



# RATES & CONDITIONS

TTW French-speaking Switzerland

**28<sup>th</sup> & 29<sup>th</sup> October 2020**

Leading B2B travel trade event in the French-speaking part of Switzerland for outgoing tourism



**TTW**  
TRAVEL TRADE WORKSHOP

**TTW French-speaking Switzerland**

**28 & 29 October 2020 | Montreux Music & Convention Centre 2m2c**

## 2 General information



- Combination of networking and content
- ENVOL Destinations
- Trainee Program
- Networking Cocktail
- Travel Personality Award Romandie
- 920 participants in 2019
- ASIA WORKSHOP on Wednesday, WORKSHOP to be defined on Thursday

**Exhibition venue** 2m2c Montreux Music & Convention Centre  
Av. Claude-Nobs 5, 1820 Montreux

**Event dates & time table**  
**Wednesday, 28 October 2020**  
10h00 – 12h15 WORKSHOP  
12h15 – 19h00 TTW

**Thursday, 29 October 2020**  
10h00 – 12h15 WORKSHOP  
12h15 – 18h30 TTW

**Organization** TTW / Primus Publishing Ltd.  
Hammerstrasse 81, CH-8032 Zurich  
Tel.: +41 (0)44 387 57 97, E-mail: [info@ttw.ch](mailto:info@ttw.ch)  
Internet: [www.ttw.ch/romandie](http://www.ttw.ch/romandie)

### Your contact



Bruno Indelicato,  
Head of TTW



Muriel Bassin,  
Sales

### Facts & Figures 2019

Participants	920
Exhibitors & Sponsors	70
Content	ENVOL Destinations, FOCUS and WORKSHOPS
Trainee Program	38 Trainees



All rates excluding 7,7% VAT

## Booth

	Rate for 2 days	Rate for 1 day*
4 m <sup>2</sup>	CHF 3'500.–	CHF 1'950.–
6 m <sup>2</sup>	CHF 5'000.–	n/a
8 m <sup>2</sup>	CHF 6'650.–	n/a
12 m <sup>2</sup>	CHF 9'975.–	n/a

\* The one-day offer applies only to providers focused on workshop related regions and only for 4m<sup>2</sup> booth. This offer is limited to max. 5 booths (per day)!

## 4 Exhibition offer – Market Place



Size	Counter Light	Counter	Barstool	Table (Ø 80 cm)	Chair
					
Booth					
4 m <sup>2</sup>	1	-	1	-	-
6 m <sup>2</sup>	1	-	2	-	-
8 m <sup>2</sup>	-	1	-	1	2
12 m <sup>2</sup>	-	1	-	1	3

Corner stands have one side open and no billboard on the open side.

### Included in the rates

- Furnishing according to the above list
- Waste disposal
- Cleaning of the stand
- Exhibitor tickets  
(2 free tickets for one exhibitor, 4 free tickets for 2 exhibitors per booth)
- Entry in the index of exhibitors

### Compulsory surcharges

- General liability insurance  
(see general conditions, page 6) CHF 125.– per exhibitor

### Optional surcharges

- Sub-exhibitor CHF 1'000.–
- Electricity CHF 120.–  
(Supply: 1x 220V – 2 kWh)



For all booths installations and usage of light is included.

Installations for further electricity have to be ordered separately and will be additionally charged.

**Advertising and Branding prices such as other presentation forms on request !**

### Important information

The allocation of stands is the responsibility of the organizer. Allocation requests will be taken into consideration as far as possible.



## ASIA WORKSHOP & WORKSHOP TO BE DEFINED

The ASIA WORKSHOP (Wednesday, 28 October) and the WORKSHOP other destinations (Thursday, 29 October 2020) will take place in the morning prior to the usual TTW programm.

### Good to know

- Both workshops starts around 09:30.
- 6 WORKSHOP-slots (each 17 minutes) are assigned to providers of Asia regions.
- 90 participants are expected at both events.
- Both workshops include a short coffee break, which is sponsored by the providers (included in the price)
- A lunch will be offered within a delimited area at the end of both events.
- All attendees have the possibility to participate in a contest. The lucky winner will be awarded at the end of the lunch.

### Requirements

- The ASIA WORKSHOP (slot) can only be booked in combination with a TTW booth (1 or 2 days).
- **The reservations** are considered upon date of receipt. Top-priority is given to Tourist Boards and Tour Operators. The committee decides about the definite ASIA WORKSHOP selection on a certain date.
- **A high-quality of the presentations are required.** The committee reserves the right to check the topic and the destination of the presentations and decide about the definite ASIA WORKSHOP selection.
- **Visitors Promotion:** Speakers are committed to send at least one promotion mailing to their own client-database (in cooperation/coordination with TTW). TTW Management needs absolute to be copied in all Email correspondence with the travel agencies. The Emails must be sent between 5 and 23 October 2020.

### Price ASIA WORKSHOP

- WORKSHOP-slot, 17 minutes     **CHF 450** (Presentations & Coffee Break Sponsoring)
- **Included in the ASIA WORKSHOP is:**
  - Asia presentation, max. 17 minutes (Value CHF 325)
  - Engineering/Technics: Laptop, Beamer, Screen, Sound, technical support
  - Placing of one roll-up in the presentation room
  - Coffee-break sponsoring with specifically mentioning of the company (Value CHF 125)

### Upgrade your presence

- **An attractive contest award is sought for both days.** The winner of this contest will be rewarded in the same area where the lunch takes place.
- **Lunch:** On both days a lunch will be offered to all WORKSHOP participants. This lunch can be sponsored by a partner.

## The committee



Modestino Capolupo  
(TPT/Travelhouse /  
Hotelplan Suisse)



Beat Obrist  
(Groupe TTS/  
Les Spécialistes)



Jean-Marcel Perotti  
(TUI Suisse)



François Sancho  
(DER Touristik  
Suisse/Kuoni)



Dominique Sudan  
(TRAVEL INSIDE)



Rolf Weber  
(Stohler Tours)

## TTW – ENVOL & FOCUS

The usual TTW, which takes place in the afternoon still combines the MARKET PLACE with an interesting content program. The latter is composed of both formats ENVOL and FOCUS. ENVOL stays for destinations presentations, which are completely neutral and free of advertising (in comparison to the ASIA WORKSHOP and and the Workshop to be defined). The format FOCUS is about actual and specific industry subjects, which are also neutral and free of any advertising

## TTW – DRAW

The traditional draw („Tirage au sort“) addressed to all the TTW visitors happens at the end of the day. All visitors are welcomed to participate very simply with their business cards. We are looking for partners, who sponsors the reward of this draw.



## General data:

Company \_\_\_\_\_

Contact \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Postal Code & City/Country \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Date/Place \_\_\_\_\_

Legal signature \_\_\_\_\_

## Billing address (if different):

Company \_\_\_\_\_

Contact \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Postal Code & City/Country \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**I wish to order the following services (rates in CHF, excluding 7,7% VAT).**

- ☐ **Booth 4 m<sup>2</sup>** **CHF 3'500.–** for 2 jours
- ☐ **CHF 1'950.–** for 1 jour\*
- ☐ **Booth 6 m<sup>2</sup>** **CHF 5'000.–** for 2 jours
- ☐ **Booth 8 m<sup>2</sup>** **CHF 6'650.–** for 2 jours
- ☐ **Booth 12 m<sup>2</sup>** **CHF 9'975.–** for 2 jours

\* The one-day offer applies only to providers of workshop related regions and only for 4 m<sup>2</sup> booth. This offer is limited to max. 5 booths (per day)!

Name of the second exhibitor \_\_\_\_\_

- ☒ General liability insurance CHF 125.– per exhibitor  
(compulsory, see General Conditions, p. 6)
- ☐ Sub-exhibitor CHF 1'000.–
- ☐ Electricity 1x 220 V – 2 kWh CHF 120.– per supply

## Asia Workshop

- ☐ **Presentation (17 minutes) ASIA WORKSHOP (Wednesday) at CHF 450 \***

\* The conditions and information about the awarding are listed on page 5.

**Please return the completed application form to TTW,  
by post (TTW / Primus Publishing Ltd., Hammerstrasse 81, 8032 Zurich) or email (info@ttw.ch)**

## Organization

TTW French-speaking Switzerland is organized by  
TTW / Primus Publishing Ltd., Hammerstrasse 81, CH-8032 Zurich

## Application/Acceptance/Signature

The application to participate is valid only if submitted on the official Application Form, with stamp and legally valid signature. By signing the Application Form, the TTW participant accepts these General Conditions & Regulations. Responsibility for acceptance or non-acceptance of an application lies with TTW / Primus Publishing Ltd. Applications may be rejected without TTW / Primus Publishing Ltd. being required to state a reason. The application becomes effective as a contract upon written confirmation by TTW / Primus Publishing Ltd.

## Withdrawal

Companies with binding applications cannot be released from the contract without payment of a withdrawal compensation fee. Should the participant withdraw from TTW after placing the order, the participant shall be liable to pay a compensation fee of 20% of the total cost (the minimum amount being CHF 1000 as an administrative contribution). This fee applies even if the stand is rented out at a later date. Should the participant withdraw after 01.06.2020 the participant shall be liable to pay the full stand rental and any additional costs that may occur. If an application to participate in TTW is not accepted, the applicant shall be informed as quickly as possible. TTW / Primus Publishing Ltd. shall not be held liable for any disadvantages which may be suffered by the participant resulting from rejection of the application.

## Payment dates/Terms of payment

The participation fee is to be paid in full after receipt of the invoice and within the specified time. Without settlement of outstanding invoices, stand construction and participation in the TTW shall not be permitted. Late payments shall be charged interest at a rate of 5%. Terms of payment: 100% of the invoice total shall be due 30 days after the issue date of the invoice. Under Swiss legislation, TTW / Primus Publishing Ltd. is obliged to charge Value Added Tax of 7,7% – separately indicated on invoices – on the price of stand rental and other services provided. However, all prices are listed excluding Value Added Tax unless explicitly stated otherwise. Value Added Tax applies to exhibitors from Switzerland as well as from abroad.

## Stand allocation

TTW / Primus Publishing Ltd. will allocate stands in the order in which correct applications are received. Any special allocation requests must be mentioned in writing on the application and will be taken into consideration as far as possible, but cannot be guaranteed as a condition of participation. TTW / Primus Publishing Ltd. shall reserve the right to modify the location, square-metre area or number of open sides of the stand to the prevailing space conditions – in other words, to adapt the stand location and/or area within reasonable proportions and (in such event) without the exhibitor being entitled to any special compensation. The additional placing of a stand not indicated on the Hall Plan must be accepted.

## Promotion outside the stand

The participant undertakes not to engage in any sales or promotion activity (including distribution of advertising material, leaflets etc.) outside his stand, unless prior written authorization has been granted by TTW / Primus Publishing Ltd. In the event of contravention of this regulation, the offending exhibitor shall be charged additionally a minimum amount of CHF 5000 without prior notification.

## Index of participants

Entry in the official TTW catalogue is obligatory. TTW / Primus Publishing Ltd. accepts no liability for errors or omissions.

## Operation of stands

The exhibitor undertakes to ensure that the deadlines for construction and dismantling are met and that his stand is permanently staffed during the entire opening hours of TTW. On the last day, stands must not – even partially – be cleared or dismantled before the official closing time.

## Stand installation and decoration

Exhibitors may not mount any installation or decoration on their stand or make any other changes considered in any way to be detrimental to other exhibitors. TTW / Primus Publishing Ltd. reserves the right to remove or order modification (at the participant's cost and risk) of any stand installation or decoration which it considers detrimental to the image of TTW, represents a potential danger, or could disturb visitors or neighbouring stands. In addition, no objects may be placed in the public areas.

## Cancellation or modification of the event

In the event of TTW being cancelled, its importance being restricted or its character being changed due to political or economic circumstances or an act of God, participants shall not be entitled to compensation. In the event of cancellation, the organizers shall retain rent paid for the stands up to an amount sufficient to cover expenditure already incurred.

## Modification of Regulations

TTW / Primus Publishing Ltd. is empowered to rule on situations not covered by these regulations and to make any appropriate modifications or additions. Such modifications shall enter into force with immediate effect. Any circular letters sent to participants at a later stage shall constitute an integral part of the General Conditions & Regulations.

## Contravention of Regulations

Contravention of any clause of these General Conditions & Regulations may result in immediate exclusion of the offending exhibitor from TTW. In such an event, the participant in question shall not be entitled to reimbursement or compensation.

## Insurance

Every TTW exhibitor entering into a contractual agreement with TTW / Primus Publishing Ltd. shall accept liability for any damage to the exhibition halls and installations of the Montreux Music & Convention Centre (2m2c), to other exhibitors and also to third parties (including TTW visitors, clients, etc.), caused by the exhibitor in question or by that exhibitor's stand personnel. Every TTW exhibitor is required to conclude a liability insurance agreement with an insurer based in Switzerland and covering minimum damage of CHF 3 million. Any TTW participant not able to provide proof of such a liability insurance coverage will be provided with appropriate insurance by TTW / Primus Publishing Ltd., chargeable to the exhibitor. In turn, every TTW exhibitor is covered by TTW / Primus Publishing Ltd. against fire and water damage (caused by fire-fighting operations, burst pipes or natural disaster). Maximum damage coverage amounts to CHF 400 per m<sup>2</sup> of invoiced and paid stand area. TTW / Primus Publishing Ltd. itself accepts no liability in respect of exhibitors' own property and stand installations. Every exhibitor is therefore required to ensure that exhibited property and equipment conform to accident prevention regulations. Such insurance costs CHF 125 per exhibitor (excluding VAT). Exhibitors already in possession of appropriate liability insurance are required to submit a copy of the policy to TTW / Primus Publishing Ltd.

## Disputes

In the event of dispute, both parties shall endeavour to reach a settlement before resorting to litigation. The participant undertakes to submit any such complaint to TTW / Primus Publishing Ltd. in writing. Should a dispute not be settled amicably, the place of jurisdiction shall be Zurich and only Swiss law shall apply. The German text of these General Conditions & Regulations is the legally binding version.