

CICG

CENTRE
INTERNATIONAL
DE CONFÉRENCES
GENÈVE



LE MONDE AU CENTRE DE GENÈVE
MEET THE WORLD IN GENEVA

***Useful Information &
Services***

Welcome to the CICG!

In this document you will find all information that will enable you to settle down and organize your conference in optimal conditions.

We will also show you all the services that you can order with us or with our partners.

We recommend you to read well the general conditions printed at the back of the contract, which explain the included and external services, the responsibilities of each person signing the contract, the cancellation policy and the regulation of the building.

We wish you a pleasant conference at the CICG.

CICG Team.

- **SCHEDULE OF THE CICG**

The CICG is open Monday to Friday from 7AM to 7PM.

On request, we can extend these schedules in the evening and during the weekend. We will send you a detailed estimate concerning the weekend and the extra hours according to your needs.

- **PARKING**

The CICG does not own a private parking but we can propose you several solutions concerning the parking of your vehicle.

Car

The Parking of the “Place des Nations” is located only 150 meters away from the CICG. (Address: Rue de Varembé 1). The maximum height for this Parking is 1.90m.

The CICG proposes exit tickets at a preferential rate of 10 CHF/day. These tickets are not sold to individual person but exclusively to the organizers of the conference who will distribute or sell them to the participants.

Truck

You have the possibility to park you trucks at the Parking “P49”, located near the Geneva Airport. On request, your Project Manager will send you a booking form. The reservation must be done 48 hours in advance.

Price: 70 CHF/day

It is also important to take careful note that driving a truck between Saturday 20 PM and Sunday 20 PM is forbidden in Switzerland.

- **DELIVERIES**

The clients and exhibitors have the possibility to have the material delivered in limited quantities before the event. The delivery date and the authorized volume will be chosen according to you and your Project Manager.

For the documents:

Name of the conference / congress
 c/o CICG
 15 rue de Varembe
 Case Postale 13
 1211 Genève 20

For the material:

Name of the conference / congress
 c/o CICG
 Cour de livraison
 Chemin Louis-Dunant
 1211 Genève

Do not forget the reference: Title of the conference + date, contact person and phone number.

You have to announce yourself at the externals terminals to access the delivery court.

The CICG will receive the materiel you send, but we are not responsible for the delivery mistakes.

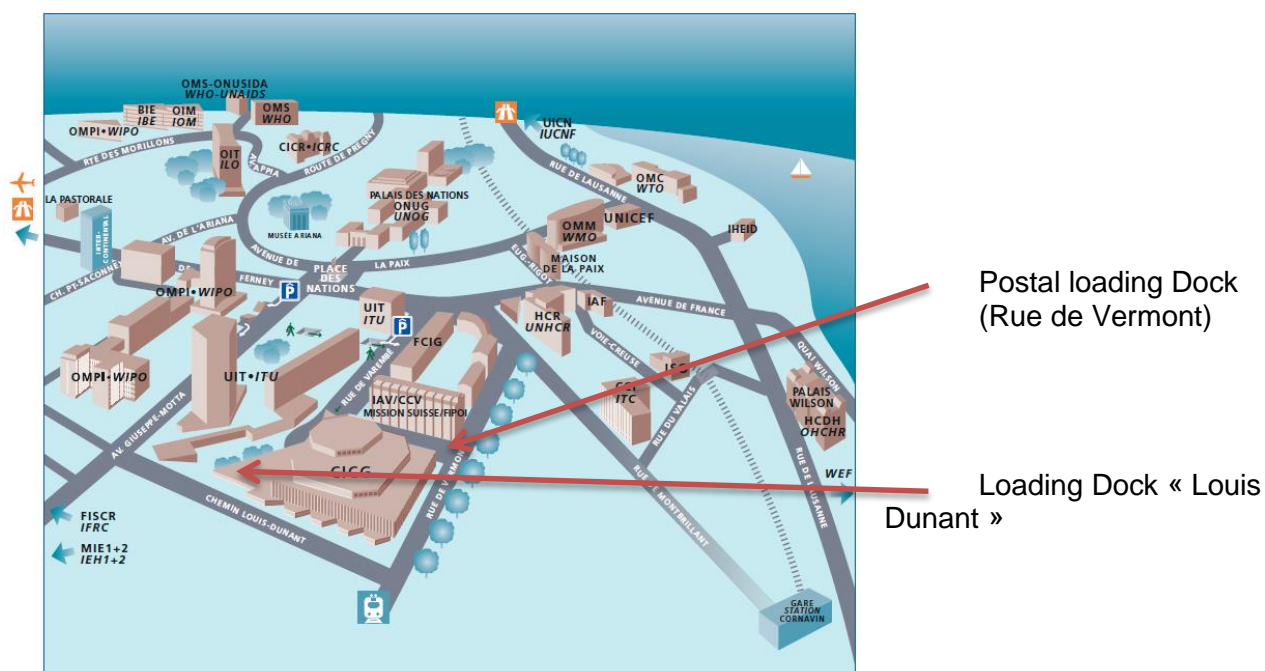
The costs associated to the deliveries (VAT, customs fees...) will be in charge of the sender. The CICG will not pay anything for the deliveries and cash on delivery shipment will be refused.

Moreover, the delivery man has to bring the materiel up to the storage zone.

No discharging will be made by the CICG for insurance purposes.

The deliveries are made by the delivery court. Only the semi-trailers are allowed to discharge the material on the CICG's esplanade.

We can keep the material and documents for a maximum of 48 hours after the event. After that, everything that has not been taken back will be destroyed or cleared and in charge of the organizer.



- **TRANSIT, VOLUMINOUS MATERIAL STORAGE (EXHIBITIONS)**

The CICG does not have a storage area for the exhibition material. All the bulky rubbish must be evacuated by the exhibitors.

Our partner InterExpoLogistics (IEL), specialised in material transportation, transit and storage, is at your disposal if you have questions.

<http://iel.ch>

- **EXHIBITIONS**

Our partners for the building of the modular or custom-made booths are the following:

- *Mathys SA*
<http://www.mathys-expo.ch/>
- *Proexpo SARL*
<http://proexpo.ch>
- *SYMA-SYSTEM SA*
<http://www.syma.ch>

Personal booth

The exhibitors who owns their personal booth and do not collaborate with one of our partners are requested to send the booth plan to the Project Manager in order to have it validated.

Ground loading

A ground loading exceeding 250 kg/m² needs a special prior authorization.

The pavement marking and the development of implantation plans by the CICG are done upon request and on estimate.

- **SECURITY/EXPLOITATION**

The use of gas, petrol and candles is forbidden at the CICG.

It is imperative to plan a protection of grounds / walls during the arrangement of voluminous furniture. (Fridge, coffee machine, Ice machine...)

It is necessary to guarantee a passage in corridors leading to the emergency exits of 2.50m. In front of emergency exits 1.50m must be left free of any arrangement.

For the use of the freight elevator, an access badge must be asked at the reception, between 7 AM and 7 PM, in exchange for an ID card.

- **DISPLAY, INFORMATION AND LOGOS**

The following possibilities are at your disposal to customize the display of your event:

- 1) *Electronic display* on the screens of the reception desk, the rooms and halls in size 16/9 and resolution 1080/1920, 1920/1080 or full HD. You can contact your Project Manager in order to receive the procedure and the screens plan.

A general display is also diffused to inform usefully our visitors. For that reason, a display by default is set up on the not used screens.

- 2) *Posting on our display panels*

It is possible to rent posters panels: 160x190 cm (brown), 200x200 cm and 200x300 cm (white). The only way to fix something on the white panels is the Glu-Tack, and you can use a tack on the brown panels.

- 3) *Totem displays*

We have some Totem displays that can be rented and placed wherever you would like to. The size of the display is A3, portrait orientation.

- 4) *External display*

It is possible to rent a display area outside the CICG.

- 5) *Personalization of the speaker desks in room 1 & 2*

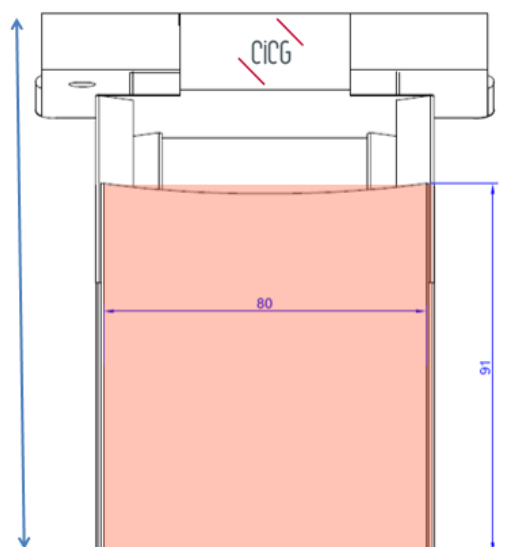
Le pupitre est réglable en hauteur

Hauteur maxi totale = 139cm

Hauteur mini total = 111cm

En rouge : surface d'affichage
80 x 91 cm

Il est interdit de couvrir le logo CICG



For the external display and the speaker desks (4&5), only our partners are allowed to create and install the display.

Posting anything else on the walls at the CICG is strictly forbidden.

- **RENTAL OF FURNITURE**

You have the possibility to rent material directly at the CICG. Here is a non-exhaustive list of materiel that can be rented:

- Conference tables (150 cm X 75 cm X 75 cm)
- Black chairs with or without tablet.
- Desk chairs
- Reception desks
- Display panels
- Dining room tables and chairs
- Desk pedestals
- Low and high cupboards
- Totem displays

You can ask your Project Manager for the quantity and prices.

You can have a look on our website for specific furniture by our partners.

- **TECHNIC**

We will send you a detailed estimate according to your needs in order to have your rooms and/or booths equipped.

You can also contact our partners for: audio visual material, light, streaming, informatics...

It is forbidden to bring your own technic equipment, except your laptops.

Internet

The Wi-Fi is included and free in the building with a 25Mb/s connection that can be increased according to your needs. We can also install a wired connection at your reception desk or in the rooms to get more stability.

On request, we can give you more detailed explanations about the Wi-Fi at the CICG.

Sound technicians

The sound technicians must be present in the following rooms, equipped with an audio system and interpretation booths: 1,2,3,4,5,6, with or without interpretation.

The sound technicians must be present in rooms 15 and 18, in case there is interpretation or recording. But we recommend them in all cases.

They are charged for a minimum of half-day

- **ELECTRICITY**

The tables of all the conference rooms are equipped with electric plugs and the electricity is included in the location.

If you are organizing an exhibition, you are in charge of asking what you need to the CICG. Your Project Manager will send you a form.

All electricity requests outside the rooms will be charged.

Swiss electric plugs: they can be different from the European ones so you can buy adapters at the reception for 15 CHF.

- **CLEANING**

The cleaning of the rooms and common spaces is included in the price. However, if the CICG is open during the weekend, a supplement will be charged. During the cocktails, the cleaning fees of the used area will also be charged.

During an exhibition, each exhibitor has the possibility to order a cleaning of the booth. Prices are fixed according to the m2.

The CICG has a recycling system. The retrieving and recycling of the papers and boxes will be charged according to the volume.

- **SMALL MATERIAL RETRIEVING**

You still got small material at the end of your event? Do not throw it away!

Within the context of our sustainable development policy, we retrieve the material and give it to several associations.

You can contact the reception desk to learn more about it.

- **CATERING**

Our different caterers are at your disposal to create an estimate.

MiP – caterer at the CICG

Contact: +41 22 791 93 15 or info@miprestaurants.com

More information: www.miprestaurants.com



Genecand

Contact: +41 22 329 31 96 or contact@genecand.ch

More information: www.genecand.ch



RégéService

Contact: +41 22 794 38 83 or info@regeservice.ch



- **INSURANCES AND SECURITY**

The CICG is filmed 24/7, but the material used by each exhibitor is under his responsibilities. It is possible to have a personalized supervision. A detailed estimate will be send to you by your Project Manager.

Securitas is the only company allowed to work at the CICG.

The CICG and the organizer are not responsible for the damages caused to the material. Do not leave any valuable goods without supervision.

- **HOSTING STAFF AND CLOAKROOM**

To guarantee a professional welcome at your reception desk, cloakroom or at your booths, we can order hostesses according to your needs. You can ask your Project Manager for an estimate.

- **SAMARITANS**

It is strongly recommended to book a Samaritans service between 500 and 800 participants. From 800 participants, the Samaritan service is compulsory.

An estimate will be sent to you by your Project Manager according to the schedules desired.

The CICG is proud to work with privileged professional partners. They work with precise specifications in order to be able to guarantee an optimal quality of the services.

If you need more information about our partners, please check our website www.cicg.ch under “partners”.

None of our partners are allowed to work in the surroundings of the CICG.