



LE MONDE AU CENTRE DE GENÈVE  
MEET THE WORLD IN GENEVA

● **EXHIBITORS GUIDE**



The FIPOI welcomes you to the CICG!

This guide has been created by our project management team to facilitate your participation in the exhibition.

Our partners are professionals in their chosen fields, selected by us. They adhere to precise specifications to provide you with quality services.

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

Under certain conditions and in agreement with FIPOI, the tenant may contact/hire other service providers.

We wish you a pleasant conference at the CICG.

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



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## OPENING HOURS

The CIGG and CCV are open Monday to Friday, 7am to 7pm, except on official public holidays.

Programme modifications requiring extra opening hours must be communicated at least 48 hours in advance, so that the necessary arrangements can be made.

## ACCESS TO THE CIGG

With public transportation « TPG »:

### **From City center:**

Bus 8: Departure from Métropole stop. Arrival at Motta 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 Motta stop  
Bus 20 : Departure from Cornavin station. Arrival at Varembe stop  
Tram 15: Departure from Cornavin station. Arrival at Sismondi or Nations 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 offer you several solutions for your vehicle.

### **Car:**

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

The CIGG offers exit tickets at a preferential rate upon request. .

These tickets are not sold to an individual person but exclusively to the organizers of the conference who will distribute or sell them to the participants.

We also have a central plot on rue de Varembe which can be fully or partially made available to you under certain conditions.

### **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 materials delivered in limited quantities before the event. The delivery date and the authorized volume will be discussed and confirmed with your project manager.

### **Envois:**

#### For the documents

Address and reference:

**Name of the conference or event**

**c/o CICG**

17 rue de Varembeé

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 recipient of the material. The CICG is only the delivery address. We will refuse all package sent to CICG as recipient.

### **Deliveries:**

You must 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 must 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 your Project Manager.

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 Hirer shall ensure compliance with applicable regulations regarding the import of goods from their place of origin to FIPOI's premises.

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

### ***Personal booth***

The exhibitors who own their personal booth are requested to send the booth plan and technical information (weight, dimensions...) to the Project Manager to have it validated. Booth can only be assembled on site, no construction allowed in the building.

### ***Ground loading.***

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

The pavement marking and the development of implantation plans by the CIGG are done upon request and on estimate.

All the implementation floorplans must be submitted and validated by the CIGG.

The set up and dismantling dates and schedule must be planned with your Project manager.

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

We can provide you with an exhibitor guide to distribute to exhibitors.

## 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 CIGG.

The Hirer 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**

It is the sole responsibility of the Hirer to assess the security and surveillance measures required for the Event, and for implementing those measures.

If the event of one hirer requires particular security and surveillance measures, each event taking place at the same time must follow the same security rules, at the expense of the hirer that requires those particular measures.

## **FURNITURE RENTAL**

You have the possibility to rent furniture directly at the CICG. Please contact the conference organizer to receive the CICG catalogue.

On our website, you'll find a [list of partners](#) you can contact for more specific furniture rentals.

## **AV TECHNIQUE**

You have the possibility to rent TV screens or laptops for your stand from the CICG.

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.

## **ELECTRICITY**

If you need electricity for your booth, you can order different types of electrical outlets.

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 (meals served, buffets, cocktails, lunch bags, etc.).

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.

No food is allowed in the Plenary rooms and rooms with technology integrated into the tables. It may be possible to allow food in small meeting rooms, but only if there is no electricity or AV equipment on the tables. Extra cleaning fees may apply.

## CLEANING

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

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

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

## SUSTAINABILITY

Protecting the environment has been one of our core concerns for many years. Every day, we reinforce our commitment to sustainable development with our customers, by improving our practices and increasing our investments.

To help us with our goals, we ask event organizers and participants to limit their paper usage, manage their waste and reduce their electricity consumption.

To find out more about our commitment to the environment, please visit the following page:

<https://cicg.ch/sites/default/files/uploads/Environnement/FIPOI-charte-environnementale-V1.pdf>