RATES & CONDITIONS

MARKET PLACE

TTW
TRAVEL TRADE WORKSHOP

TTW at Swiss Travel Day
22 October 2020 | Stage One | Zurich Oerlikon

Swiss Travel Day | Thursday, 22 October

- **Swiss Travel Day** is **THE** platform for all companies active or interested in outgoing tourism from Switzerland
- All under one roof: compact offer for the tourism industry
- The 45. travel trade fair **TTW** is integrated into the Swiss Travel Day
- TTW is the core piece of the Swiss Travel Day and provides networking opportunities
- TTW also provides extensive education and training opportunities for travel industry professionals
- The **Swiss Travel Summit** is an integrated congress aimed at management-level executives
- At the **Swiss Travel Awards** tourism companies and brands from various sectors are recognized
- The **Travel Personality Award** will be handed out to an outstanding personality from the Swiss travel trade industry
- Swiss Travel Day will be concluded with **IAWA**, a large party to which all attendees are invited

Thursday, 22 October 2020 – Stage One, Zurich Oerlikon

SWISS TRAVEL DAY

Switzerland's leading B2B travel trade event

09h00–18h00

- Networking in the modular booth exhibition
- Content Program *(Seminar & Spotlight)*
- Trainee Program
- Education & Career World

14h00–18h00

- Congress platform covering current topics and animated by top-class presenters; aimed at management-level executives

19h15–20h45

- Swiss Travel Awards *(rewarding companies and brands)*
- Travel Personality Award *(rewarding an outstanding personality of the Swiss travel industry)*

19h00–02h00

- Party for all attendees

18h00–19h15
Networking-Cocktail
for visitors of TTW, Summit and Awards

20h45–22h00
Award Get-together
for Award show visitors

General Information

Exhibition venue

Stage One, Zurich Oerlikon
Elias-Canetti-Strasse 146, 8050 Zurich

Event date

Thursday, 22 October 2020

Organization

TTW Management Ltd.
Hammerstrasse 81, CH-8032 Zurich
Tel.: +41 (0)44 387 57 97
Fax: +41 (0)44 387 57 90
E-mail: info@ttw.ch
Internet: www.ttw.ch

Contact

Bruno Indelicato, Head of TTW

Muriel Bassin, Sales

Selina Frommer, Project Manager

Numbers/Facts

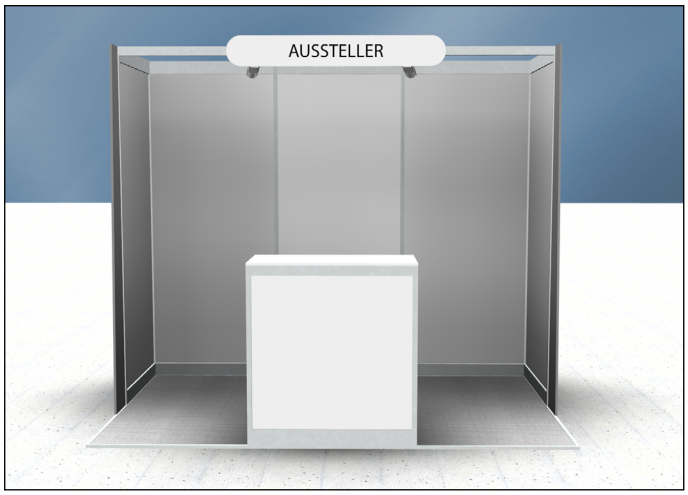
	Swiss Travel Day 2019
Participants	1600
Exhibitors & Sponsors	100
Workshops	6 Spotlight, 2 Education Workshops, Cruise Talk, 4 Guest Event
Trainee Program	100 Trainees

Exhibition offer – Market Place

Modular stand Light (Rates excl. sub-exhibitors)

all rates excluding 7,7% VAT

Size (2 m depth)	Rates
4 m² (2x2 m)	CHF 2'500
6 m² (3x2 m)	CHF 3'450



Modular stand 6 m²

Modular stand (Rates excl. sub-exhibitors)

Size (3 m depth)	Rates
9 m² (3x3 m)	CHF 5'250
12 m² (4x3 m)	CHF 6'950
15 m² (5x3 m)	CHF 8'750
18 m² (6x3 m)	CHF 10'300
Larger	On demand

Modular stand 18 m²

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Exhibition offer – Market Place

Size	Counter Light	Counter	Barstool	Table (Ø 80 cm)	Chair
Modular stand Light					
4 m²	-	1	1	-	-
6 m²	-	1	2	-	-
Modular stand					
9 m²	1	-	-	1	2
12 m²	1	-	-	1	3
15 m²	1	-	-	1	4
18 m²	1	-	-	1	4

Included in the rates

- Waste disposal
- Cleaning of the stand
- Exhibitor tickets (1 free ticket per 3m²)
- Stand surface
- Stand construction
- Grey carpet (hall floor)
- Stand lighting
- Lettering (max. 30 letters, 4–6 m² 20 letters)

Compulsory surcharges

• General liability insurance	CHF	125	per exhibitor
• Communications Package Print/Online	CHF	150	per main exhibitor
• Communications Package Print/Online	CHF	50	per sub-exhibitor

Sub-exihibitor

• Surcharge sub-exhibitor Modular stand Light (4m²/6m²):	CHF	700	per sub-exhibitor
• Surcharge sub-exhibitor Modular stand (as of 9m²)	CHF	200	per sub-exhibitor

Optional surcharges

• Surcharge for 2nd open side	15%	on modular stand rate
• Surcharge for 3rd open side	25%	on modular stand rate

• Electricity

Supply: 1x 220V – 2 kWh CHF 80

Supply: 1x 380V – 11 kWh CHF 145

For all booths installations and usage of light is included in the price of your booth. Installations for further electricity have to be ordered separately and will be additionally charged.

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Order 2020 – TTW at Swiss Travel Day

General Data

Company

Contact

Position

Adress

Postal Code/City/Country

Phone/Fax

E-Mail

Datum/Place

Legal
Signature

Billing Address (if different)

Company

Contact

Position

Adress

Postal Code/City/Country

Phone/Fax

E-Mail

I wish to order the following services (rates in CHF, excluding 7,7% VAT).
For detailed conditions and services see specifications on the previous pages.

- Modular stand Light 4 / 6 m² (2 m depth) _____ m² size for CHF _____
- Modular stand 9 / 12 / 15 / 18 m² (3 m depth) _____ m² size for CHF _____

Surcharge for 2nd open side (15%) CHF _____
Surcharge for 3rd open side (25%) CHF _____

☒ Communications Package Print/Online (compulsory) CHF 150 per main exhibitor
Communications Package Print/Online (compulsory) CHF 50 per sub-exhibitor

☐ Surcharge sub-exhibitor Modular stand Light (4 m²/6 m²) CHF 700 per sub-exhibitor

☐ Surcharge sub-exhibitor Modular stand (as of 9 m²) CHF 200 per sub-exhibitor

Names of the sub-exhibitors _____

☒ General liability insurance (compulsory, see General Conditions, p. 7) CHF 125 per exhibitor

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☐ 1x220V – 2kWh CHF 80 per supply

☐ 1x380V – 6kWh CHF 145 per supply

☐ I am interested in sponsoring and advertising.

Please return the completed application form to TTW Management Ltd. by email (info@ttw.ch).
TTW Management Ltd., Hammerstrasse 81, CH-8032 Zurich

General Conditions and Regulations

Organization

TTW Zurich is organized by TTW Management 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 Management Ltd. Applications may be rejected without TTW Management Ltd. being required to state a reason. The application becomes effective as a contract upon written confirmation by TTW Management 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 Management 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%. Under Swiss legislation, TTW Management 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 Management 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 Management Ltd. shall reserve the right to modify the location, square meter 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 Management 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 Management Ltd. accepts no liability for errors or omissions.
Summary of fire prevention guidelines
General: Stand decorations should not pose a fire danger. In the event of fire, persons may not be endangered and exits and escape routes must not be obstructed. Materials: In rooms for visitors, decorations must be made of low-flammability materials (Fire Code Nr. 5.1 or in rooms with sprinklers, Fire Code Nr, 4.1). In the event of fire, such materials should not produce poisonous gases. Burning decorations should not be placed or disposed of in escape routes. Promotional balloons should not contain gas. Decorations made of massive wood are permitted where there are low-flammability materials (Fire Code Nr. 5.1).

Operation of stands

The exhibitor undertakes to ensure that the deadlines for the stand decoration 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 Management 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.

Presentations / Attractions

Presentations and attractions at individual stands are welcome. However, they should not in any way disturb or interfere with neighbouring stands.

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House Rules and Regulations

The exhibitor is obligated to comply with the house regulations, organisational, written and oral instructions, notices and regulations, which will be displayed at the venue in a clearly visible place or communicated prior to the event, and enforce their observance with their employees and visitors.

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 Management 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 Management Ltd. shall accept liability for any damage to the exhibition halls and installations of Stage One, 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 Management Ltd., chargeable to the exhibitor. In turn, every TTW exhibitor is covered by TTW Management Ltd. against fire and water damage (caused by fire-fighting operations, burst pipes or natural disaster). Maximum damage coverage amounts to CHF 400 per m2 of invoiced and paid stand area. TTW Management 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 Management 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 Management 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.

Zurich, February 2020