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Swiss Toy Fair

13th International Fair for toys, model construction and hobby crafts, St. Gallen
November 19th – 23rd, 2003

Deadlines & Rates (all prices do not include the VAT of 7.6%)

Organisatoric and general information

The „Deadlines & Rates“ form an integral part of the Exhibitor Contract for the 2003 Swiss Toy Fair.
In the event of legal dispute, the German-language version of this text shall be binding.

1. Duration of fair / Opening times

Duration of fair:	Wednesday, 19 th November to Sunday, 23 rd November 2003		
Opening times:	Visitors:	We - Sa	10h00 – 18h00
		Su	09h00 – 18h00
	Evening-Program On the Swiss Toy Fair	We - Sa	18h00 – 23h00
	Exhibitors (with exhibitor pass):	Wednesday	07h00 – 18h30
		Th - Sa	09h00 – 18h30
		Sunday	08h00 – 18h30

2. Construction and clearing of stands (see 4.1 and 8.1, „Rules for Exhibitors“)

Construction:	Su	16 th November 2003	13h00 – 18h00
	Mo + Tu	17 th + 18 th November 2003	07h00 – 22h00
Clearing:	Su	23 rd November 2003	18h00 – 22h00
	Mo	24 th November 2003	07h00 – 18h00

3. Deliveries during the fair (see 4.1, „Rules for Exhibitors“)

For exhibitors:	We	19 th November 2003	07h00 – 09h30
	Th - Sa	20 th to 22 nd November 2003	09h00 – 09h30
	So	23 rd November 2003	08h00 – 08h30

Packages (brochures, etc.) must be clearly marked with the hall and stand number and addressed to:

Firma *Muster AG*
Halle Stand-Nr.
Schweizer Spielmesse
St. Jakobstrasse 94
9000 St. Gallen

4. Security (see 3.3.1, „Rules for Exhibitors“)

During fair opening times, by Securitas:	- construction:	Tu 18 th November 2003
	- Fair:	We to Su 19 th to 23 rd November 2003

5. Stand/surface area reservation

Please realise, that except the *small stand all inclusive* the prices below do not include the compulsory listing in the official fair newspaper (Pte 6.1) as well as the compulsory liability insurance fee (Pte 10.1)

5.1 Surface area inside

>Form 1

• Small stands

Including white, used walls, without any other further infrastructure

- rowstands	3 x 3m = 9 sq.m	CHF	720.-
	4 x 3m = 12 sq.m	CHF	960.-
	5 x 3m = 15 sq.m	CHF	1200.-
- corner stand	(2 open sides) extra charge	CHF	250.-

• Small stands all inclusive

including new painted walls, carpet, electrical connection, 1 tabel, 4 chairs, listing in the Official Fair Newspaper as well as compulsory liability insurance fee

- rowstands	3 x 3m = 9 sq.m	CHF	1200.-
	4 x 3m = 12 sq.m	CHF	1500.-
	5 x 3m = 15 sq.m	CHF	1800.-
- corner stand	(2 open sides) extra charge	CHF	250.-

• Empty stand areas (minimum surface of 12 sq.m)

- row stand (1 open side)	CHF 136 per sq.m.
- corner stand (2 open sides)	CHF 150 per sq.m.
- head stand (3 open sides)	CHF 160 per sq.m.
- island stand (4 open sides)	CHF 170 per sq.m.

5.2 Outside

- covered surface	CHF 85 per sq. m
- covered marketstand at the christmasmarket	CHF 790.-
- market house made of wood at the christmasmarket	CHF 1'490.-
- foodstand	on request

5.3 Advertising on walls (wall height 2.5 meters)

- additional to a stand	CHF 100 per m
- instead of a stand	CHF 200 per m

>Form 3

5.4 Storage area rental

- Storage area during the fair

CHF 30 per sq.m.

>Form 5

5.5 Parking (garage height 2.05 metres)

- cars and vans
- caravan

CHF 70 per parking
CHF 120 per parking

>Form 5

6. Official Fair Newspaper (see 3.4 „Rules for Exhibitors“)

>Form 4

6.1 Compulsory listing

this compulsory listing includes:

- 1 listing in the „exhibitors register“
- 1 listing in the register „ producers, brands, editors“
- 1 listing in the register „ product-groups“
- 1 listing in the Internet

additional listings in the registers mentioned will be charged extra

CHF	20 per listing
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6.2 Listing for Co-exhibitor / represented companies

(includes the mentionned listing in Pte 6.1)

CHF	50 per listing
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7. Rental of stand installations

>Form 3

All exhibitors bringing their own stands are required to equip non-open fronts with separate rear and side walls.

- **Modular stand SYMA** (excluding ground area, without infrastructure and furnishings) inclusive construction with back and side walls, ceiling, inscription, 1 spot per 3 sq.m., carpet CHF 83.- per sq.m
- per partition wall, white (height 2.5 metres)
 - per partition wall, white, used (it's not allowed to paint them by yourself) CHF 33.-/lfm
 - per partition wall, white, newly-painted CHF 52.-/lfm
- stand-platform (platform high 10 cm) CHF 20.- per sq.m
- tabel CHF 25.- each
- Chair CHF 6.- each
- A veritiy of furnishings and carpets on the seprate orderform
- Use of available suspension points CHF 100.- each

➔ All requirements to be clearly specified on the appropriate form(s). For late reservations and/or modifications (administrative surcharge CHF 100), on-schedule completion cannot be guaranteed.

After the fair, rented items and equipment must be returned in perfect condition. In particular, rented walls are to be returned in readily re-usable condition. On wooden walls, nails, screws and staples may be used only if they do not exceed 2mm in diameter and must be removed by the exhibitor before return of the walls. Any damage to the walls will be invoiced.

8. Technical connections

>Form 3

8.1 Electricity (see 4.3.2, „Rules for Exhibitors“)

The electrical supply line terminates at the distribution box directly above the floor or the stand base. Any manipulation at the electrical installations leading from the connections is strictly forbidden. The prices do not include further electrical installations within the stand.

Stand electrical connections, including electricity consumption	230 V, 2 kW	CHF	198.-
	3 x 400/230 V, 6 kW	CHF	275.-
	10 kW	CHF	358.-
	20 kW	CHF	509.-

8.2 Water

Stand connection (including water consumption and sewage) Connection (cold water) without wash-basin	CHF	270.-
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8.3 Stand phone

Connection, including phone, excluding cost of calls	CHF	150.-
Cost of calls will be charge on the final invoice additionally		
On demande: Detailed listing of calls and costs	CHF	20.-

8.4 ISDN connection, excluding cost of calls	CHF	326.-
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9. Cleaning of stand (see 3.3.3 „Rules for exhibitors)

>Form 5

9.1 Stand cleaning before the fair opens

One cleaning after stand completion before the faire opens.	CHF	60.-per hour.
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9.2 Daily cleaning

Vacuum clean carpet, clean ash-trays and waste paper baskets. The following flat rate prices cover the duration of the fair.

- Up to 20 sq m surface	CHF	8.- per sq m
- 21 sq m to 50 sq m	CHF	7.- per sq m
- more then 51 sq m	CHF	6.50 per sq m

9.3 Waste disposal

The following can be obtained from the hall foreman before, during and after the fair:

- 800 l container	CHF	50.50
- 30 l waste disposal bag	CHF	2.70
- 110 l waste disposal bag	CHF	7.00

For further information, please refer to our information sheet on waste disposal.

10. Insurance and exhibitor liability

10.1 Compulsory insurance (see 2.2.4, „Rules for Exhibitors“)

All exhibitors are required to be covered by adequate liability insurance. Exhibitors unable to provide proof of a coverage of CHF 5 million when submitting their registration will be covered by a collective tariff insurance (taken out by the fair management) and will be invoiced as follows

- Premium (Own risk CHF 100.--) CHF 20.-

10.2 Optional insurance covering exhibition goods, transportation, baggage, theft and disruption of activities

(see 3.2.4, „Rules for Exhibitors“)

During the time of the construction, the fair, the clearing or in the course of transportation to or from the fair, the management of the fair does not take over any liability for exhibits and stand material. Therefore the management of the fair recommends to all exhibitors, to insure their exhibits, stand material as well as the transport to and from the fair appropriate. The insurance application form is sent to all exhibitors when stand reservation is confirmed.

11. Tickets and Passes

11.1 Tickets for visitors (including VAT)

one admission	adults.....	CHF	14.-
	youth 7-16 years, students, pensioners.....	CHF	7.-
Evening ticket	from 16h00	CHF	6.-
Family ticket	1 - 2 adults and max. 4 children 7-16 years.....	CHF	30.-
Group ticket	schools etc. per visitor	CHF	5.-
	one group guide / teacher / etc.....		free of charge
5-day ticket	adults.....	CHF	24.-
	youth, 7-16 years, students, pensioners.....	CHF	16.-

11.2 Exhibitor passes (see 7.1.2, „Rules for Exhibitors“)

>Form 5

Exhibitor passes	1 pass per 5 sq.m. of rented area		free of charge
Additional passes	only for stand personal can be ordered	CHF	24.-/each

11.3 Customer vouchers (free admission tickets) (see 7.1.3, „Rules for Exhibitors“)

>Form 6

Advertising material of the fair (as long as available)			free of charge
Voucher for free admission tickets: per sq.m. of rented area			1 voucher
Additional vouchers for free admission tickets (Only used vouchers will be invoiced)		CHF	7.- /voucher

12. Cancellation of application and withdrawal from agreement by exhibitor (see 2.5, „Rules for Exhibitors“)

- If an exhibitor cancels an application before a stand site has been allocated, that exhibitor has to pay the pretended conventional fine.
- If an exhibitor withdraws from the agreement after a stand site has been allocated, that exhibitor has to pay not only the pretended conventional fine but also the full price for the stand area and any additional costs incurred up until the time of the withdrawal. This applies regardless of whether or not it proves possible to rent out the proposed stand site subsequently

13. Payment deadlines

- 1st instalment 90 % of the contracted sum as at 31st august is due for payment by 30st september 2003
- Final payment after the fair, must be settled within 30 days of the invoice date