

# CICG

CENTRE  
INTERNATIONAL  
DE CONFÉRENCES  
GENÈVE



LE MONDE AU CENTRE DE GENÈVE  
MEET THE WORLD IN GENEVA

***Exhibitors' guide***



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Welcome to the CICG!

This guide has been created to facilitate your participation in the exhibition.

The CICG is proud to work with privileged professional partners. They work with precise specifications in order to be able to guarantee an optimal quality of the services.

All services not provided directly by FIPOI must be ordered exclusively from its official partners. Subject to certain conditions and FIPOI's agreement, the Hirer may use other service providers

To access the complete list of partners, please consult our website:  
<https://cicg.ch/en/organiser/your-event/our-partners>.

We wish you a pleasant conference at the CICG.

The conference service team  
[www.cicg.ch](http://www.cicg.ch)  
[info@cicg.ch](mailto:info@cicg.ch)



## OPENING HOURS

The CIGG and CCV are open Monday to Friday, 7am to 7pm, except on official public holidays unless the organiser has planned extra days and hours opening.

The dates and times of set up and dismantling will be or have been communicated to you by the event organizer.

## ACCESS TO THE CIGG

With public transportation « TPG »:

### **From City center :**

Bus 8 : Departure from Métropole stop. Arrival at UIT stop

Bus 5 : Departure from Bel Air stop. Arrival at Vermont stop

### **From train station :**

Bus 5 : Departure from Cornavin station stop. Arrival at Vermont stop

Bus 8 : Departure from Cornavin station. Arrival at UIT stop

Tram 15 : Departure from Cornavin station. Arrival at Sismondi stop

For more details :

<https://cicg.ch/fr/participant/acces-au-cicg-ccv/plans-itineraire>

## PARKING

The CIGG does not own a private parking but we can propose you several solutions concerning the parking of your vehicle.

### **Car :**

The Parking of the "Place des Nations" is located only 150 meters away from the CIGG, Rue de Varembe (maximum height :1.90m.)

### **Truck :**

You have the possibility to park you trucks at the Parking "P49", located near the Geneva Airport. This parking is handled by Palexpo. Please contact them at the following number : +41 22 761 11 11 in order to check availability and book parking spaces.

It is also important to take careful note that driving a truck from Saturday 8 PM to Sunday 8 PM, as well as during bank holiday, is forbidden in Switzerland.

## EXPEDITIONS, DELIVERIES AND RETURNS

The clients and exhibitors have the possibility to have the material delivered in limited quantities before the event. The delivery date and the authorized volume will be chosen according to you and your Project Manager.



**Envois :**

For the documents

Address and reference :

**Name of the conference or event**

**c/o CICG**

17 rue de Varembe

Case postale 13

1211 Genève 20

For the material

Address and reference:

**Name of the conference or event**

**c/o CICG**

Cour de livraison

Chemin Camille-Vidart

1202 Genève

*For both types, do not forget the reference: Title of the conference + date, client's name or booth nr/name and phone number*

If you are using UPS, DHL, FEDEX,... please indicate the name of the client as the importer of the material. The CICG is only the delivery address.

**Deliveries :**

You have to announce yourself at the external terminals to access the delivery court.

The CICG will receive the material you send, but we are not responsible for delivery mistakes.

The costs associated with the deliveries (VAT, customs fees...) will be charged to the customer. The CICG will not pay anything for the deliveries and cash on delivery shipment will be refused.

Moreover, the delivery person has to bring the material to the storage zone.

No discharging will be made by the CICG for insurance purposes.

The deliveries are made to the delivery court. Only semi-trailers are allowed to discharge the material on the CICG's esplanade.

Regarding the deliveries and material return during set up and dismantling days, a planning will be discussed with the conference organiser.

For the use of the freight elevator, an access badge must be asked at the reception, between 7 AM and 7 PM, in exchange of an ID card.

**Returns :**

The Hirer or exhibitor shall also be responsible for the return shipment of packages, which must take place within 48 hours of the end of the Event.

**TRANSIT, CUSTOMS, VOLUMINOUS MATERIAL STORAGE (EXHIBITIONS)**

The exhibitor shall ensure compliance with applicable regulations regarding the import of goods from their place of origin to the conference center.

The CICG does not have a dedicated storage area for the exhibition material. No empty packaging (crates, cardboard boxes etc.) may be stored on-site

Our partner InterExpoLogistics (IEL), specialized in material transportation, transit and storage, is at your disposal if you have questions.



All the bulky rubbish must be evacuated by the exhibitors. After a period of 7 days after the Event, FIPOI reserves the right to dispose of any goods, materials, equipment or documents left, not appropriately returned, lost or forgotten on the site by the Hirer or a third party

## **EXHIBITIONS**

The CIGC works with preferred partners for the building of the modular or custom-made booths.

### *Personal booth*

The exhibitors who own their personal booth and do not collaborate with one of our partners are requested to send the booth plan to the Project Manager in order to have it validated.

### *Ground loading*

A ground loading exceeding 3000 kg/m<sup>2</sup> needs a special prior authorization.

Exhibitors may not encroach on the aisles with POS (roll-up, displays) or merchandise.

## **FIRE PREVENTION**

It is forbidden to smoke or vape in the buildings. Smoking areas are available on the terrasse or at the entrance of the building.

The use of gas, oil, smoke, pyrotechnics and candles is forbidden at the CIGC.

The exhibitor undertakes to use only flame-resistant or fireproof materials, in particular for decorations and fittings (RF2).

It is strictly forbidden for the Hirer and any of its third parties (suppliers, exhibitors, subcontractors etc.) to use hazardous, flammable, or toxic products.

It is necessary to guarantee a passage in corridors leading to the emergency exits of 2.50m. In front of emergency exits 1.50m must be left free of any arrangement.

## **SECURITY MEASURES – ACCESS**

The CIGC is under video surveillance 24 hours a day, however, the various materials and goods used or stored by each exhibitor remain subject to the responsibility of the said exhibitor.

## **FURNITURE RENTAL**

You have the possibility to rent material tables and chairs for your booth from the CIGC. See attached order form.

You can have a look on our website for specific furniture by our partners.



## **AV TECHNIQUE**

You have the possibility to rent TV screens or laptops for your stand from the CICG, see attached order form.

According to your needs, we can equip your booth with additional technical supplies. You can also contact our partners directly.

## **INTERNET**

The Wi-Fi is included and free in the building with a 100Mb/s connection, with 5Mb/s per device guaranteed. It can be increased according to your needs at cost.

We can also install a wired connection for your booth. See attached order form.

## **ELECTRICITY**

If you need electricity for your booth, please fill in the attached order form.

All electrical equipment must be turned off at night.

Swiss electric plugs: they are different from the European ones so you can buy adapters at the reception.

## **CATERING**

The Café Le 6ème Continent is available on level 0, all year round.

On request, additional services are possible on your booth (catering, coffee machine rental). Our catering partner is at your disposal to prepare a quote.

It's prohibited to distribute food supplied by partners that are not approved by the FIPOI.

## **CLEANING**

Exhibitors have the possibility to order a cleaning of the booth. Prices are fixed according to the Sqm. See attached order form.

It is imperative to plan a protection of grounds / walls during the arrangement of voluminous furniture. (Fridge, coffee machine, Ice machine...)

The CIGC has a recycling system. The retrieving and recycling of the papers and boxes will be charged according to the volume.



## SUSTAINABILITY

This is an essential theme and the public is sensitive to it, just as much as we are. Since many years, we have been confirming our commitment to respecting the environment and our involvement in sustainable development on a daily basis. Thanks to the support of our customers involved in this area, we are improving our behavior and increasing our investments.

Thank you for helping us in our efforts by limiting the distribution of paper as much as possible, in managing your waste and your electricity consumption.

The CIG provides water fountains and recommends that participants bring reusable containers.