

Registration Dossier Polymesse 2020

poly↔messe

Registration deadline: November 30th, 2019

► Polymesse 2020

March 31st
April 01st / 02nd 2020

Please note the mandatory security regulations to equip the stall.

Booths 1 - 5

- Company-own booths are allowed, if they comply with the fire regulations. See p. 5 for further information.

Booths 6 - 17

- Company-own booths are not allowed. Excluded herefrom are banners / rollups, cabinet, tables, chairs.
- Each company will be provided with a rental booth and additional furniture consisting of 1 bar table, 2 bar stools and 1 cabinet. On request this furniture may be cancelled.

Booths 20 - 50

- Company-own booths are not allowed. Excluded herefrom are banners / rollups, cabinet, tables, chairs.
- The area may be booked either empty or with a rental booth and furniture, consisting of 1 bar table, 2 bar stools and 1 cabinet. The furniture may be cancelled on request.

What	A 3-day recruiting-fair at ETH Zurich providing the opportunity to get in contact with students who are interested in a job, an internship or a bachelor/master thesis at your company.
When	Tuesday, March 31st, Wednesday, April 1st and Thursday, April 2nd 2020, daily from 10.00am to 4.00pm
Where	ETH Zürich, Rämistrasse 101, CH-8092 Zürich Main hall (main building) and tent at the Polyterrasse (situated directly in front of the main building)
Registration	The registration may be submitted only online at www.polymesse.ch . All data will be collected and processed online at www.polymesse.ch Registration deadline: November 30th, 2019.
Fair guide	In our fair guide (4 000 copies) each company will be presented on two A5 pages by a company advertisement and the company profile. The fair guide will be distributed free of charge to all students of ETH Zurich. The fair guide of last year may be downloaded at www.polymesse.ch
Daily flyer	Our daily published flyer (1 500 copies) contains the stall allocation map on its front, further space for advertisement will be available on the backside of this flyer (CHF 1000 excl. VAT).
Set up / dismantling	Set up and dismantling will be allowed only the day you will participate. Detailed information will be provided at a later date.
Catering	Lunch, various refreshments and beverages as well as an apero at the end of the fair are included for all representing members of the company. Lunch-Vouchers will be distributed at the welcoming.

General Information

President	Pascal Broggi
Phone	+41 (0) 44 632 43 97
Mail	info@polymesse.ch
Web	www.polymesse.ch
Address	Forum&Contact Kommission des VSETH CAB E21 Universitätstrasse 6 CH-8092 Zürich



Stall main hall (ETH Hauptgebäude)

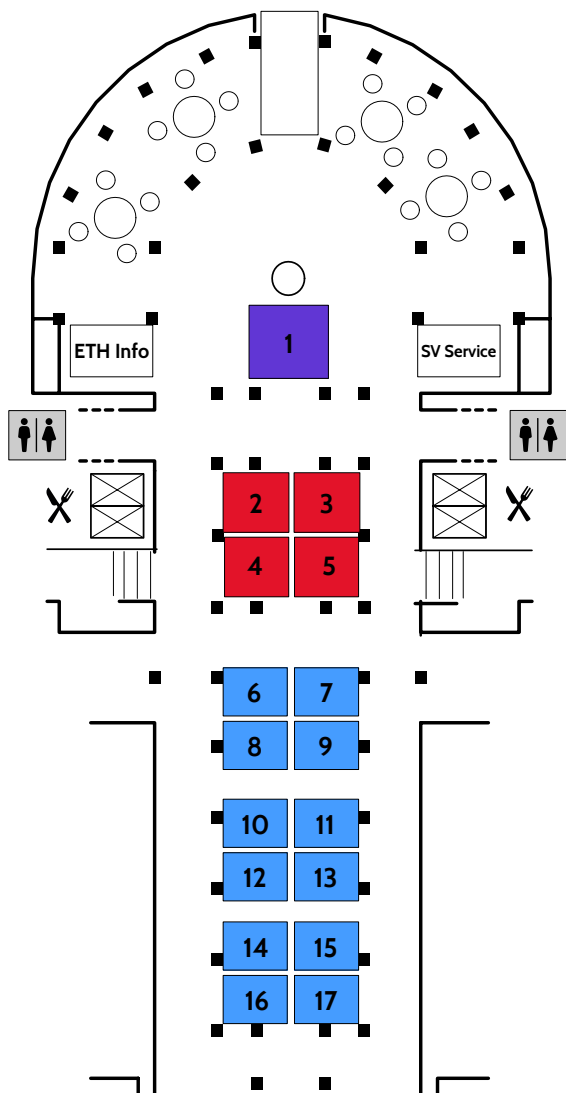
Stall region	Blue Stall 6 - 17 (incl. booth and rental furniture)	Red Stall 2 - 5 (empty stall area)	Purple Stall 1 (empty stall area)
L x W x H Area	4 x 3 x 3m 12m ²	4 x 3.5 x 4m 14m ²	5x4x4m 20m ²
1 Day	5 700 CHF	6 300 CHF	8 700 CHF

Stall main hall (ETH Hauptgebäude)



Image shows 4 stalls, i.e. stall 6-9 with rental furniture

ETH Hauptgebäude



Stall Polyterrasse (tent)

Stall region	Green Stall 20-50
L x W x H Area	4 x 2 x 2.5m 8m²
1 Day	2 600 CHF ¹ 3 600 CHF ²

¹ empty stall area

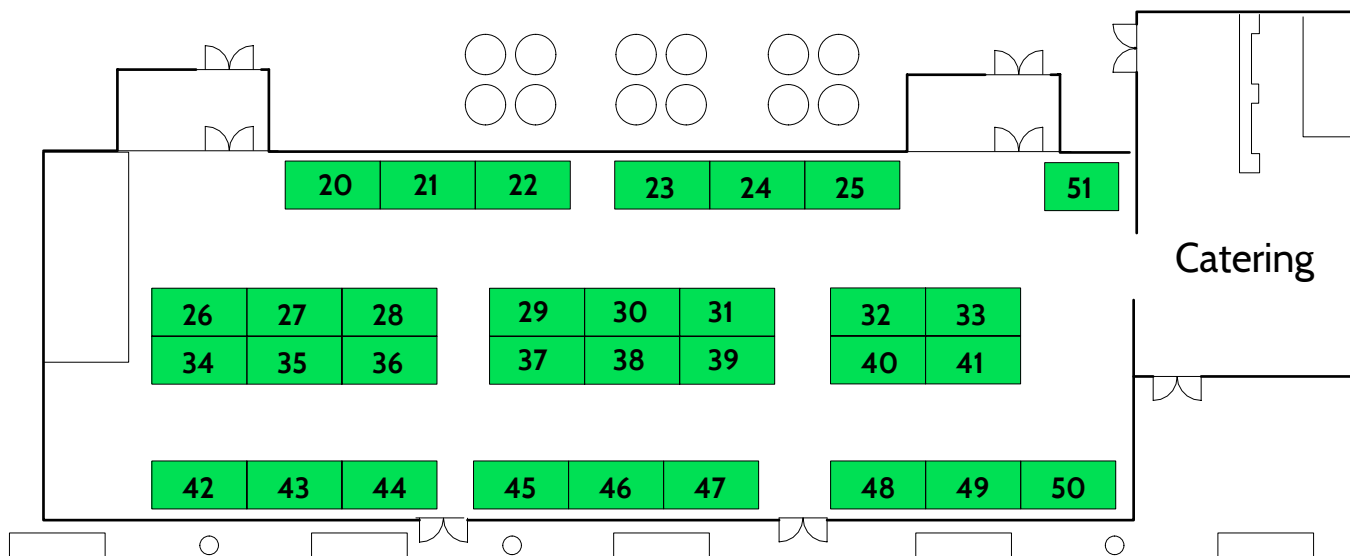
² incl. rental booth and rental furniture

Stall Polyterrasse (tent)



Image shows one booth with rental furniture

Messezelt Polyterrasse



Stall in the main hall

Due to security reasons only restricted use of company-owned rental booths is allowed (zones red and violet). Company-owned booths mandatorily have to comply with the fire protection regulations. The booth concept, including material certificates, must be handed in and agreed to by the organisation committee prior to the fair. The committee reserves the right to deny booths due to security reasons.

In zone „Blue“ a standardized booth, including the company logo and furniture, will be provided. This furnishing consists of 1 bar table, 2 bar stools and 1 cabinet. The furniture may be cancelled on request.

Own material (such as banners / rollups, cabinet, tables and chairs) may be brought along in all zones.

Zone	m ²	Price	Furniture
Violet	20	CHF 8 700 (excl. rental booth)	CHF 200 (optional)
Red	14	CHF 6 300 (excl. rental booth)	CHF 200 (optional)
Blue	12	CHF 5 700 (incl. rental booth + furniture)	--

Price excl. VAT

Stall on the Polyterrace (tent)

It is **not allowed to set up company-owned booths** in the tent. Rental booth including the company logo and furniture will be provided. This furnishing consists of 1 bar table, 2 bar stools and 1 cabinet. The furniture may be cancelled on request.

Company-owned material (e.g. banner / rollups, cabinet, table, chairs) may be used.

The booth layout may be subject to changes due to capacity reasons.

Zone	m ²	Price	Furniture
Green	8	CHF 2 600 (excl. rental booth)	CHF 200 (optional)
Grün	8	CHF 3 600 (incl. rental booth + furniture)	--

Price excl. VAT

Remarks

For all stands areas are included:

- Connection of power supply
- Lighting, if booked a rental booth
- WiFi (Login will be provided at the fair)

You may order additional furniture from our external booth builder (Main mall: Steinmetz Expo AG, Tent: Andreas Messerli AG). A separate form will be sent to you after confirmation of your participation.

Registration Procedure

Registration deadline: Friday, November 30th 2019:

1. Please login / register on www.polymesse.ch. If you have already registered your company once and do not remember your user name / password please contact us (info@polymesse.ch).
2. In „For Companies“ you may register for Polymesse 2019. Choose participation day(s), zone and additional services. Participation is possible at most on two continuous days.
3. Confirm your participation intention while accepting „Condition of Participation Polymesse/Polyvortrag 2020“. You will get a confirmation of your registration by E-Mail within 2 working days.
4. Please make sure that your company profile and all other mandatory fields are completely filled in. Company information will be published in the fair guide.

If you have any questions please do not hesitate to contact us (info@polymesse.ch).

Your information will be used only for the website, the fairguide and for administrative correspondence.

Please upload the following until December 6th 2019:

1. Web company logo: data format .gif or .jpg (max. 400 x 100 pixel), published online on www.polymesse.ch.
2. Print company logo: data format .eps or .ai (vector format), used for fair guide and other prints.
3. Company advertisement for the fair guide

Format	148 x 210 mm (A5-vertical format), bleed off +3 mm on all side
Print space	123 x 190 mm (right 15 mm, top, left and bottom 10 mm)
Color	4-color scale („CMYK“)
Dataformat	completely vectorized data in format .indd, .ai, .eps or as .pdf-file

You will get an „printing proof“ on time from our external print service partner „Vogt Schild Druck“.

Fire safety rules

Main Hall: Tablecloth, posters and additional decorative material need to belong to the fire indicator group RF2 or at least to have a fire indicator BKZ 5.2.

All exhibition material (excl. exhibit) need to have at least a fire indicator BKZ 6q3 or need to belong to the fire indicator group RF1.



➤ Polyvortrag 2020

March 31st
April 01st / 02nd 2020

What	A 3-day lasting series of company presentations, which gives you the opportunity to introduce and present your company, your products and services to the graduates. As a guideline we recommend to show how the transition from ETH to the vocational world takes place, and which career opportunities exist in your company. Selected projects and case studies can also be of great interest to the students.
When / Where	March 31th and April 01st/2nd, each day between 10.15am and 4.00pm, duration 45 minutes, in the buildings of the ETH Zurich (auditoria and seminar rooms).
Equipment	Please load your presentation on a USB-stick or bring your own notebook with you.
Price	CHF 850 (excl. VAT)
Number of participants	The students do not have to register for the presentation, therefore we are not able to say how many people will attend the presentations.
Registration	<p>The registration for Polyvortrag 2020 is only possible in combination with the participation in the Polymesse 2020. Register online on www.polymesse.ch until November 30th 2019 and please completely enter all presentation information until January 31th 2020.</p> <p>Due to organisational and logistic reasons we are only able to provide a limited number of Polyvorträge. We reserve one's right to make a selection after registration.</p>

Registration deadline: Friday, November 30th 2019



1. Location, Duration, Opening Hours

Location: ETH main building, Polyterrasse
Rämistrasse 101,
8092 Zürich

Duration Polymesse: March 31st & April 1st/2nd 2020
10.00am to 4.00pm

Duration Polyvortrag: March 31st & April 1st/2nd 2020
10.15 am to 4.00pm
45 minutes each

Opening Hours ETH: 6.00am to 10.00pm

2. Organizer

Forum&Contact
Kommission des VSETH
CAB E21
Universitätstrasse 6
CH-8092 Zürich

phone: +41 (0) 44 632 43 97
info@polymesse.ch
www.polymesse.ch

3. Bases of Contract

The conditions of participation in the Polymesse 2020, the house regulations of the ETH Zurich, as well as the organizational, technical and additional regulations are the bases of contract for the participation in the recruiting fair Polymesse 2020. If any further fair services especially instructed to and provided by Forum&Contact, and carried out by their service partners, is used, the general terms of business of that particular service partner are in force - in case of discrepancy, prior to the conditions of participation in the Polymesse 2020.

4. Registration, Conclusion of Contract

The registration is exclusively effected online through the organizer's website www.polymesse.ch/login. After the application for a login and the following initiation of the participation in the Polymesse the conditions of participation are officially accepted by the applying party. The login times and login dates are accordingly ascertained by Forum&Contact and stored until the receipt of the complete amount payable. The participant is legally responsible for their employees' keeping to these conditions. The lease contract between Exhibitor and organizer is concluded through the written confirmation of registration given by the organizer. In case the content of the confirmation of registration diverges from the content of the original registration, the contract is formulated according to the confirmation of registration, unless the Exhibitor objects in writing within 2 weeks.

5. Admission

Admitted Exhibitors are companies which would like to promote themselves as employers for graduates and PhD students of the ETH Zurich. The organizer determines whether or not an Exhibitor will be admitted.

6. Stand Allocation

The stand allocation is made by the organizer. The allocation requests made on the registration form are taken into consideration as far as possible. The organizer reserves the right to implement changes in stand size, shape and location. Consequently, the Exhibitor will be immediately informed and assigned a new area equal to the former, if feasible. If this cannot be accomplished, the rental fee will be reduced or increased accordingly. The Exhibitor is obliged to accept that by the beginning of the fair the location of the other stands may have been changed compared to their location at the time of admission. The Exhibitor is not entitled to raise an objection.

7. Co-Exhibitors

The admission for one or more co-Exhibitors can only be granted by Forum&Contact in the form of an approval in writing.

8. Fees

The rental fees depend on the stand zones and the size of the area occupied. The calculations of the fees of a particular stand area do not take into account projections, buttresses, pillars, installations and other permanent settings. The current fees (in CHF) are revealed in the registration dossier. They are binding. No claims can be made on a certain standard or allocation of the stand. The rental fee includes: disposal of the stand on a rental basis (power consumption inclusive) during the set-up, the occupation and the dismantling rental booth (if included in category), general lighting of the exhibition hall; a four-colour double page in the fair guide (composed of the advertisement and the standardized company profile); catering for the company representatives; general cleaning of the hall and gangways. The Exhibitor is responsible for the cleaning of their stand. Damages incurred during the term of lease are chargeable to the Exhibitor. They will be invoiced. All prices are exclusive of the legal value added tax.

9. Terms of Payment

Invoices for rental fees and other service charges are payable upon receipt in net terms within the period stipulated. All the payments have to be made in Swiss Francs free of charge, and the invoice number has to be indicated.

10. Withdrawal from Registration

Once the definite registration (noting this conditions of participation) has taken place and the admission has been obtained, the contractual relationship cannot be rescinded. The organizer can, as an exception, comply with the request of rescission, if the stand area vacated can be rented to someone else. In this case the costs for advertisement in the fairguide, if need be additional charges or any further damages from the new renting are imposed for compensation. The following situation does not pass for a new renting, namely the case in which the area not used by the Exhibitor is allocated to another Exhibitor for optical reasons, without the organizer achieving further income from the new renting of the place previously allocated to the now relocated Exhibitor. If, after a granted extension, the Exhibitor doesn't fulfil the obligations which arise from the hire contract, the conditions of participation and the supplementary provisions, the organizer is authorized to withdraw from the hire contract and to terminate it respectively. The same goes for the case in which the Exhibitor's preconditions for the conclusion of the contract are not or no longer given. The same applies if the Exhibitor stops their payments, if their capital is judicially filed for reorganisation, if bankruptcy proceedings are instituted or if the Exhibitor's company is in liquidation. In these cases the organizer is entitled to claim for compensation of 25% of the basic rent after deductions together with surcharge.

11. Cancellation of Admission

The organizer is entitled to cancel the admission and to assign the stand to another participant, if:

the stand is discernibly not occupied in time - that is one hour after the opening of the fair.

an extension granted to the Exhibitor by the organizer, owing to the default of payment of the stand rental fee within the period stipulated, is disregarded.

the requirements for the admission of a yet registered Exhibitor are no longer fulfilled, or the organizer later learns about reasons, which would have justified the exclusion of the Exhibitor.

The exhibition booth offends against the fire protection rules of the ETH Zurich.

In this case, the organizer is entitled to bring claim for damages. The organizer can ask for objects to be removed, if they prove to be unsafe, bothering or inappropriate in another manner. If this request is not complied with before the deadline imposed, the removal of the objects will be enforced by the organizer at the Exhibitor's expense.



12. Setting up of Stands, Stand fittings, Stand layout

The stand must suit the overall plan of the event. The organizer has the right to alter unsuitable or insufficiently equipped stands at the Exhibitor's expense or to prohibit the Exhibitor from setting it up. During the opening hours of the entire event, the stand must be equipped according to the regulations and manned by proficient staff. The setting up of the stand has to be completed and the stand has to be cleared of packing materials by the deadline of the setting up. Transportation of exhibits and the clearing and dismantling of stands is not permitted prior to the official end of the fair.

The overstepping of the fixed restriction of stand height requires the consent of the organizer. The same goes for the exhibition of especially heavy exhibits. Any anchoring to the hall floor is prohibited.

After the end of the fair, the basic set-up erected by the organizer has to be returned undamaged and the original state has to be restored. The Exhibitor is liable for damages caused by improper handling and for damages not reported immediately after infliction. Goods which are still on the stand after the dismantling deadline will be transported or stored at the Exhibitor's expense.

For the transportation of the usual stand materials (printed goods, promotion articles, stand fittings < 50kg, etc.), assistants are available to all the Exhibitors, free of charge. The helpers are provided by the organizer as an additional service in order to guarantee a smooth setting up and breakdown. There is no entitlement to making use of this service. On the basis of prior consultation, the organizer can arrange transport services (stand fittings > 50kg) inside the ETH buildings. The Exhibitor will, however, be charged for the additional expenditure.

13. Liability, Insurance, Accident Insurance

The organizer is only legally liable for damage up to a maximum of CHF 5,000.- incurred by the Exhibitors and their agents, if the fault lies with the organizer or their helpers, and only if it was provably inflicted on the fair grounds and during the time of the event. The aforementioned limitation does not go for cases of intention or gross negligence. When damage is caused through failure of fittings, breakdown or other incidents spoiling the event, the organizer is only legally liable in cases of intention and gross negligence. The organizer is not legally liable for damage, theft or other loss of exhibits and fittings and neither for any consequential loss. The Exhibitor is legally responsible to the organizer in accordance with the legal requirements. In principle, the individual Exhibitor bears sole responsibility for sufficient coverage. The closing of an exhibition insurance contract to cover the risks of transportation and delays is highly recommended.

The Exhibitor is obliged to install safety devices according to the accident prevention regulations when exhibiting machines and other devices. It is left to the organizer's discretion to prohibit the exhibition or the placing into operation of certain machines and devices.

14. Fire Safety

All exhibition material (excl. exhibit) need to have at least a fire indicator BKZ 6q3 or need to belong to the fire indicator group RF1. Tablecloth, posters and additional decorative material need to belong to the fire indicator group RF1 or at least to have a fire indicator BKZ 5.2

15. Alterations, Force Majeure

The organizer has the right to call off the event, shift it in place or time, alter its length or move, change and restrict the dimensions of the area assigned to the Exhibitor, if room conditions, official directives or other inevitable consequences, as judged by the organizer, call for measures to be taken. Hence, the Exhibitor has no right to withdraw from the lease contract.

If the organizer is not able to carry out the event due to force majeure or political reasons, the organizer is obliged to inform the Exhibitors without delay.

In principle, the claim for stand rent fails in this case, however, the organizer can bill the Exhibitor for all the expenditures arisen from

the work the organizer has been commissioned to do, as far as the result of the work is still of interest to the Exhibitor.

Should the organizer be able to carry out the event at a later date, they are obliged to inform the stand leasers on this matter without delay. The stand leasers are entitled to cancel their participation on the changed date within one week after the making of the announcement. In this case, they are entitled to a refund or waiver of the stand rental fee.

If the organizer is obliged to cut short or cancel the already started event due to force majeure or political reasons, the Exhibitor has no right to refund or waiver of the stand rental fee.

16. House Regulations, Violations

During the event, the Exhibitor is subject to the house regulations of the ETH Zurich on the entire venue. Violation of the conditions of participation and violation of the orders in the house regulations give the organizer the right - if the violations are not abandoned on demand - to close down the stand immediately at the Exhibitor's expense, without compensation and without responsibility for any damage.

17. Promotion, Photograph, Questioning

Promotion of any kind is only permitted within the stand area rented by the Exhibitor and only for the Exhibitor's own company. The use of devices and fittings, which are meant to achieve an accumulated advertising effectiveness in an optical or acoustical way, require a written agreement from the organizer. Political promotion is, in principle, inadmissible. The organizer is entitled to have photographs and film recordings taken and to have drawings of the exhibition event, the exhibition sets and stands, and the exhibited objects made and to use them for promotion or press release without the Exhibitor's being entitled to object for any reasons. This also goes for photographs and shots which are directly taken by the press or television with the approval of the organizer. Questioning on the Exhibitor's part is only permitted on their own stand area.

18. Exhibitor's Claims, Written Form, Place of Performance, Legal Venue

All the Exhibitor's claims against the organizer are to be brought in writing. The statute of limitation begins with the first day of the event. Agreements which deviate from the conditions or their supplementary provisions, require the written form. It is solely Swiss law that is decisive. Zurich is both, place of performance and legal venue. However, the organizer has the right to put forward his claims at the court of the place where the Exhibitor has their headquarters.

Translator's note:

This document does not have the force of law. In any case of legal dispute it is the original German version that is legally binding.

