



SERVICE MANUAL FOR EXHIBITORS
- INDUSTRIAL EXHIBITION -

EUROPEAN HIP SOCIETY



15TH
CONGRESS
OF THE EUROPEAN
HIP SOCIETY

12-13 OCT. 2023

 BERN, SWITZERLAND

www.ehs-congress.com

CONTENTS

WHERE - WHEN - WHO.....	3
CONTACTS	3
EXHIBITION	4
PRIOR TO THE CONGRESS.....	6
STAND EQUIPMENT A-Z.....	6
DON'T FORGET.....	8
ONSITE.....	9
AFTER THE CONGRESS	12
GENERAL TERMS AND CONDITIONS OF INTERCONGRESS GMBH	12
ORDER FORMS	
LOCATION MAP.....	13
PACKAGE LABEL	14
CATERING	16

Please forward this information to your stand builder on time!

15TH CONGRESS OF THE EUROPEAN HIP SOCIETY

12-13 OCT. 2023  BERN, SWITZERLAND

WHERE - WHEN - WHO

Venue (please use for deliveries the address on p. 8)

Kursaal Bern
Kornhausstrasse 3
3000 Bern
Switzerland

www.kursaal-event.ch/en

Set-Up

Wednesday, 11 October 2023: 08.00-19.00 h

Exhibition Times

Thursday, 12 October 2023: 07.30-18.30 h

Friday, 13 October 2023: 09.00-18.00 h

**The Congress Dinner will be on
Thursday, 12 October 2023 from
19.15 h**

Please note that the first coffee break will take place on Thursday from 09.35 – 10.10 h.
From approx. 07.00 h participants can register for the congress and move freely through the industrial exhibition.

Dismantling

Friday, 13 October 2023: 17.00-18.30 h (ONLY BOXING AT BOOTH, no cars or trucks within the fairgrounds)

Friday, 13 October 2023: 18.30-22.00 h (at 22:00 is night rest)

Please keep in mind that set-up and dismantling times are fixed times, stand construction beyond these times is prohibited because of safety reasons!

CONTACTS

Congress Organization



Intercongress GmbH
Ingeborg-Krummer-Schroth-Str.
30,
79106 Freiburg, Germany
ehs-congress@intercongress.de
www.intercongress.de

Exhibition Management



Intercongress GmbH
Christoph Scherbarth
Tel. +49 761 696 99 246
Mob. +49 151 20790878

christoph.scherbarth@intercongress.de

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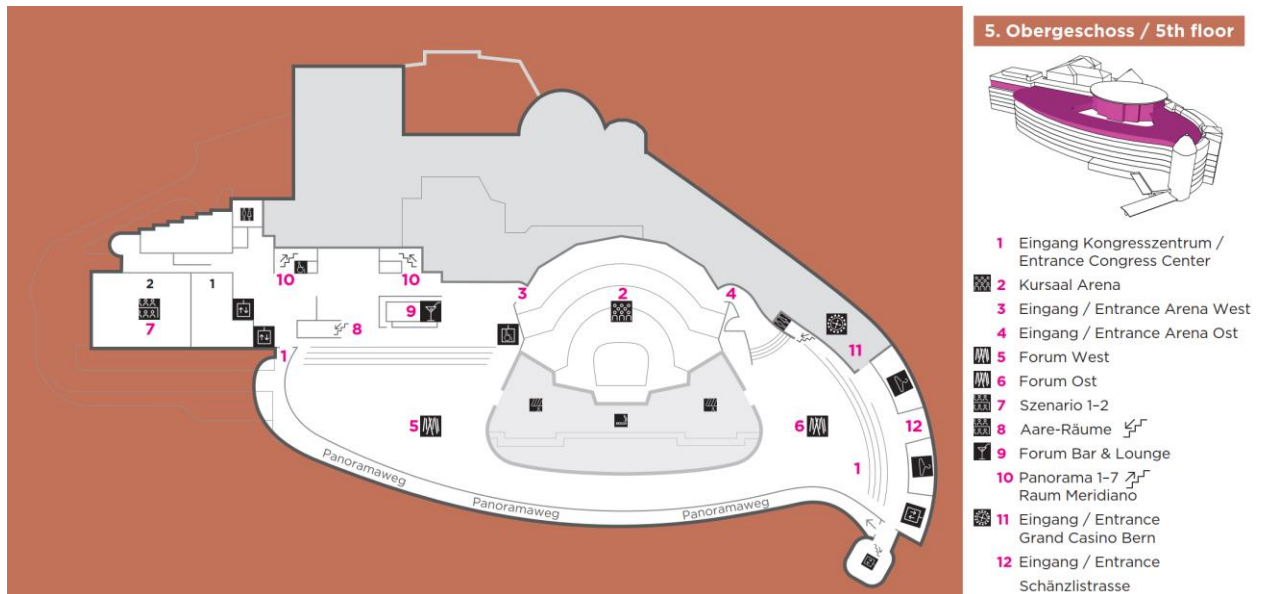
12-13 OCT. 2023  BERN, SWITZERLAND

EXHIBITION

Location of exhibition spaces

Exhibition area: 5th floor – Forum, Arena, Szenario, Panorama 1 – 4

[360° VIRTUAL LOCATION TOUR](#)



Exhibition area: Forum

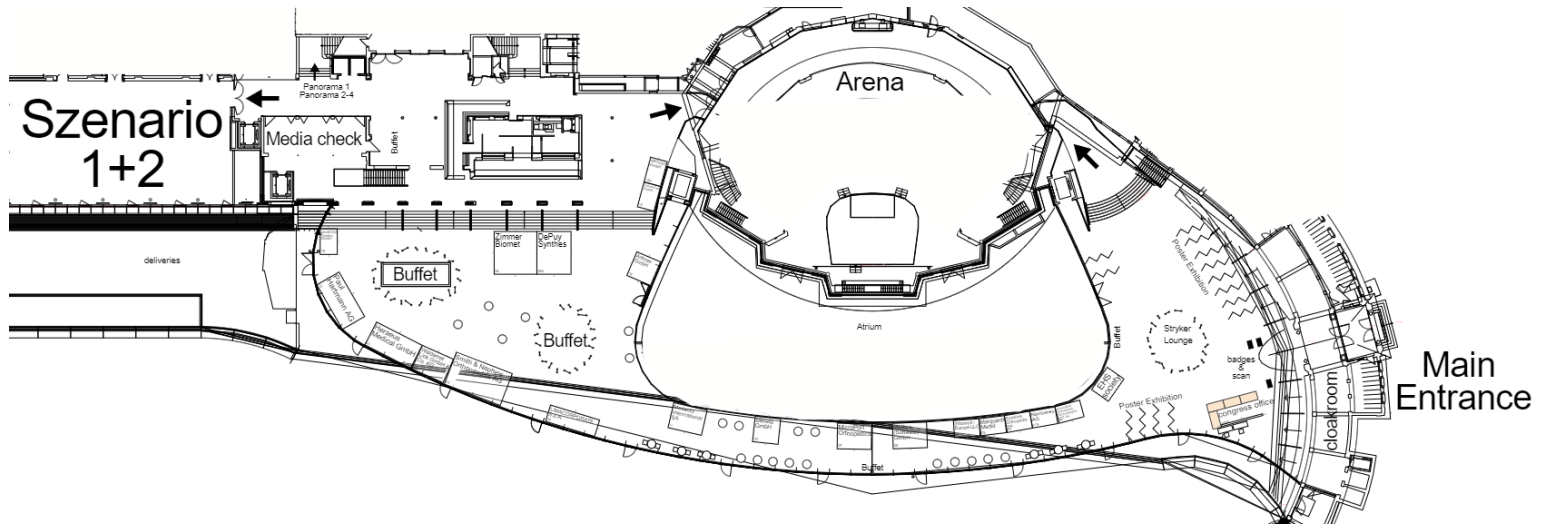
Flooring: marble grey flooring

Max. Loading: 400 kg/m²

15TH CONGRESS OF THE EUROPEAN HIP SOCIETY

12-13 OCT. 2023  BERN, SWITZERLAND

Floor Plan EHS23:



Professional stand constructions have to follow the Technical Regulations of the Kursaal Bern.

All professional stand constructions are restricted to a maximum building height of 2.50 m* and need an approval. Please send description and drawing until 8 September 2023 to: christoph.scherbarth@intercongress.de

PRIOR TO THE CONGRESS

STAND EQUIPMENT A-Z

Catering at your stand

You can order food and beverages for your exhibition stand using the attached booking form until **25 September 2023**. Or you can contact the catering team of Kursaal Bern directly via kongress@kursaal-bern.ch.

Please note that this is the exclusive caterer at this venue. Please be aware that you are not allowed to order catering from another service partner.

During the breaks participants will be provided with coffee, tea, water and snacks – free of charge.

Cleaning

On behalf of the organizer, general corridor cleaning has been arranged. Individual stand cleaning can be arranged on request. Please contact our contact team of Kursaal Bern directly via kongress@kursaal-bern.ch.

Electricity

You can order electric power connections (T13, T15 or T25) via our [Industry portal](#) -> Furniture/Technical Equipment. Please bring sufficient extension cables and multiple plugs with you.



T13



T15



T25

Exhibitor's badges

Exhibitor's badges are not personalized (only company name). The badges are valid to visit the industrial exhibition as well as the scientific lectures. You will receive one exhibitor's badge free of charge per 3 sqm exhibition area. We send the exhibitor's badges one week before event via mail. Additional badges can be booked via our [Industry portal](#).

Flooring/Stand construction

You can order carpet or professional stand constructions at Frey & Frey AG.

It is possible to lay own flooring (e.g. carpet). Under all circumstances, the adhesive material used must be removed completely after the congress. Subsequent cost incurring through non-observance will be charged to the exhibitor.

Furniture

Please order your stand equipment via our [Industry portal](#) -> Furniture/Technical Equipment.

Recommended stand construction service

Frey & Frey AG

Herr Uli Poltier

Mail uli.poltier@freyfrey.ch

Tel. +41 58 521 51 22

Web www.freyfrey.ch

Insurance/Guarding

The Congress Center will be cordoned off in the evening. There will be no guard looking after the booths. Please do not leave any important or valuable materials at your booth unattended. Neither the Congress Center nor the organiser assume liability for booth equipment or stolen materials.

It is recommended to complete insurance for your booth, exhibits and stand personnel.

Individual stand security can be arranged on request. Please contact the team of Kursaal Bern directly via kongress@kursaal-bern.ch.

Internet

We will provide free WIFI for all participants and exhibitors. For separate internet provided for your stand space exclusively please contact: christoph.scherbarth@intercongress.de

Permissions

The exhibitor himself is responsible for obtaining all necessary permissions concerning his work and his personnel and for ensuring all applicable regulations.

Permission for stand construction

Professional stand constructions have to follow the Technical Regulations of Kursaal Bern:
[DownloadLink](#)

All professional stand constructions are restricted to a maximum building height of 2.50 m and need an approval. Please send description and drawing until **8 September** to christoph.scherbarth@intercongress.de

Stand construction

All exhibition stands have to be build self-supporting. Any pillars within the exhibition area are part of the exhibition space. The exhibitor has to follow the regulations and instructions of the venue with regards to safety, permitted furnishings and general appearance. Please note, that walls, doors and columns may generally not be pasted!

Booth walls bordering on other booths have to be white and free of any advertisement. It is prohibited to exceed the limitations of the assigned exhibition space when setting-up your exhibition stand. Neither lightning nor signage may protrude over the stand limitations. The exhibitor is liable for any contravention causing damage.

Stand personnel

To hire hosts, service employees or set-up and dismantling assistants please contact our contact: **Smile Productions GmbH, Mr. Wagner, e-mail: info@smile-productions.ch, www.smile-productions.ch**

DON'T FORGET

Approach

Arriving by plane

We offer special prices and conditions to participants, visitors, exhibitors and invited guests.

Refer to the congress website for further information: <https://ehs-congress.com/travel/>

Arriving by public transport

You can take streetcar line 9: It runs from Bern train station (Kante B) to the "Kursaal" streetcar stop (near Viktoriaplatz).

Arriving by car

The motorway exit is Bern-Wankdorf – keep going straight to the centre – turn right into Papiermühlestrasse – turn right into Viktoriastrasse at the third intersection – turn left at Viktoriaplatz into Kornhausstrasse – the building is located to the right.

For detailed information on how to reach the venue please see page 13 or consult the [website of the Kursaal](#) Bern.

Delivery

Delivery of goods is only possible on set-up day, **Wednesday, 11 October 2023**, between 08.00 h and 19.00 h. In case of a delivery in advance of the set up day or customs clearance, please contact GOODLog GmbH.

Recommended partner for transport and customs clearance

GOODLog GmbH

project logistics | consulting

Gerhard-Ellrodt-Straße 24

D-04249 Leipzig

Marcus Fanter

Mail mf@goodlog.de

Tel. + 49 341 94 56 99 96

Web www.goodlog.de

Please use the following delivery address:

EHS Congress 2023, 12-13 October 2023

Kursaal Bern AG

Kornhausstrasse 3

Company Name, Stand number, mobile number

3013 Bern, Switzerland

**Please keep in mind to
organize the collection of
your stand material, too.**

Hotel Reservation

Intercongress has reserved rooms in a number of hotels in the Kursaal Bern. Please have a look at the congress homepage for further details: <https://ehs-congress.com/hotel/>.

Storage

On account of its inner-city location, Kursaal Bern cannot make any storage compartments available for empty containers. Empty containers which cannot be stored within the exhibitor's rented area must be stored outside of Kursaal Bern, at the expense of the organiser/exhibitor.

If you need to have your goods stored after the official end of dismantling, please refer to GOODLog GmbH, mf@goodlog.de, + 49 341 94 56 99 96.

Social Events

If you want to purchase tickets for the Congress Dinner please order via this link:

https://www.intercongress.de/cgi-bin/regform_79106.exe?company=79106&cfg=F8595661E2&Entry=11

ONSITE

Catering

During the breaks participants will be provided with coffee, tea, water and snacks – free of charge. For additional catering at the booth please use the booking form below or contact Catering directly: kongress@kursaal-bern.ch

Delivery

During the stand set-up and dismantling periods, access by car and/or truck to the Exhibition area is possible for loading or unloading purposes. Please use the Schänzlistrasse and the entrance **No 6** as shown in the following map (7.5T, narrowest point: 2.65 meters).

Please also use entrance **No 3** for small deliveries.

Delivery of goods is only possible on set-up day, **Wednesday, 11 October 2023**, between 08.00 h and 19.00 h.

As there are no forklifts in Kursaal Bern, the appropriate equipment will be brought by GOODLog GmbH. **Charging with technical device must be booked through GOODLog GmbH, mf@goodlog.de, + 49 341 94 56 99 96.** Only the usage of pallet trucks with rubber wheels (no metal or plastics wheels) is allowed for transportation with a maximum load of 360 kilos per pallet truck.

Shipments:

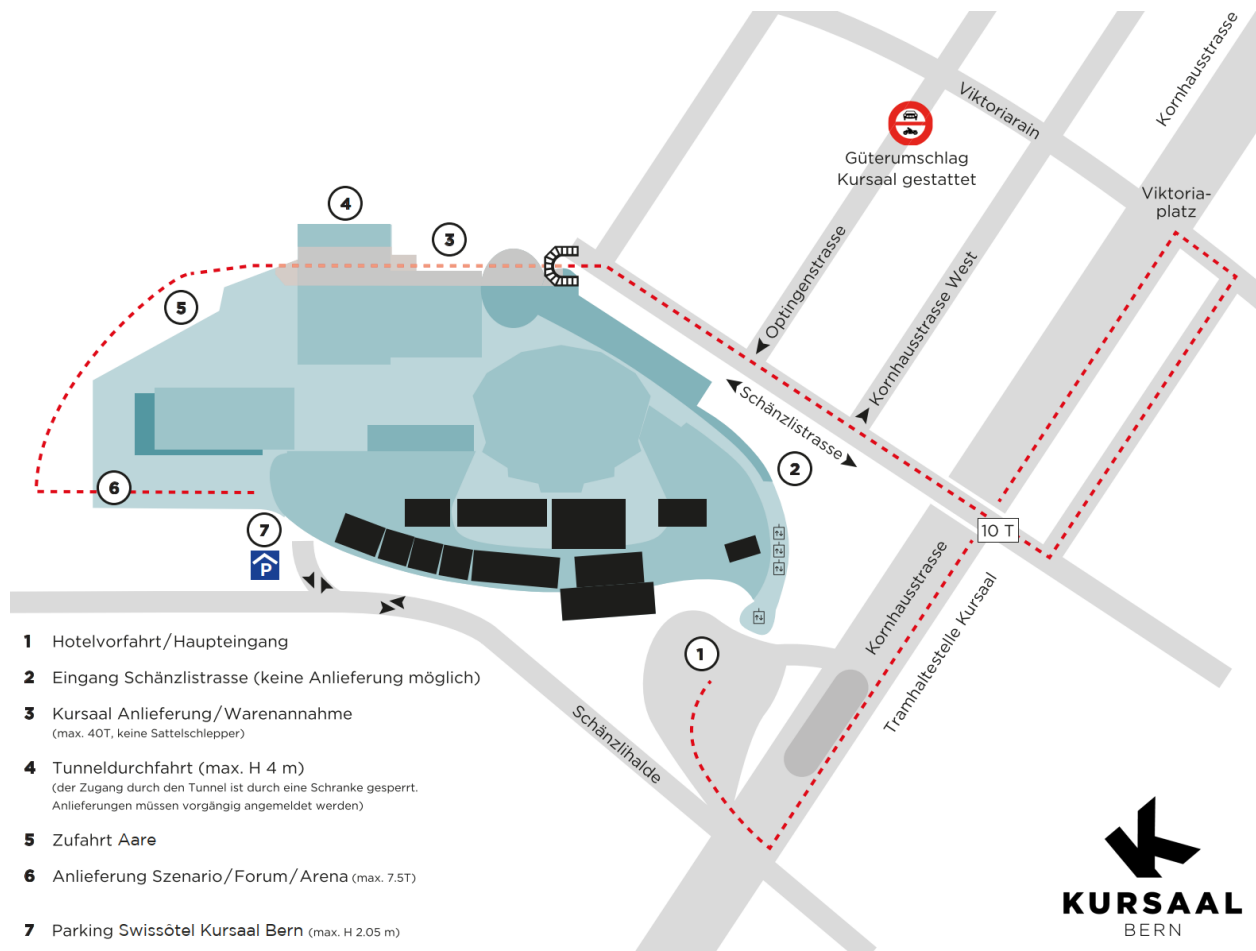
Please note that the Kursaal staff is not allowed to take over or sign any shipments from the exhibitors. Everything has to be addressed correctly to Kursaal Bern. Otherwise, an employee of the exhibitor has to be onsite to sign in person for the delivery.

15TH CONGRESS OF THE EUROPEAN HIP SOCIETY

12-13 OCT. 2023



BERN, SWITZERLAND



Exhibitor's badges

You will receive one exhibitor's badge free of charge per 3 sqm exhibition area.. Exhibitor's badges are not personalized (only company name). The badges are valid to visit the industrial exhibition as well as the scientific lectures. There is NO UEMS certification included. You can order additional exhibitor badges via our [Industry portal](#).

You will receive your eTickets automatically one week before the congress. They will be sent to the email address from which you have booked only. Please forward the tickets to your staff who will use it on site.

Additional badges can be booked via our [Industry portal](#).

Exhibition space

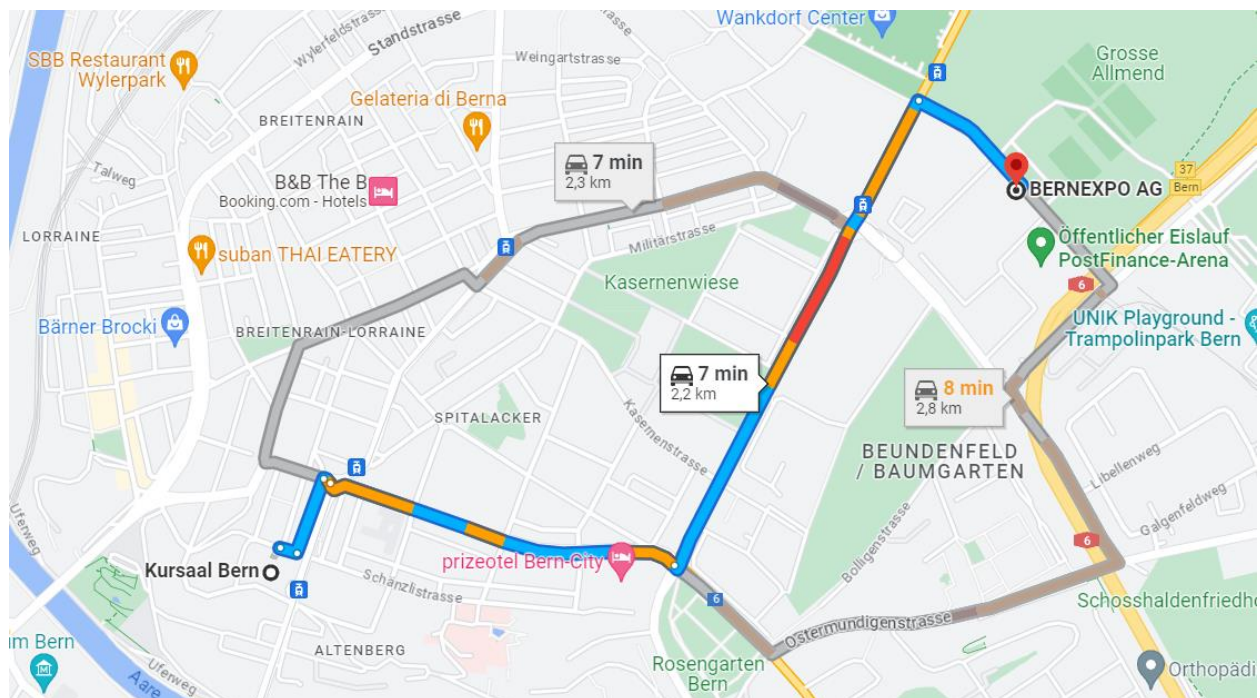
Your exhibition space will be marked with your stand number and company name at the beginning of the set-up. If it's possible we will arrange to place all your rented furniture/electricity at this time, too. At the end of the event the exhibition space has to be handed over in the same condition as it had been handed over to the exhibitor at the beginning of the exhibition.

Parking

Kursaal Bern does not have any delivery/lorry parking spaces. Parking spaces are available through advanced reservation and subject of the availability of BERNEXPO (Tel.: +41 31 348 56 30). The exhibitor is solely responsible for organisation and reservation. For passenger cars, Kursaal Bern operates a pay-and-display car park with 240 parking spaces.

Parking costs have to be covered by the exhibitor.

Parking Trucks at Bernexpo:



Promotion outside your booth

Activities outside the booths such as advertising or interviewing are not welcomed. Advertisement beyond the stand area is subject to approval and has to be ordered separately.

Waste disposal

Exhibitors are responsible for the removal of their construction and other general waste. It is possible to order stand cleaning and extra waste disposal. Please contact our contact team of Kursaal Bern directly via kongress@kursaal-bern.ch.

Please avoid producing waste and therefore costs by taking your empty containers back with you.

AFTER THE CONGRESS

Collection of goods

All goods have to be collected on dismantling day, Friday **13 October 2023**, until 22:00 h at the latest. The delivery and removal of materials by exhibitors is allowed only between 07:00am and 22:00pm due to nightrest.

By the end of the dismantling period, everything must have been removed. It is the exhibitor's responsibility to repack and label all outbound packages. Neither the venue, the freight forwarding company nor the organiser are responsible for any loss or damage of goods.

Any costs incurred for the removal, interim storage or disposal of leftover items are payable by the exhibitor.

The venue itself does not provide any storage possibilities.

If you need to have your goods stored after the official end of dismantling, please refer to GOODLog GmbH, mf@goodlog.de, + 49 341 94 56 99 96.

As there are no forklifts in Kursaal Bern, the appropriate equipment will be brought by GOODLog GmbH. **Charging with technical device must be booked through GOODLog GmbH**, mf@goodlog.de, + 49 341 94 56 99 96. Only the usage of pallet trucks with rubber wheels (no metal or plastics wheels) is allowed for transportation with a maximum load of 360 kilos per pallet truck.

Contact data of participants

We are not allowed to publish contact data of participants because of data restriction rules. Lead retrieval scanners can be ordered via [Industry portal](#).

Statistical analysis

All exhibitors will receive some statistical data of the participants some weeks after the congress via e-mail.

This information is part of the contract and is accepted by signing the application form for exhibition stand or sponsoring.

GENERAL TERMS AND CONDITIONS INTERCONGRESS GMBH

English:

https://intercongress.gmbh/wp-content/uploads/2021/03/Intercongress_TermsConditions.pdf

Deutsch:

https://intercongress.gmbh/wp-content/uploads/2021/03/Intercongress_AGB.pdf

ANFAHRTSPLAN/LOCATION MAP/PLAN D'ACCÈS



Anreise mit der Bahn:

Ab Hauptbahnhof Tram Nr. 9
Richtung «Wankdorf
Bahnhof» (Haltestelle «Kursaal»)

Anreise mit dem Auto:

- Autobahnausfahrt «Bern-Wankdorf»,
- geradeaus Richtung «Zentrum» - Papiermühlestrasse
- rechts einspuren, an der 3. Kreuzung rechts in die Viktoriastrasse abbiegen (Swissôtel Kursaal Bern/Kursaal sind angeschrieben)
- am Viktoriaplatz links in die Kornhausstrasse abbiegen
- Das Swissôtel Kursaal Bern/Kursaal befindet sich auf der rechten Seite

Parking

Die Parkgebühr für 24
Stunden Parking beträgt CHF 26.-

Arriving by train:

From central railway station Tram
No. 9 direction «Wankdorf
Bahnhof» (stop «Kursaal»)

Arriving by car:

- Highway exit «Bern-Wankdorf»,
- follow the signage «Zentrum» - Papiermühlestrasse
- follow the street until 3rd crossing, turn right into Viktoriastrasse and follow signage Hotel Allegro/Kursaal
- at Viktoriaplatz turn left into Kornhausstrasse
- Swissôtel Kursaal Bern/Kursaal is situated on the right side

Parking

The parking fee for 24
hours is CHF 26.-

Arrivée en train:

De la gare centrale prendre le
tram n° 9 direction «Wankdorf
Bahnhof» (arrêt «Kursaal»)

Arrivée en voiture:

- prendre la sortie d'autoroute «Bern-Wankdorf»
- suivre tout droit la direction «Zentrum» par la rue «Papiermühlestrasse»
- serrer à droite, au 3ème croisement tourner à droite dans la rue «Viktoria-strasse» (le Swissôtel Kursaal Bern et le Kursaal sont signalés par des panneaux)
- sur la place «Viktoriaplatz» tourner à gauche dans la rue «Kornhausstrasse»
- l'hôtel Allegro et le Kursaal se trouvent du côté droit

Parking

Les frais de parking pour 24
heures sont de CHF 26.-

15TH CONGRESS OF THE EUROPEAN HIP SOCIETY

12-13 OCT. 2023  BERN, SWITZERLAND

Package label:



Paketbeschriftung Aussteller

DATE OF FUNCTION	NAME OF FUNCTION
11.-13.10.2023	Congress of the European Hip Society
STOREROOM	FUNCTION ROOM
Anlieferung / Warenannahme	Forum

Sender's address:

KURSAAL BERN AG
 Florence Courvoisier
 Stand Nr. / Name:
 Schänzlistrasse 71
Postadresse: Kornhausstrasse 3
 CH-3000
 Bern25
 Tel.: +41 (31) 339 53 31

15TH CONGRESS OF THE EUROPEAN HIP SOCIETY

12-13 OCT. 2023  BERN, SWITZERLAND

Material return form:



Name of the event	
Client Name	
Date of the Event	

Material	
Will be picked up by (<i>company name</i>)	
Will be picked up on (<i>date</i>)	
Will be sent to	

Name of the person returning material	
Telefon number	

Name Mitarbeitender KurSaal Bern	
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Order form catering:



ORDER FORM CATERING

INFORMATION	
Event	
Date	
Company	
Booth No.	
Contact person	
Phone	
E-Mail	
Invoice address	
Purchase order No.	
Date of order	

TIME WINDOW BEVERAGE ORDERS

Morning **(VM)**: before the exhibition opens
 Afternoon **(NM)**: after lunch

TIME WINDOW FOOD ORDERS

With the welcome coffee **(BK)**
 With the morning coffee break **(KP V)**
 With the flying lunch **(ST L)**
 With the afternoon coffee break **(KP N)**

IMPORTANT

Please enter the desired time window in the table according to the abbreviations.

			DATE	DATE	DATE			
BAKED GOODS	Portion	CHF	Quantity portions	Time window	Quantity portions	Time window	Quantity portions	Time window
Croissant	Piece	2.00						
Wholegrain bread	Piece	2.00						
Pain au chocolat	Piece	2.00						
Pretzel with butter	Piece	4.00						

MINI-SANDWICHES	Portion	CHF	Quantity portions	Time window	Quantity portions	Time window	Quantity portions	Time window
Vegetarian	5 pieces	20.00						
Meat	5 pieces	20.00						
Vegan	5 pieces	20.00						

KURSAAL BERN AG

Kornhausstrasse 3, Postfach, CH-3000 Bern 22, +41 (0)31 339 55 00, info@kursaal-bern.ch, www.kursaal-bern.ch

15TH CONGRESS OF THE EUROPEAN HIP SOCIETY

12-13 OCT. 2023  BERN, SWITZERLAND

ORDER FORM CATERING

COLD DELICACIES / APÉRO	Portion	CHF	Quantity portions	Time window	Quantity portions	Time window	Quantity portions	Time window
Meat and cheese platter with bread	Plate for 5 people	35.00						
Marinated calamata olives, parmigiano and grissini	for 5 people	25.00						
Swiss beef tatar, refined with whiskey	5 pieces	25.00						

WARM DELICACIES	Portion	CHF	Quantity portions	Time window	Quantity portions	Time window	Quantity portions	Time window
Classic ham croissant	5 pieces	25.00						
Cheese tartlets	5 pieces	25.00						

SNACKS	Portion	CHF	Quantity portions	Time window	Quantity portions	Time window	Quantity portions	Time window
Peanuts	Pack	4.00						
Chips	Pack	4.00						

FRUIT BASKET	Portion	CHF	Quantity kg	Time window	Quantity kg	Time window	Quantity kg	Time window
Fresh fruit in a basket	per 1 kg	15.00						

LUNCHBAG	Portion	CHF	Quantity Bags	Time window	Quantity Bags	Time window	Quantity Bags	Time window
1 Sandwich (Salami or cheese)	Minimum order 5 Bags	100.00 every additional bag for CHF 20.00						
1 fresh fruit								
1 piece of cake								
1 5dl mineral water (PET)								
incl. carrier bag, cutlery, napkin and refresher tissue								

KURSAAL BERN AG

Kornhausstrasse 3, Postfach, CH-3000 Bern 22, +41 (0)31 339 55 00, Info@kursaal-bern.ch, www.kursaal-bern.ch

15TH CONGRESS OF THE EUROPEAN HIP SOCIETY

12-13 OCT. 2023  BERN, SWITZERLAND

ORDER FORM CATERING

			DATE		DATE		DATE	
SWEET SNACKS	Portion	CHF	Quantity portions	Time window	Quantity portions	Time window	Quantity portions	Time window
Mini muffin	5 pieces	15.00						
Homemade cake (daily offer)	5 pieces	15.00						
Dessert in the glass (seasonal offer)	5 pieces	25.00						
Birchermüesli	5 pieces	25.00						

BEVERAGES (WITHOUT GLASSES)		CHF	Quantity	VM / NM	Quantity	VM / NM	Quantity	VM / NM
Mineral water sparkling	8 dl	7.00						
Mineral water still	8 dl	7.00						
Mineral water sparkling (PET)	1.5 l	5.00						
Mineral water still (PET)	1.5 l	5.00						
Various softdrinks	3.3 dl	4.50						
Orange juice in a jug	1 l	9.00						
Féchy Grand Cru AOC	7.5 dl	48.00						
Ticirosso TI DOC Merlot	7.5 dl	48.00						
Prosecco Casa dei Farive Brut	7.5 dl	54.00						
Feldschlösschen Hopfenperle beer	3.3 dl	5.50						

Further alcoholic beverages on request

BASKET WITH GLASSES	Portion	CHF	Quantity baskets	VM / NM	Quantity baskets	VM / NM	Quantity baskets	VM / NM
25 water glasses	Basket	20.00						
25 wine glasses	Basket	20.00						
25 coffee cups, saucers and spoons	Basket	20.00						

SPECIALS	Portion	CHF	Quantity	Quantity	Quantity
Coffee machine brought along yourself	Piece	50.00 per day			
Barista	Piece	100.00 per day			

KURSAAL BERN AG

Kornhausstrasse 3, Postfach, CH-3000 Bern 22, +41 (0)31 339 55 00, info@kursaal-bern.ch, www.kursaal-bern.ch

15TH CONGRESS OF THE EUROPEAN HIP SOCIETY

12-13 OCT. 2023  BERN, SWITZERLAND

ORDER FORM CATERING

REMARKS

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Please send the completed form by email to kongress@kursaal-bern.ch. The processing fee for invoicing is CHF 10.00 per order.

Date: _____ Signature:  _____