

## General Conditions for Hirers, Organisers, Exhibitors, Stand Builders and Suppliers Transporting Goods to or from the Messe Basel Site.

### Introduction

The present Logistics Regulations set out the basic rules that are to be complied with in the halls and on the premises of MCH Swiss Exhibition (Basel) AG (hereinafter referred to as MCH) in conjunction with the transport of stand construction elements and exhibits to and from the halls. They are intended for all persons transporting goods to and from the Messe Basel site for an event.

The provisions of the General Regulations apply with regard to stand construction, operation and safety during events on the Messe Basel site.

## 1 Registration

### 1.1 General information

All journeys to transport goods to or from the Messe Basel site must be registered beforehand so that a specific time slot can be allocated for transshipment of the goods at MCH.

### 1.2 Login and password

Anyone transporting goods to or from the Messe Basel site in conjunction with an event will receive a personal login and an initial password from MCH by post or by e-mail, enabling them to use the MCH logistics tool at <https://smartlog.messe.ch>. Each user is personally responsible for their login and for the journeys registered with it. Please make sure that your stand builders and/or suppliers contact the logistics helpline for a login of their own ([helpline@messe.ch](mailto:helpline@messe.ch)).

### 1.3 Registration at <https://ims.messe.ch>

Journeys must be registered via the MCH logistics tool, with a personal login, at <https://smartlog.messe.ch>. A separate registration is required for each journey to transport goods – including for journeys during an event. A specific time slot can be reserved for transshipment of the goods during the assembly and dismantling times specified for an individual event. Following this, the "checkpoint registration slip" can be printed out directly with Print@Home. Journeys to transport goods to and from the site should be booked one after the other if possible, so that no journeys to collect goods are forgotten. NB: If the details in the registration do not tally with the actual vehicle that arrives (e.g. vehicle size), it may be necessary to make a new registration at the checkpoint, for which a charge will be levied. In this case, the claim to the original time slot will be forfeited.

### 1.4 Exceptions

Journeys to transport catering, food, plants and animals, as well as crane trucks and refrigerated trucks require special notification, and a request must be submitted to the logistics helpline at [helpline@messe.ch](mailto:helpline@messe.ch) or on Tel. + 41 58 206 34 11. Registrations for the last day of the event are subject to special conditions:

One hour after the exhibition has ended, registrations may only be submitted for cars without trailers; 1-3 hours after the exhibition has ended, registrations may only be submitted for cars and delivery vans without trailers if they are collecting full containers from the exhibition. Journeys by truck with/without trailers and articulated lorry will only be granted access 3 hours after the exhibition has ended at the earliest.

### 1.5 Modifications and cancellations

Up to 48 hours prior to the start of a time slot for a journey that has been booked and confirmed, customers can make changes to the journey themselves, free of charge, using the logistics tool. Where modifications and cancellations are to be made at shorter notice, this can only be done via the official MCH logistics partner ([helpline@messe.ch](mailto:helpline@messe.ch) / Tel. + 41 58 206 34 11).

Up to 48 hours prior to the start of the time slot, cancellations can be made free of charge at <https://ims.messe.ch>.

### 1.6 Access map for the checkpoint

The map showing how to access the checkpoint is automatically generated with the "checkpoint registration slip" and can be printed out directly via <https://smartlog.messe.ch>.

## 2 Checkpoint

### 2.1 General information

All journeys to transport goods to or from the exhibition site must go via the checkpoint. On the authorised day, it is important to arrive at the checkpoint in Basel within the time slot confirmed on the "checkpoint registration slip". The registration slip will be checked here, and the details of the vehicle that arrives on the day will be added (e.g. vehicle registration number). If everything is in order, the registration slip for the delivery zone will be handed over, and the vehicle (lorry, delivery van, car) will be allocated a reserved transshipment space in the delivery zone. Vehicles arriving early are not automatically entitled to proceed to the delivery zone any earlier. Anyone arriving at the checkpoint without a registration slip or at the incorrect time must expect long waiting times and additional charges.

### 2.2 Customs clearance

If the cargo has not yet undergone customs clearance, this can be initiated at the checkpoint counter (for details see the "Customs Formalities" fact sheet, m-manager or the Messe Basel Customs Office Tel. 0041 (0)58 467 18 26 / [messe.bs-stjakob-zi@ezv.admin.ch](mailto:messe.bs-stjakob-zi@ezv.admin.ch))

## 3 Delivery zone

### 3.1 Checks and cash deposit

When a vehicle arrives at the delivery zone, the registration slip will be checked, a cash deposit (see under 5. Charges) levied and the vehicle directed to the correct transshipment space. If the vehicle does not have a registration slip, it will not be allowed to proceed and will be sent to the checkpoint for renewed registration (incurring a charge). The cash deposit will be refunded upon departure from the delivery zone if the driver has remained within the specified time slot for transshipment of the goods. Otherwise, it will be forfeited to MCH.

### 3.2 Unloading and loading

It is not permitted to unload or load stand construction elements or exhibits oneself or to transport these from the delivery zone to the stand and back again. The official MCH logistics partner will take charge of unloading/loading the stand construction elements and exhibits and of transporting them from the delivery zone to the stand and back. This service is subject to a charge, which will be invoiced to the exhibitor by MCH. The charges are set out in m-manager. If special transport equipment is necessary for unloading/loading the goods, this must be ordered from the MCH logistics partner beforehand (Tel. + 41 58 206 34 11). You are still permitted to use your own stand construction aids (ladders, hand lift trucks, forklift trucks, etc.) when assembling your stand. These may not, however, be used for transporting materials from the delivery zone to the stand in the hall. NB: If customers bring their own or rented transport or lifting equipment, or work platforms, these will be subject to a safety/acceptance check in every case, for which a charge will be levied.

### 3.3 Marking the containers

Containers must be labelled at a clearly visible point (name of event, exhibitor's name, hall and stand number). Containers with fragile contents must additionally be marked "fragile".

### 3.4 Packing the goods

The containers/goods must be packed in such a way that they can be readily transhipped in the delivery zone and transported into the halls by the official MCH logistics partner. The packaging should also protect the goods against damage. If goods are not packed correctly, this will incur an additional outlay and supplementary costs during handling. It is also not possible to exclude damage.

### 3.5 Journeys during the event

Exhibitors and suppliers may only make journeys to the MCH site and tranship goods during the event if they have a registration slip.

### 3.6 Documentation

All the services booked and provided in the context of a notification (including the transport of goods from the vehicle to the stand and vice-versa) are documented solely in the logistics tool and are binding even without a signature. The data can be viewed at any time with a personal login. Any objections should be sent in writing, within 3 working days, to [helpline@messe.ch](mailto:helpline@messe.ch).

## 4 Logistics in conjunction with stand construction

### 4.1 Time slots for assembly and dismantling of the stands

Each exhibitor/stand is allocated a phase for the assembly and dismantling of their stand. This time slot is shown in the logistics tool at <https://ims.messe.ch> in the form of the days marked in the calendar as available for transport journeys and defines the start and end of stand assembly and stand dismantling in each case. No journeys to transport goods may be made outside this time slot.

### 4.2 Empties

Empties are taken to mean empty containers and loading aids, etc.

It is not permitted to store empties or packaging material outside the stands. Empties must be handed without delay to the official MCH logistics partner for removal and storage, or must be taken out of the hall again. MCH reserves the right to remove and put into storage at the exhibitor's expense any empties that are improperly deposited if the exhibitor does not respond to a request to remove them. If damage results to goods in containers that have been handed over as empties or declared to be empties, the exhibitor will have no claim for damages as a matter of principle.

On the last day of the event, empties that have been stored externally may only be transported to the delivery zone 1 hour after the end of the event at the earliest. If this rule is not complied with, the time slot allocated for the dismantling of the stand will be forfeited.

Empties stored in the official logistics partner's warehouse will be brought back to the stand at the end of the event in the following order: Express (up to approx. 3 hours after the end of the event) and empties not designated Express (by the next morning). Exhibitors have no claim to a specific point in time (e.g. before 20.00). The exhibitor shall be liable for damage or disruptions that result from non-compliance with the provisions of the General Regulations, the general provisions or the instructions of the MCH personnel.

Only Swissbau: The return delivery of Category Express A empties from the warehouse of the official logistics partner (in most cases this will be packaging material for exhibits) will start 3 hours after the end of the event. Empties in Category Express B will be brought back on the agreed date during the dismantling phase for the stand in question. Exhibitors have no claim to a specific point in time (e.g. before 10.00).

### 4.3 Dismantling phase

On the last day of the event, during the first hour after the event has ended, access to the delivery zone is only possible for purposes of collecting exhibits and decoration material (e.g. computers, coffee machines, etc.) in vehicles having an overall weight of up to 3.5 t. Empties that have been stored by the official MCH logistics partner will be brought back to the stand as of 1 hour after the event has ended, at the earliest, as a function of the empties category.

### 4.4 Emergency exits and technical equipment

Emergency exits, staircases, the space in front of staircases, traffic routes, fire detectors and extinguishing facilities must not be obstructed at any time. They must be readily visible and available for use without any obstacles in the way. The full width of all vehicle access routes must be kept free at all times both inside and outside. Anyone blocking or obstructing escape routes or technical facilities will be liable for any resultant costs and damage.

## 5 Charges

Journeys that are registered in time are free of charge. Journeys that are registered at short notice and journeys that have been registered but do not take place and are not cancelled in time are subject to a charge. The charges are as follows:

- cash deposit CHF / EUR 100 (to be paid upon entry into the delivery zone)
- journeys that are registered at short notice at the checkpoint or with the logistics team dispatcher (less than 48 hours prior to the start of transshipment of the goods in the delivery zone): CHF 100.--
- journeys that do not take place and are not cancelled (no-shows): CHF 200.--
- additional services: if the checkpoint site has to be made accessible to vehicles outside the opening hours (e.g. if the doors have to be opened outside the opening hours, clarifications with third parties, etc.): CHF 150.--
- verification and registration of customs papers with WA/No.: CHF 40.--
- safety/acceptance check for third-party equipment (forklift trucks, work platforms, cranes, etc.): CHF 1000.-

## 6 Charging for services

Unless agreed otherwise, MCH will invoice all logistics services (provided by MCH and the official logistics partner) and the above logistics fees to the exhibitor. Unless stated otherwise, prices are specified in CHF, to which statutory VAT must be added.

## 7 Acceptance of the conditions

In registering a journey via the MCH logistics tool at <https://smartlog.messe.ch>, the hirers, organisers, exhibitors, stand builders and suppliers accept the present Logistics Regulations, the Regulations of spedlogswiss and the GTCs of the MCH's logistics specialist, Sempex, as binding. These persons are also responsible for ensuring that their employees and ancillary agents read and comply with the provisions of the Logistics Regulations.

## 8 Validity

If the wording of the present Logistics Regulations gives rise to differences of opinion in respect of its interpretation, the German version shall be the decisive version. If one provision proves to be invalid, this shall not render all the provisions invalid. All verbal agreements, individual authorisations and special regulations require the written confirmation of MCH in order to be valid.

## 9 Applicable law and jurisdiction

Swiss law is the sole applicable law. The hirers, organisers, exhibitors, stand builders and suppliers agree that any disputes with MCH shall be settled by the ordinary courts of the Canton of Basel-Stadt. MCH may also assert its claims against an organiser, exhibitor, stand builder or supplier at the court of the place at which the latter has its residence or head office.

MCH Swiss Exhibition (Basel) Ltd.  
The Management

Basel, September 2019

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## Useful information

### Event websites

All the relevant information on the logistics process for the Messe Basel site may be found on the websites for the individual events under the heading "Exhibitors/Logistics".

### Logistics helpline

helpline@messe.ch or Tel. + 41 58 206 34 11

### Official logistics partner of MCH

Sempex AG

Isteinerstrasse 76

P.O. Box 150

CH-4016 Basel (Switzerland)

Tel. + 41 58 307 77 00

Fax + 41 58 307 77 01

info@sempex.com

www.sempex.com

The official logistics partner of MCH partner is available for the following:

- storage of containers, including those holding goods (all-year warehouse)
- handling and storage of empties (empties warehouse)
- transport (including journeys within Switzerland and abroad)
- rental of transport equipment (forklift trucks, hand lift trucks, etc.)
- transshipment of goods