

## Technical Regulations

### 1. Presentation area

The works (pictures or models) shall be presented at the **grafik18** Exhibition on white Sagex cubes. Each participant shall have one cube (4 x 1 x 0.5 metres) at his/her disposal. Each participant may choose whether to display the works on the flat cube – 1x4 meters in size and 0.5 meters high; or on the upright cube – 0.5x4 meters in size and 1 meter high (a tolerance of +/- 3 cm for the basic size must be factored in). Participants with small works are advised to use the second variant (upright cube) for reasons of observational distance. The work must be presented as individual images.

#### 1.1 Layout

Each participant shall submit a layout for his/her presentation area together with his/her registration for the Exhibition. The exhibits may not protrude beyond the allocated space. One piece plots of 4m are not allowed.

#### 1.2. Lighting

To ensure clear lighting, works will be displayed lying flat. Each participant is generally free to choose the way in which he/she wishes to present his/her work on the cube. The surface of the cube may not be painted or covered with any material, or damaged through the use of any fastening measures (for example, affixing with adhesive). Works may only be placed on the exhibition space unfastened or, at most, fastened with fine pins or poster strips. Prints must be produced at least 5-10 days before the Exhibition so that they do not warp or become wavy as a result of fluctuating humidity. It is advisable to mount pictures so that they do not bend during the Exhibition. To guarantee appropriate presentation, the pictures must be presented in a suitable, exhibition-standard quality.

#### 1.3. Stand number/Inscription

The stand number and inscription (A4 format) bearing the name and details of the participant and the exhibited works shall be affixed to the lower left corner of the presentation areas by the Organiser and may not be altered, covered or removed by the participant.

#### 1.4. Advertising material

Displaying advertising material (postcards and portfolios) on or next to the cube is not permitted and such material will be removed by the Organiser. The Portfolio Lounge is available for postcards, portfolios, books, catalogs, etc. Business cards that do not exceed the standard size of 8.5cm x 5.5cm may be placed without holder on the stand inscription.

#### 1.5. Fire index

All materials used (decoration etc.) must conform to fire safety regulations and must satisfy a fire index of at least V2 (flame-retardant).

## 2. Assembly and dismantling of the stand

### 2.1. Assembly of the stand

Participants may begin assembly of their presentation space from 9 a.m. on October 25, 2018. Exhibition participants are requested to comply with the instructions, timings and the exhibition plan, which will be sent out by the Organiser approx. 10 days before the Exhibition starts. The presentation space must be fully constructed by 3 p.m. on October 25, 2018.

## **2.2. Dismantling of the stand**

Dismantling of stands must take place on the evening that the Exhibition closes (October 28, 2017 at 8 p.m.) at 8.10 p.m.. Where dismantling is not undertaken at the specified time (at latest 8:30 p.m.), the Organiser shall be entitled to do this at the participant's cost and to put the exhibits into storage or dispose of these. The Organiser shall make every effort to handle the exhibits in a professional manner but accepts no responsibility for damage caused during dismantling or while in storage.

The delivery of packaging material, the packing of exhibits and the clearing of stands may only commence 10 minutes after the Exhibition has ended.

## **2.3. Special assembly and dismantling time**

In exceptional cases the Organiser may alter the assembly and dismantling times. The Organiser reserves the right to invoice the Exhibition participants for any costs thus incurred. Outside the official assembly and dismantling times, the participants may only enter the halls during normal opening hours.

## **2.4. Parking**

No parking spaces are available anywhere in the grounds of the Halle 622. The goods handling plan is binding and must be observed. It is not permitted to drive motor vehicles into the halls or park them there. It is not permitted to park motor vehicles on the Halle622 grounds outside the loading and unloading times. The Organiser is empowered to have unauthorizedly parked motor vehicles or trailers removed at the owner's cost.

## **2.5. Empties and left-behind goods**

Empty containers cannot be put in storage during the Exhibition. The Exhibition participant must take his/her packaging material (cardboard, etc.) away with him/her. The Organiser accepts no responsibility for goods/stand equipment left behind.

Any costs incurred for disposal shall be charged to the participant.

## **2.6. Return of the exhibition space**

The exhibition space shall be handed back by the Exhibition participant in the condition in which he/she found it. In the event of any damage to the exhibition space or the halls (lifts, superstructure, floors, cables, etc.) the repair costs shall be charged to the participant responsible.

## **3. Special installations and services**

When submitting their applications, participants shall notify the Organiser in writing as to whether Internet connections and other special installations or any rental furniture or services are required. These shall be invoiced separately. Instructions for such services that are given only shortly before or during assembly shall be subject to a surcharge in addition to the regular invoiced amount. Posters, information sheets, etc. must not be affixed to the walls of the Halle 622 (this also applies to the outdoor area on the Halle 622).

## **4. Special structures**

Requests for permits for special structures that exceed the specified dimensions must be submitted to the Organiser in writing with a sketch of the dimensions by August 27, 2018. The same shall apply to lighting, company signage, floor coverings and decoration items that exceed the stand dimensions. Participants are not entitled to have their requests for special structures approved.

## **5. Lighting**

The general hall lighting will be used to light the presentation areas. The Organiser shall decide whether the optimum lighting of the presentation areas is sufficient, in consultation with the lighting technicians.

## **6. Cleaning**

The Exhibition cleaning service shall undertake general cleaning of corridors, stairs, etc. Special waste containers are provided on the Exhibition grounds. The Exhibition participant shall be personally responsible for larger quantities of waste and the disposal of oils, fats and chemicals in compliance with the relevant statutory provisions governing environmental protection. Smaller quantities of waste may be deposited in the corridors at the end of each day of the Exhibition, provided that such waste is well packed in tied-up, fee-paid waste sacks. Mixing toxic or pollutant materials with the normal waste is prohibited.

## **7. Catering, free samples**

Exhibition participants are not permitted to offer food or drink either for sale or for free.

## **8. Admission conditions**

### **8.1. Opening hours**

The Exhibition is open continuously from 11 a.m. to 8 p.m. daily. Exhibition participants are required to exhibit their works for the entire duration of the Exhibition. On the final day of the Exhibition, clearance and dismantling of the presentation area may begin only 10 minutes after the Exhibition closes. Non-compliance with this regulation (lack of consideration for visitors and fellow exhibitors) is detrimental to the Organiser and may lead to exclusion from future Exhibitions.

### **8.2. Visitors**

The Exhibition is open to the public.

### **8.3. Dogs**

Dogs are not permitted anywhere on the exhibition grounds.

### **8.4. Parking rules**

No parking spaces for vehicles of any kind are available on the Halle 622 grounds. This also applies during the assembly and dismantling periods. Disabled drivers with a corresponding ID card are requested to use the parking spaces specially reserved for them. The Organiser recommends that visitors use the public car parks in the immediate vicinity.

### **8.5. Access for participants**

Exhibition participants (unaccompanied) shall have free access to the Exhibition for its entire duration.

### **8.6. Smoking ban**

Smoking is prohibited during the entire Exhibition (incl. during the assembly and dismantling).

## **9. Advertising**

**9.1.** Audio and visual advertising is strictly prohibited.

**9.2.** The Organiser shall not accept any third-party claims arising from non-compliance with Prolitteris regulations.

- 9.3.** Advertising is generally prohibited. This shall also extend to the use of individuals displaying advertising and the distribution or affixing of advertising material of any kind such as posters, flyers, leaflets, stickers, etc. in the hall corridors, throughout the entire Exhibition grounds, in the immediate vicinity of the event building or in exhibition-related parking spaces.
- 9.4.** Each Exhibition participant and partner may present advertising materials (postcards, flyers, documentation) in the Portfolio Lounge.  
The following are prohibited within or at the presentation area:
- that which violates the relevant statutory and administrative regulations, technical regulations or common decency;
  - the conducting of surveys, tests, competitions, lotteries and prize draws (the exception being test surveys conducted by the Organiser);
  - that which violates conditions and ordinances imposed by the authorities, particularly those of the fire authority;
  - that which runs counter to the interests of the Organiser;
  - business cards that do not exceed the standard size of 8.5cm x 5.5cm may be placed on the without holder on the stand description. Attaching and/or displaying any other advertising materials, especially larger ones, is prohibited.
- 9.5.** The use of the Organiser's name and the visual presentation of the Exhibition signet is only permitted with the Organiser's express consent.

## **10. Press**

The distribution of press material relating to the **grafik18** Exhibition shall be undertaken solely by the Organiser. All pictures submitted by Exhibition participants may be used/made available free of charge for PR/press purposes and the Organiser's own advertising in connection with the Exhibition, but shall cite the respective participant's name. Participants shall not be entitled to have their pictures publicized.

## **11. Marketing**

The marketing of the Exhibition is solely the remit of the Organiser. Exhibition participants are prohibited from marketing their stands in any way and from involving sponsors. The Organiser can issue special permits where sponsorship is limited to material services and the quality of the presentation area is thus noticeably improved.

## **12. Photography and filming**

- 12.1.** Basic filming, recording with video equipment, photographing and sketching of the Exhibition samples or Exhibition areas of third parties is not permitted. In the event of non-compliance, the Organiser shall be entitled to confiscate any sketches made or any exposures.
- 12.2.** This shall not affect the activities of media such as radio, television and press for the purposes of reporting.
- 12.3.** Participants may film, photograph or sketch in front of their own presentation space during the Exhibition opening times. Insofar as Exhibition participants wish to have pictures taken by their own photographer outside the official opening hours, a permit must be sought from the Organiser at least two weeks before the Exhibition opens.
- 12.4.** The Organiser has the right to take photographs and make films, video recordings and drawings of Exhibition items or individual exhibits free of charge for the purposes of documentation or for its own publication and advertisement.
- 12.5.** Requests for special permission from the Organiser for participant advertising should be made in good time, accompanied by the corresponding documentation. Participants shall not be entitled to receive permission.

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## **13. Miscellaneous terms**

The Exhibition Regulations of the Exhibition and the Regulations governing the use of the Halle 622 shall apply.

Zurich, April 30, 2018

The Organiser of the **grafik18** Exhibition:  
BLOFELD Entertainment AG