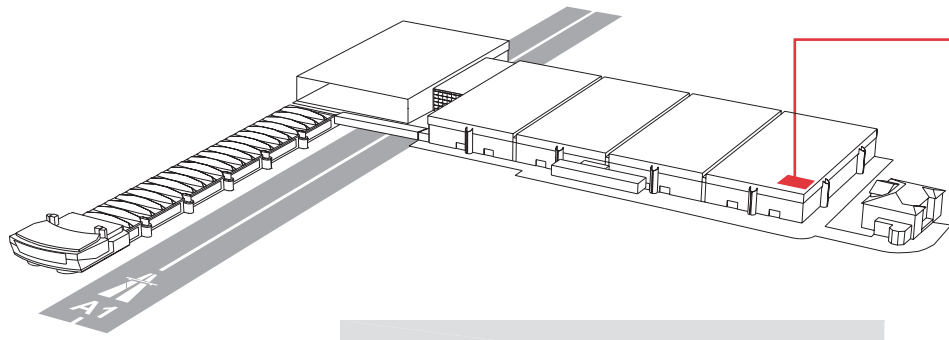
Included in rental charge:

- set-up in theatre style, head table, lectern
- 2 projection screens 3.20 x 1.80 m
- data / video projector (5'000 ansi lumen)
- sound system with 1 cable microphone on lectern
- free WiFi access
- general lighting
- heating, ventilation, air conditioning
- daily cleaning
- personalised signage on existing digital screens at room entrances

Available upon request:

Simultaneous interpretation system, additional microphones, audio/video recording and distribution, room interconnection, videoconferencing, closed-circuit TV, Internet access, satellite hookup, possibility of satellite broadcasting





ROOM L

Located on the mezzanine level, Room L seats up to 100 persons.

Features

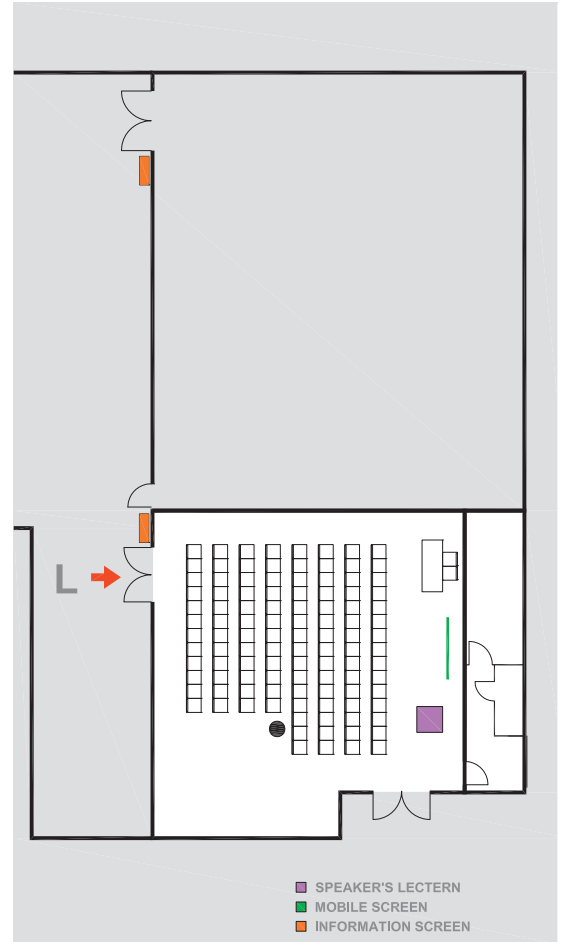
■ area (m ²)	140
■ width (m)	11.90
■ length (m)	10.70
■ useable height (m)	3.00
■ capacity (persons)	100

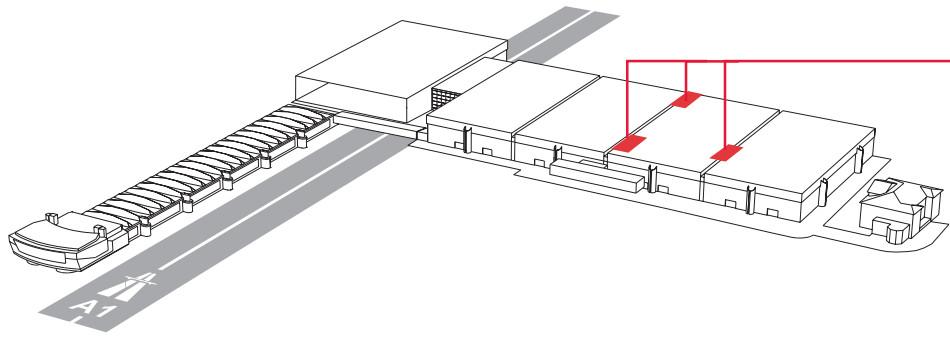
Included in rental charge

- set-up in theatre style, head table, lectern
- 2 projection screens 3.20 x 1.80 m
- data / video projector (5'000 ansi lumen)
- sound system with 1 cable microphone on lectern
- free WiFi access
- general lighting
- heating, ventilation, air conditioning
- daily cleaning
- personalised signage on existing digital screens at room entrances

Available upon request

Simultaneous interpretation system, additional microphones, audio/video recording and distribution, room interconnection, videoconferencing, closed-circuit TV, Internet access, satellite hookup, possibility of satellite broadcasting





SECRETARIATS

1/2/3

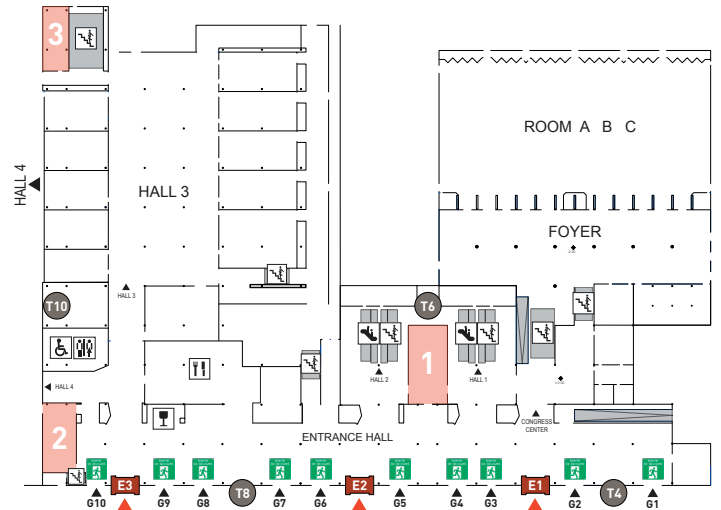
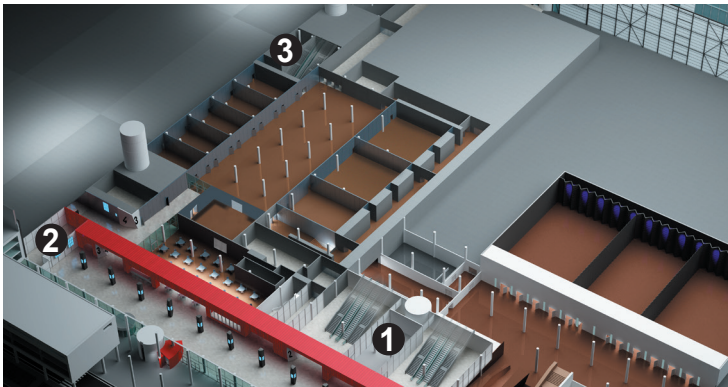
PALEXPO offers 3 secretariats within the Main Entrance Hall, providing additional working space for your events.

Included in rental charges

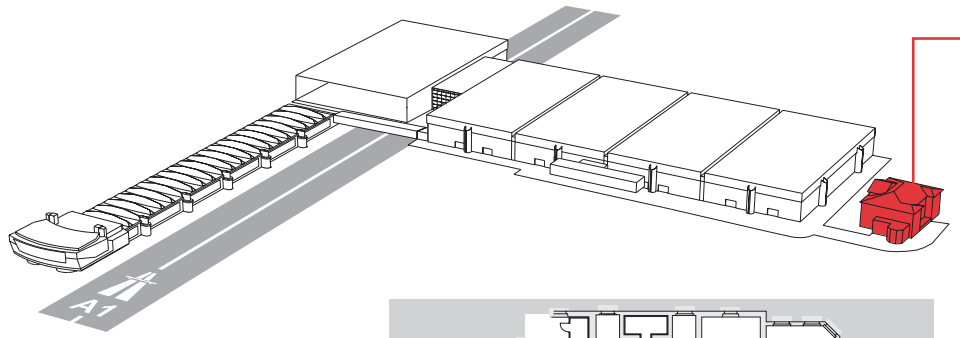
- office furniture: tables, chairs and waste paper baskets
- daily cleaning of the premises

Available as required

Telephone, fax, photocopier, internet, screen, projection



	SURFACE (m ²)	WIDTH (m)	LENGTH (kg/m ²)	USEABLE HEIGHT (m)	FLOOR LOADING (kg/m ²)
Secretariat 1	182	9.55	19.14	3.20	500
Secretariat 2	136.5	8.25	16.65	3.20	1'000
Secretariat 3	100	6.20	15.60	4.00	1'000



VILLA SARASIN

Adjacent to Palexpo and lovingly restored in 1993, this former 19th century manor offers 300 m² of space on each of 4 levels.

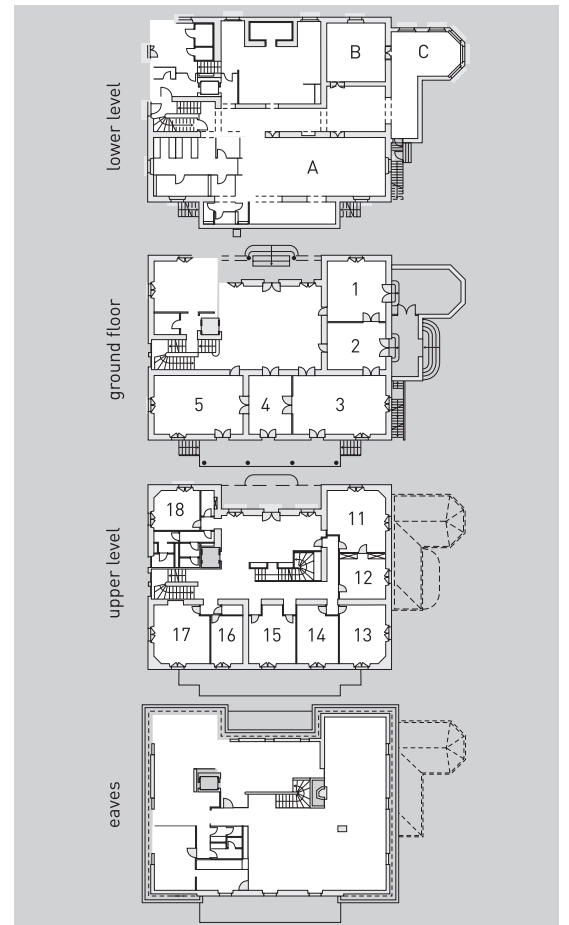
- lower level: 3 dining rooms (capacity: 110 guests)
- ground floor: spacious lobby, 5 deluxe lounges, 1 veranda and 1 terrace (capacity: 350 guests)
- first floor: 8 small lounges available as office space or meeting rooms
- under the eaves: reception lounge with piano bar and fireplace

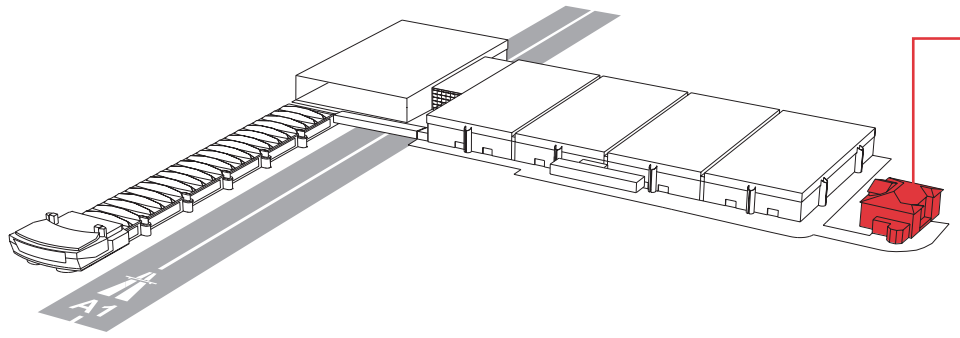
Included in rental charge

- tables and chairs in u-shape
- overall lighting
- power supply 2 kW
- fire protection
- air cooling: dining room (lower level) and bar under the eaves
- wifi

Available upon request

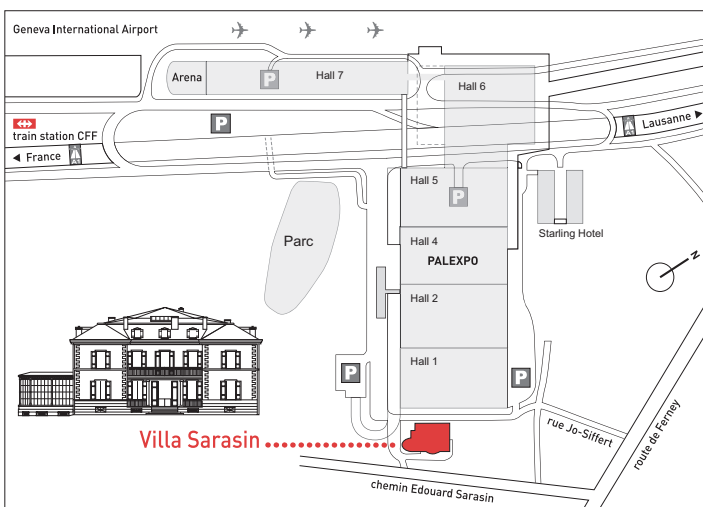
Screen, A/V equipment, sound system, microphones, audio/video recording and distribution, room interconnection, video and computer projection, videoconferencing, closed-circuit TV, Internet access

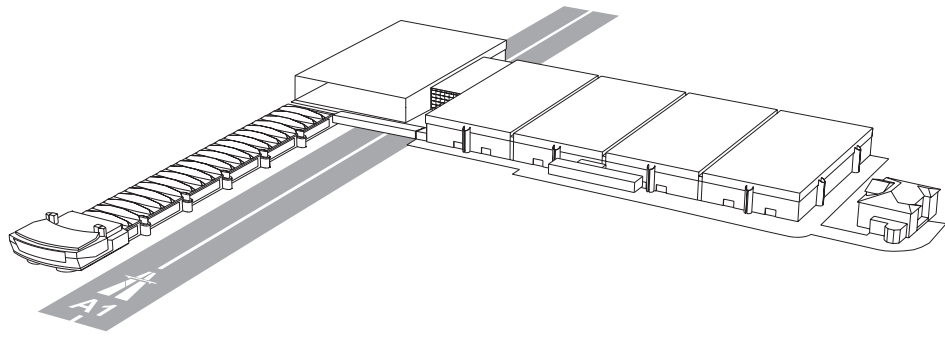




VILLA SARASIN

	AREA (m ²)	THEATRE STYLE (persons)	STYLE & CAPACITY (persons)			FUNCTION
			u-shape	banquet	cocktail	
Lower level						
Restaurant room A	72			70		Banquets (min. 50 participants)
Restaurant room B	32			20		
Restaurant room C	39			10		
Ground floor						
Lobby	82				80	Banquets (min. 50 participants)
Lounge 1	33	28	14	20	40	Cocktails
Lounge 2	26	20	10	20	30	Banquets (min. 30 participants)
Lounge 3	51	52	22	40	70	
Lounge 4	24	17	10	20	30	
Lounge 5	49	44	22	40	70	
Veranda*	25			20	30	
* access via lounge 1						
Upper level						
Lobby	40					Meetings, offices
Lounge 11	35	25	14			
Lounge 12	16	10	10			
Lounge 13	28	20	10			
Lounge 14	19	14	11			
Lounge 15	24	14	10			
Lounge 16	15	9	10			
Lounge 17	28	23	12			
Lounge 18	17	12	8			
Eaves						
Lounge and piano bar	230				50-100	Cocktails





EVENT ORGANISATION MARKETING SERVICES

A team of multilingual professionals is available to help you organise your exhibition, congress or any other event.

We propose a variety of personalised services to make your event successful regardless of scope: regional, national, international, B2B, B2C.

Your gain: our know-how and experience

The choice is yours

From concept to product

- define type of event
- develop concept
- feasibility study
- marketing research
- define product
- validation
- define marketing/sales strategy
- budgeting
- planning

Marketing

- promotional planning
- design and produce communication and promotion
- supports (including forms and terms & conditions)
- exhibitor acquisition, under contract (mailing, phone calls, sales visites)

Communication

- prepare, manage and control budgets
- promotional strategy, advertising materials and campaigns
- press/media services (see Press)
- complete website production
- visitor marketing (strategy, planning, advertising materials, campaign)
- produce official catalogue/programme
- CRM programmes

Analysis

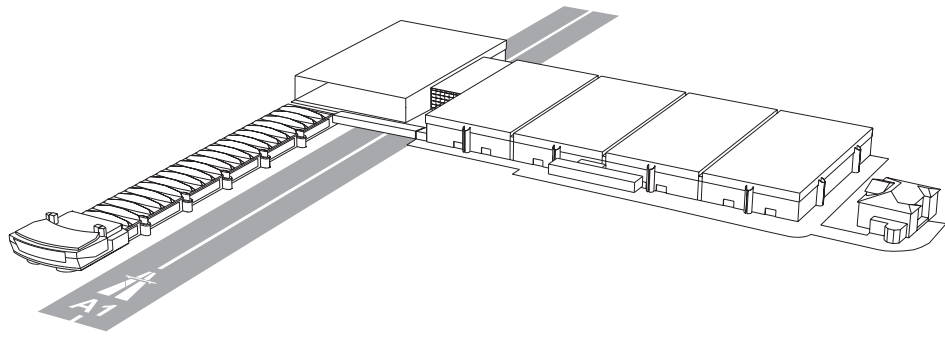
- attendance analysis & statistics
- satisfaction and impact surveys (exhibitors, visitors congress delegates)
- debriefing

Implementation and coordination of administrative and technical services

- coordination between all parties (exhibitors, suppliers, builders, handling and forwarding agents, temporary workers, security personnel, etc.) and authorities (customs, insurance, taxes, visas, labor inspection, etc.) for all issues related to your event
- stand assignments and preparation of event floorplan (hard copy and electronic formats)
- billing and collection
- preparation of exhibitor kit, including exhibitor instructions and order forms for technical and other services
- exhibitor assistance
- technical services (see technical information)
- infrastructure planning: information stands, registration, secretariat, pressroom, signage, cloakrooms, etc.)
- food & beverage service (see catering)
- security, traffic and parking concepts (see security, traffic, parking)

Participant management

- budgeting, management and control
- design and production of tickets and/or badges (visitors, participants, exhibitors)
- registration staffing and equipment
- badge readers
- hotel reservations
- cash collection
- access control



PRESS AND PUBLIC RELATIONS

Our Press and PR service is available for all communication and media activities.

Ready to serve you

Press

- press communication planning
- personalised kits for media representatives
- accreditation
- press conferences
- direct contact with journalists and publishers
- press releases: production and distribution
- press kits (hard copy and electronic)
- press days and events
- press facilities (hospitality, work area, etc.)
- monitor media impact
- support exhibitor-sponsored press activities
- coordination planning (venue and date) for exhibitor-sponsored press events

Public relations

- protocol and event organisation (inauguration, gala evenings, etc.)
- identify suitable entertainment/attractions
- identify sponsors

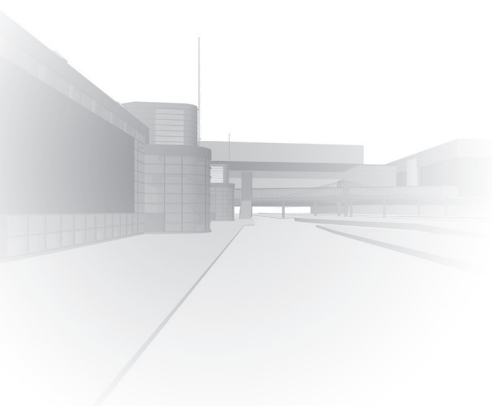
Entertainment and sponsoring

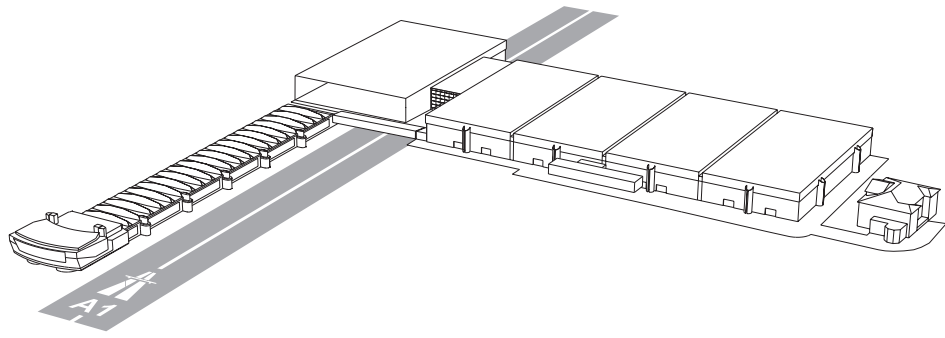
- define on-site entertainment
- identify sponsors
- coordinate entertainment, etc.

References

Activities performed by Palexpo's press service on behalf of the annual International Motor Show:

- all press activities for 10'000 media representatives from more than 80 countries
- coordinate press events for 260 exhibitors
- official inauguration (500 guests)
- official website www.salon-auto.ch (33 million page views)
- sponsor acquisition





ORGANISING YOUR STAND

Use our technical services to plan and build your stand.

Your gain: our experience

Stand construction

- single or multi-level stand construction (ample height available in exhibit halls)

Turnkey stands

- choice of standard modular stands with equipment as required by organiser
- choice of customised modular stands as required by exhibitors
- wide variety of furnishings and accessories available for rent (spotlights, ceilings, glass doors, panels, etc.)

Overhead fixtures

- overhead suspension points are installed by Palexpo professionals only
- items may be suspended from the whole main structure according to static norms in force
- telescopic cherry pickers with driver for hire
- on-site beams and motors for hire

Raised floors

- raised floors (wooden), with or without installation, available for rental to accommodate utility ducts

Walls

- rental and installation of partitions (white or untreated wood) to create modular rooms

Carpeting

- rental of carpeting with or without installation (choice of colours and grade)

Accessories

- wide variety of furnishings available in different styles
- kitchen equipment, dishwashers, refrigerators, etc.
- podiums, stages, mobile barriers etc.
- photocopiers, safes, lecterns etc.

Signage and decoration

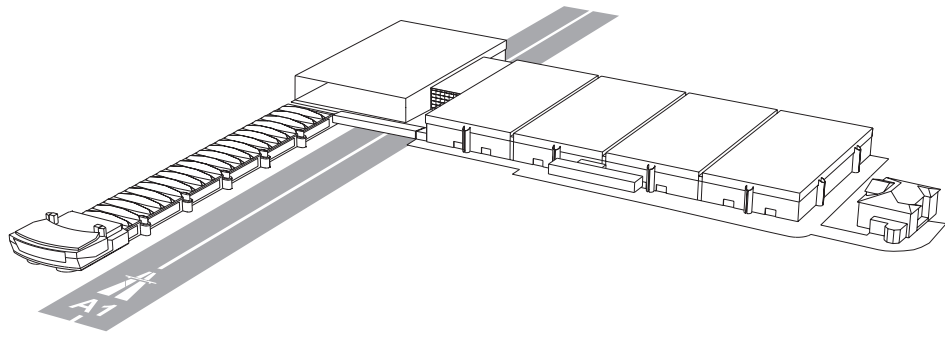
- production of logos, panels and signs
- rental of plants, potted flowers and floral arrangements

Cleaning and waste disposal

- Palexpo contributes to environmental protection by sorting and eliminating waste in collaboration with a licensed recycler
- Palexpo maintains the premises and handles all stand cleaning needs as required

Exhibitor service

- assistance in helping exhibitors address issues of planning or operational issues
- assistance with ordering procedures or rules and regulations
- consumables and materials to respond to emergencies during stand construction
- coordination with operational departments



UTILITIES (ELECTRICITY, PLUMBING)

Our electrical and plumbing services will help you plan your stand to run power and water.

Your gain: our experience

Power supply

- in its effort to protect the environment, Palexpo has chosen to use hydroelectric and solar power exclusively
- the SIG Vitale Bleu certificate warrants that the power used by Palexpo is of hydraulic origin (TUV EE01/02 ecology label)
- energy supply of solar, wind, hydraulic origin (SIG Vitale Vert) labelled «naturemade star»
- 36'000 kVA of electric power available to address the needs of exhibitors in compliance with European and US norms
- non-stop power supply 24 hours a day
- electric power: single-phase 230V or three-phase 400V, 50 Hz
- special lighting available for big stands from trusses suspended from the exhibit hall framework (with power run from the framework or from the ground)
- Palexpo will carry out complete electric connections on your stand upon request
- rental of all types of electric equipment such as 110V transformers, converters, 60 Hz generators, plug adapters, outlets, extension cords, etc.
- in conjunction with Geneva's public utility (SIG), Palexpo conducts safety inspections of electric systems operating on the stand.

Plumbing

- water mains and drains as requested by the exhibitor
- high-flow mains available upon special request
- rental of appliances such as sinks, dishwasher, glass-washes, water heaters, coffee makers, ice makers, etc.
- appliance connection by Palexpo
- creation of technical ducts or installation of floor covering if required

Air cooling

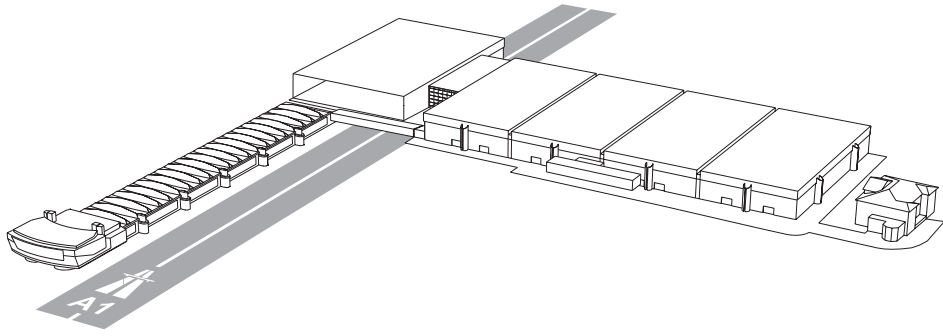
- in order to better control hall temperatures, only cooling systems with water condensers are permitted on the stand
- planning and water connection for air cooling system chosen by exhibitor
- AC consoles (3.7 kW) available for rent from the plumbing service
- for 10 to 20 kW units supply upon request of machines for ice water production and ventilo-convectors

Compressed air

- compressed air main and connection with flow and pressure (max. 8 bar) as required by exhibitor
- rental or sale of adapters for all types of plugs or outlets, up to 1" (26x34) on special request

Gas

- all types of gas bottles may be ordered from Palexpo
- rental or sale of adapters for all types of plugs or connectors, up to 3/4" (20x27) on special request



TELECOMMUNICATIONS AND AUDIOVISUAL

A team of professionals to design turnkey solutions

Your gain: our experience

The best of communication

Palexpo updates its telecommunications and audiovisual facilities on an on-going basis to meet your requirements. A comprehensive range of services to cover all your needs and to enable you to communicate with the outside world.

Telematic services

Telecommunications

- digital and analogue telephone lines, ISDN, DECT
- access to telecom operator networks and services
- telephone exchanges
- rental of DECT terminals, fax machines, modems, telephones
- optimum GSM coverage (Swisscom, Orange, Sunrise)
- high-speed Internet access
- fibre optic network (mono and multimode)
- platform for satellite dish, GPS, Hertz antenna
- video conferencing

Information technology

- Ethernet LAN, WLAN networks
- rental of terminals such as PC, monitor, hub, router, etc.

Radio & television

- cable radio and TV reception

Audiovisual technical conference services

Audio

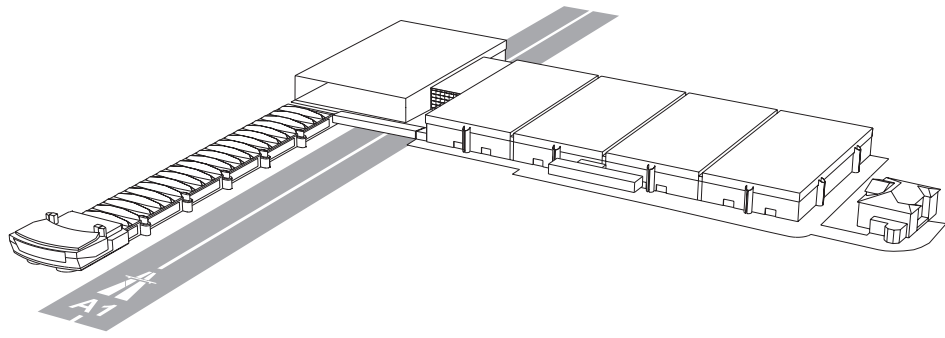
- high-power amplifier
- mobile system with wireless/wired microphone mixing panel
- loudspeakers
- broadcasting (CD, minidisc, cassette)

Interpretation

- interpretation system (wired or infrared)
- fixed and mobile interpreter booths
- audio recording (all media)

Projection

- screen (all sizes) for front or overhead projection
- high-power projector for video, data and slides
- video production
- video recording (all media)
- video walls



SECURITY ACCESS/TRAFFIC/PARKING

Easy access, parking, security: designed by professionals.

Your gain: our experience

Security

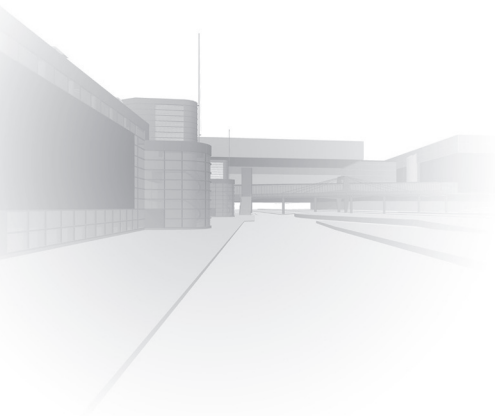
- control centre: a central computer monitors the proper functioning of technical systems
- fire protection: patrols and professional fire department unit
- extinguishers, fire detection and extinction systems
- 3 infirmaries with licensed personnel
- security officers on duty at the stand
- 2 accredited surveillance and security companies

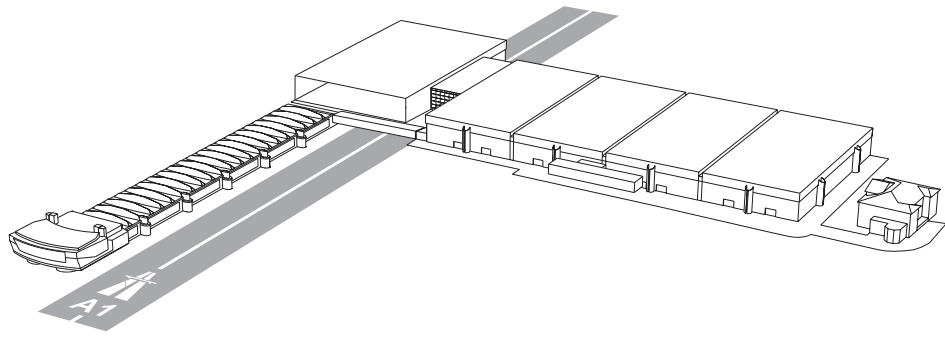
Access, traffic

- road and highway signs in the vicinity of Palexpo (illuminated signs or other)
- close collaboration with police department for purpose of overall traffic control
- on-site access and traffic control by professional agents familiar with the site
- on-site taxi station
- several stops for bus service to/from city centre

Parking

- car parking for more than 4'500 vehicles directly on site
- if required, parking capacity may be increased to 8'000 vehicles with peripheral parking served by shuttle bus
- reserved disabled parking in all parking facilities





LOGISTICS AND TRANSPORTATION

Come to us for handling and customs clearance

Your gain: our experience

Customs clearance

- customs office located on the grounds of Palexpo.
- transportation to Palexpo and/or customs clearance by freight forwarder chosen by exhibitor.
- it is compulsory that these formalities be conducted at the Palexpo customs office.

Official handling agent

MANUTEXPO is the official and exclusive handling agent for Palexpo. Please contact MANUTEXPO:

- to load and unload freight on site
- to rent lift equipment such as:
 - forklifts
 - cranes
 - manlifts
 - all other lifts (plus handling personnel/operators)

MANUTEXPO is also available to transport your merchandise.

Carts

Carts are available to carry small items to stands.

