


IMPORTANT INFORMATION FOR EXHIBITORS

concerning the procedure before, during and after the Pension Market Trade Fair



Pension Market Trade Fair and
Pension Symposium
8 - 9 June 2022

Messe Zurich halls 5 and 6

Trade fair checklist

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Client invitations

Guest voucher code

Each exhibitor shall receive their own guest voucher code by email on 18 February 2022, which can be used as often as required. Clients can register at symposium-2.ch with this guest voucher code.

Registration status

From 14 March 2022, you will receive an up to date list of the registrations using your guest voucher code every week.

Logo and banner downloads

Various logos and banners are available for client invitations and other promotional measures.

The logos and banners can be found at:

🔗 pk-messe.ch/en/exhibition-stand-2022
> [Logo and banner downloads](#)

Profile/ Communication activities

Profile of exhibitors for special edition

Deadline Fri, 4 March 2022

Each exhibitor has the opportunity to compile a profile including a logo. The profile will be published in the «Pension Market Trade Fair/Pension Symposium» special edition. As well as the detailed programme and exhibitor profiles, the special edition will contain preparatory articles on the topics addressed by the Pension Symposium.

The information sheet can be found here:

🔗 pk-messe.ch/en/exhibition-stand-2022
> [Profile of exhibitors for special edition](#)

Communication activities

Deadline Tue, 8 April 2022

As a supporting communication measure, you can publish an advertisement in the «Pension Market Trade Fair/Pension Symposium» special edition. Prices start at CHF 2100.00 excl. VAT.

Only exhibitors of the Pension Market Trade Fair may place advertisements and special advertising forms in this special edition.

The complete offer can be found here:

🔗 pk-messe.ch/en/upgrade-2022
> [Communication activities](#)

Orders and deadlines

Graphics | Rental furniture Deadline Mon, 11 April 2022

Graphics

Standard labelling A (W97 x H270 cm) is included in the price of the modular stand. Branding is of course possible for further walls.

The following graphic surfaces are available:

- Wall branding B (W97 x H230)	391.00
- Wall branding C (W97 x H270 cm)	459.00
- Door branding D (W97 x H35 cm)	60.00
- Corpus branding E (W104 x H91 cm)	170.00

The order form can be found at:

pk-messe.ch/en/exhibition-stand-2022
> Orders > Graphics

After the Pension Market Trade Fair, the graphics can be stored at cost with Andreas Messerli AG.

Rental furniture

The standard furnishings of the modular stand include:

- 1 floor lamp, 1 spot (fluter) per 3 m²
- 1 lockable cabinet with panelling (W112 x H94 x D60 cm)
- 2 barstools
- 1 booth with lockable folding door (1 m²)
- Stand lettering 1 (frontal Plexiglas panel)
- Floor carpet
- 1 230 volt power supply point including bus bar for devices
- Daily floor cleaning in the stands and aisles
- Transport, assembly and dismantling

In addition to the standard furnishings included, furniture can also be rented or exchanged at Andreas Messerli AG.

The order form can be found at:

pk-messe.ch/en/exhibition-stand-2022
> Orders > Rental furniture

Stand builder contact for modular stands

Andreas Messerli AG
Motorenstrasse 35
8623 Wetzikon

Roman Rychlik
T +41 (0)43 931 43 85, M +41 (0)79 203 40 78
roman.rychlik@messerli.live

Electrical connections | Attaching of weights to the hall ceiling | LAN | Flat screen | Parking permits Deadline Mon, 9 May 2022

Electrical connections

Each stand is equipped with a simple 10A/230V/2.3 kW power socket including bus bar for three devices, such as:

- a small Nespresso coffee machine
- a laptop charging device
- a printer

The following are available should you require further electrical connections:

- Simple socket	215.00
- Double socket	305.00
- Triple socket	350.00
- Socket for industrial coffee machine	345.00
- Portable socket-outlet CEE 16A	370.00
- Portable socket-outlet CEE 32A	430.00
- Portable socket-outlet CEE 63A	580.00
- Portable socket-outlet CEE 125A	900.00

Installing electrical connections single-handedly is strictly prohibited.

Attaching of weights to the hall ceiling

The following can be ordered for attaching weights to the hall ceiling:

- First ring bolt	420.00
- Additional for each ring bolt	60.00
- Pre-Rigg	195.00
- Cable	30.00

Free WiFi

Free Wi-Fi is available for exhibitors and visitors. There is no need to order.

- Free WiFi	0.00
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The login data are as follows:

1. Network Messe Zurich
2. Register with mobile number
3. Activate with code received by text message

Internet connection fixed network and WLAN

Fixed network and/or WLAN Internet access can also be provided on request:

- Internet access for 1 PC	690.00
- Internet connection for up to 5 PC	1040.00
- WLAN access, in addition to internet connection	200.00

Flat screens

The following flat screens are available with wall mount or adjustable stand:

- | | |
|---------------------------|--------|
| - 46" Samsung flat screen | 900.00 |
| - 55" Samsung flat screen | 950.00 |

Parking permits, Messe Zurich multi-storey car park

Parking permits for the Messe Zurich multi-storey car park can be ordered on request. The following parking permits are available:

- | | |
|---|-------|
| - Day permit network: Tue, Wed, Thu
(normal price 29.00/day) for | 54.00 |
| - Day permit network: Wed, Thu
(normal price 29.00/day) for | 44.00 |

The order form can be found at:

pk-messe.ch/en/exhibition-stand-2022
> Orders > Electrical connections | Attaching of weights to the hall ceiling | LAN | Flat screen | Parking permits

Meeting rooms

There are various meeting rooms available. If you are interested, please contact Sabina Gisler, sg@vps.epas.ch.

Stand catering

Deadline customised: Mon, 9 May 2022

Deadline standard: Fri, 27 May 2022

You may order stand catering from Wassermann Catering.

There are no catering facilities for visitors in and around Messe Zurich (apart at restaurant Yellow in hall 5 and the restaurant of the Holiday Inn Hotel opposite Messe Zurich). We therefore recommend ordering stand catering.

You can easily order a standard package via the Web shop or customised catering from Wassermann Catering.

Customised catering:

+41 (0)61 201 08 45

sales@wassermann-company.ch

The Web shop can be found at:

wassermann-company.ch/shop

Catering orders during the trade fair:

Tue, 7 June 2022 to Thu, 9 June 2022

For beverages, snacks, glasses etc.

T +41 (0)79 941 38 91, T +41 (0)79 154 82 37

Returns

Unopened containers will be taken back by Wassermann Catering, but not opened ones.

Empties

- from beverage orders from Wassermann Catering will be disposed of by the cleaning team
- of beverages brought to the trade fair should be disposed of in the bottle bank behind Restaurant Yellow (hall 5).

You may also commission an external caterer. However, for reasons of hygiene, goods ordered from an external caterer may not be stored in the cold stores of Wassermann Catering.

Rental plants | Floral arrangements | Stand decorations

Deadline Mon, 6 June 2022

For rental plants, floral arrangements and stand decorations, we recommend Blumenland Schweiz AG.

The Web shop can be found at:

[Blumenland.ch/en/plant-catalogue/](https://blumenland.ch/en/plant-catalogue/)

All prices in Swiss francs, excl. VAT.

Admission ticket/ Lunch for exhibitors

Registration of stand personnel

Deadline Fri, 20 May 2022

Admission ticket

Visitors and stand personnel register electronically for the Pension Market Trade Fair/Pension Symposium in order to gain specific sector information from our target audience and to obtain detailed visitor numbers. Your ticket will therefore be scanned upon entry, departure and for the exhibitors' lunch.

Each exhibitor will receive a link for stand personnel registration by email. It is important for stand personnel to be registered with this link and not with the guest voucher code. The stand personnel admission ticket allows exhibitors to eat in Restaurant Verde. The tickets will be dispatched electronically two weeks prior to the trade fair to the person who registered the employees.

Please bring your printed admission ticket with you so that we can ensure that everything runs smoothly. Attention! Please download the admission ticket as a PDF file and do not print it out in the preview. Should a ticket be forgotten or lost it can be reprinted at vps.epas helpdesk (entry hall of Messe Zurich).

Should you have already registered your employees and/or internal colleagues using the guest voucher code by mistake, please send the first and last names of the persons to Sabina Gisler at sg@vps.epas.ch and re-register the employees with the link to stand personnel registration.

Despatch of admission ticket

Admission tickets for registered stand personnel (registration by 20 May 2022) will be sent out via email on 24 May 2022 to the person who registered the employees.

For stand personnel who were registered after 20 May 2022, tickets will be despatched on two further dates:

- 30 May 2022
- 3 June 2022

Admission tickets for stand personnel who were registered after 2 June 2022 can be collected on site at the vps.epas help desk.

Lunch

A lunch buffet will be provided for the exhibitors in Restaurant Verde in the gallery of halls 1 and 2 from 11.30 a.m. until 2.30 p.m. Each employee registered as stand personnel is entitled to eat in Restaurant Verde.

Your ticket will be scanned at the entrance to Restaurant Verde.

Credit

12 m ² stand	total	4 lunches for 2 days
18 m ² stand	total	6 lunches for 2 days
24 m ² stand	total	8 lunches for 2 days
30 m ² stand	total	10 lunches for 2 days
36 m ² stand	total	12 lunches for 2 days

Should the exhibitors require more lunches than the credit allows, the additional meals will be invoiced at CHF 35.00 excl. VAT directly by vps.epas after the trade fair.

Restaurant Verde is exclusively accessible to exhibitors. Should you wish to take a client with you, you can obtain a meal coupon for CHF 49.00 excl. VAT at vps.epas helpdesk in the entry hall. The costs will be invoiced directly by vps.epas after the Pension Market Trade Fair. Unused meal coupons cannot be returned.

Hotel

There is a hotel adjacent to Messe Zurich.

Holiday Inn Zurich Messe
Wallisellenstrasse 48
8050 Zurich
T +41 (0)44 316 11 00
info@hi-zm.ch

Homepage:
[🔗 holidayinn.com/zurichmesse](https://www.holidayinn.com/zurichmesse)

Access/Opening hours/ Stand personnel

Railway/Tram/Bus

From Zurich main station (Hauptbahnhof) there are trains every 6 minutes on rapid transit (S-Bahn) lines S2, S6, S7, S8, S9, S14, S15, S16, S19 and S24 to Oerlikon station. From Oerlikon station, you can get to Messe Zurich in a few minutes on foot, by tram no. 11 or on buses no. 61, 62 or 94.

➔ [sbb.ch](https://www.sbb.ch)

➔ [zvv.ch](https://www.zvv.ch)

Car

Arriving on the motorway from Basel, Berne, Chur, Lucerne or St. Gallen, follow the «Z» signs to the Zurich fair ground. Messe Zurich multi-storey car park is at Hagenholzstrasse.

➔ [google.com/maps](https://www.google.com/maps)

➔ [pls-zh.ch](https://www.pls-zh.ch)

Parking permits, Messe Zurich multi-storey car park

Parking permits for the Messe Zurich multi-storey car park can be ordered on request. The following parking permits are available:

- Day permit network: Tue, Wed, Thu (normal price 29.00/day) for 54.00
- Day permit network: Wed, Thu (normal price 29.00/day) for 44.00

The order form can be found at:

➔ pk-messe.ch/en/exhibition-stand-2022

> Orders > Parking permits

Detailed location maps can be found on pages 14 and 15.

Opening hours

Pension Market Trade Fair/Pension Symposium

Wednesday, 8 June 2022

8.45 a.m. – 5.30 p.m.	Pension Symposium
9.45 a.m. – 5.30 p.m.	Pension Market Trade Fair
5.30 p.m. – 8 p.m.	Drinks reception for exhibitors and visitors at the Symposium bar

Thursday, 9 June 2022

8.45 a.m. – 4.45 p.m.	Pension Symposium
9.45 a.m. – 4.45 p.m.	Pension Market Trade Fair

Pension Market Trade Fair stand personnel

Wednesday, 8 June 2022

9.45 a.m. – 5.30 p.m.	Doors open: 7 a.m.
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Thursday, 8 June 2022

9.45 a.m. – 4.45 p.m.	Doors open: 7 a.m.
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Assembly and dismantling halls 5 and 6

Delivery of own stands (stand builders)

Monday, 6 June 2022 7 a.m. – 10 p.m.
Tuesday, 7 June 2022 7 a.m. – 2 p.m.

Delivery by car (book time slot via checkpoint)

Tuesday, 7 June 2022 from 2 p.m.

Furnishing of modular stand (exhibitors)

Tuesday, 7 June 2022 2 p.m. – 10 p.m.

Doorway for exhibitors

Wednesday, 8 June 2022 7 a.m.
Thursday, 9 June 2022 7 a.m.

Stand personnel/Trade fair opening hours

Wednesday, 8 June 2022 9.45 a.m. – 5.30 p.m.
Thursday, 9 June 2022 9.45 a.m. – 4.45 p.m.

Carpet removal (Messe Zurich)

Thursday, 9 June 2022 4.45 p.m. – 5 p.m.

Clearing of stand (exhibitors)

Thursday, 9 June 2022 4.45 p.m. – 5.30 p.m.

Removal by car (book time slot via checkpoint)

Tuesday, 9 June 2022 from 4.45 p.m.

Dismantling of modular and own stand (stand builders)

Thursday, 9 June 2022 5 p.m. – 10 p.m.
Friday, 10 June 2022 7 p.m. – 10 p.m.

Official logistics partner of Messe Zurich

Sempex AG
Siewerdstrasse 60
8050 Zurich
Alexander Dettmann
T +41 (0)58 307 77 65
M +41 (0)79 779 12 49
exhibitions.zuerich@sempex.com
sempex.com

Construction heights halls 5 and 6

Maximum construction height 5.50 m
Height of modular stand 2.90 m

Procedure for delivery of goods

Checkpoint – book a time slot

Deadline Mon, 6 June / Tue, 7 June 2022

Any delivery of goods (by stand construction firms, suppliers, carriers, cars etc.) must, without exception, go through the checkpoint at Messe Zurich. No goods may be delivered via the main entrance.

You may book a time slot for this with the checkpoint hotline on Monday, 6 June or Tuesday, 7 June on +41 (0)58 206 51 74.

On arrival at the checkpoint, a deposit of CHF/euro 100.00 must be paid, which will be refunded if you comply with the allotted time for your stay.

The permitted stay on the different levels is as follows:

- Car	30 min
- Car with trailer & delivery van	45 min
- Delivery van with trailer & heavy goods vehicle	60 min
- Heavy goods vehicle with trailer & lorry	90 min

Exhibitors themselves may also deliver small items such as brochures, free gifts, small office coffee machines, printers etc. by car on Tuesday, 7 June from 2 p.m. You will also need to book a time slot for such deliveries with the checkpoint hotline.

Full details can be found at:

➤ pk-messe.ch/en/exhibition-stand-2022
> Orders > Procedure for delivery and removal of goods

Parcel service for advertising material, give away's etc.

Deadline Mon, 6 June 2022

Parcels containing brochures, give away's etc. can be sent by post to Sempex AG, which is the official logistics partner of Messe Zurich. Sempex AG will bring the parcels to your stand on the afternoon of 7 June.

The order form can be found at:

➤ pk-messe.ch/en/exhibition-stand-2022
> Orders > Parcel service and label courier service, costs

Procedure for removal of goods

Transport instructions | Forklifts | Auxiliary staff | Empties
Instruction leaflet express empties, Instruction leaflet customs
Deadline Wed, 1 June 2022

Modular stand

Should you require information about:

- Transport and customs instructions
- Door-to-door transport
- Storage for spare materials and empty packaging
- Forklifts and labours

The order form and instruction leaflets can be found at:

➤ pk-messe.ch/en/exhibition-stand-2022
> Orders > Transport instructions | Forklifts | Auxiliary staff | Empties, Instruction leaflet express empties, Instruction leaflet customs

Own stand

Should you require information about:

- Forklifts and auxiliary staff as well as customs
- Storage for spare materials and empty packaging

The order form and instruction leaflets can be found at:

➤ pk-messe.ch/en/exhibition-stand-2022
> Orders > Forklifts | Auxiliary staff | Empties, Instruction leaflet express empties, Instruction leaflet customs

Checkpoint – Book a time slot
Thu, 9 June 2022

Checkpoint

Removal of goods is possible on Thursday, 9 June from 4.45 p.m.

For the removal of goods by stand construction firms, suppliers, carriers, cars, etc., a new time slot must, without exception, be booked with the checkpoint hotline on +41 (0)58 206 51 74.

On arrival at the checkpoint, a deposit of CHF/euro 100.00 must be paid, which will be refunded if you comply with the allotted time for your stay.

The duration of stay on the levels is limited as follows:

- | | |
|---|--------|
| - Car | 30 min |
| - Car with trailer & delivery van | 45 min |
| - Delivery van with trailer & heavy goods vehicle | 60 min |
| - Heavy goods vehicle with trailer & lorry | 90 min |

If you, as an exhibitor, have delivered your items by car, you may book a time slot on Wednesday, 8 June or Thursday, 9 June with the checkpoint hotline on +41 (0)58 206 51 74.

RETURN Parcel service
for advertising material, give away's etc. for example,
back to the office
Order by Thu, 9 June 2022

Parcels containing brochures, give away's etc. may be sent back (for example, to your office) via Sempex AG, the official logistics partner for the venue.

Sempex will take care of the whole process, including any printing of labels.

The order form can be found at:

➤ pk-messe.ch/en/exhibition-stand-2022
> Orders > Parcel service RETURN, costs

Miscellaneous

Stand cleaning

The carpets and surfaces of the stands will be cleaned each morning of the Pension Market Trade Fair. A thorough cleaning will also take place on 7 June 2022 until 8 p.m. Disposal of the rubbish accumulated at the stand will be taken care of by the Messe Zurich cleaning team. Please place rubbish in the aisles in the evening. Bin liners can be obtained free of charge from the Messe Zurich service centre (ground floor).

Security

Messe Zurich will be monitored by Securitas during the nights from Monday, 6 June until Thursday, 9 June 2022. Messe Zurich and vps.epas accept no liability whatsoever in the event of thefts or any damage caused by third parties.

Access to Messe Zurich

Messe Zurich is open from 7 a.m. until 10 p.m. The admission ticket for stand personnel must only be carried during the opening hours of the Pension Market Trade fair/Pension Symposium (8 - 9 June 2022). No special pass is required for the construction and clearing phases on 6/7/10 June 2022.

Drinks reception for exhibitors and visitors Wed, 8 June 2022, 5.30 p.m., Symposium bar

We hope to be able to welcome you and your clients to the drinks reception.

Cloakroom

The cloakroom behind the Symposium Bar will be staffed as follows during the two days of the fair:

Wednesday, 8 June 2022	8 a.m. – 9 p.m.
Thursday, 9 June 2022	8 a.m. – 5.15 p.m.

Visitor entry ticket

As an exhibitor, you can use the guest voucher code to invite your clients and guests personally to the Pension Market Trade Fair. You have already received the guest voucher code by email.

Should a ticket be forgotten or lost, it can be reprinted at vps.epas helpdesk (entry hall of Messe Zurich). Visitors can also contact vps.epas helpdesk with any other questions concerning the entry ticket.

Catering on site

During the Pension Market Trade Fair/Pension Symposium, your catering options are as follows:

Restaurant Verde for lunch exhibitors

8 - 9 June 2022 11.30 a.m. – 2.30 p.m.

> A certain number of lunches are included in the price of the stand. Any additional meals taken will be invoiced at CHF 35.00 per meal after the fair through vps.epas directly.

Restaurant Yellow

8 June 2022 11.30 a.m. – 3 p.m.

9 June 2022 11.30 a.m. – 2.30 p.m.

> Food and drink must be paid for.

Snackbar Yellow

8 June 2022 7 a.m. – 3 p.m.

9 June 2022 8.30 a.m. – 2.30 p.m.

> Food and drink must be paid for.

Symposium Bar

8 June 2022 8 a.m. – 5.30 p.m.

9 June 2022 8 a.m. – 4.45 p.m.

> Food and drink must be paid for.

First aid

The first aid post will be occupied during the trade fair and can be found on the ground floor (at the end of the aisle between the service centre and Restaurant Höla).

vps.epas admission ticket/information helpdesk

Persons who have not registered in advance electronically via symposium-2.ch can be registered at the event. However, to save time, we recommend registering prior to the Pension Market Trade Fair.

Stand personnel

Persons who have not been registered in advance via the link to stand personnel registration cannot be registered at the event.

Should a ticket be forgotten or lost, it can be reprinted. For all other questions concerning your entry ticket, please contact vps.epas helpdesk.

Paying visitors

Outstanding invoice amounts will be collected on site. Paid but unused tickets will not be reimbursed.

Contacts

Event organiser

The organiser of the Pension Market Trade Fair and Pension Symposium is vps.epas.

VPS Verlag Personalvorsorge und Sozialversicherung AG
Taubenhausstrasse 38
PO Box 4242
6002 Lucerne
T +41 (0)41 37 07 07, vps.epas.ch

Director of the Pension Market Trade Fair

Markus Jörin, mj@vps.epas.ch
T +41 (0)41 317 07 43, M +41 (0)79 426 51 26

Organisation

Sabina Gisler, sg@vps.epas.ch
T +41 (0)41 317 07 21, M +41 (0)79 440 81 18

Pension Symposium

Kaspar Hohler, ho@vps.epas.ch
T +41 (0)41 317 07 45, M +41 (0)79 230 02 57

Standbuilder contact for modular stands

Andreas Messerli AG
Motorenstrasse 35
8623 Wetzikon
Roman Rychlik
T +41 (0)43 931 43 85, M +41 (0)79 203 40 78
roman.rychlik@messerli.live

Official logistics partner of Messe Zürich

Sempex AG
Siewerdstrasse 60
8050 Zürich
Alexander Dettmann
T +41 (0)58 307 77 65, M +41 (0)79 779 12 49
exhibitions.zuerich@sempex.com

Emergency numbers

Ambulance/paramedics	144
Fire brigade	118
Police	117

Service centre

Should you have any further concerns or requests, please contact the Messe Zurich service centre on the ground floor.

Access to the Checkpoints

Checkpoint 1

GPS: Orion-Strasse 6, 8152 Glattpark (Opfikon) opposite «Schutz & Rettung Zurich»

Access to the exhibition halls is generally via Checkpoint 1. At Checkpoint 1, you will be given an access slip in return for a deposit of CHF/Euro 100.00.

Checkpoint 2

GPS: Siewerdstrasse 60, 8050 Zurich

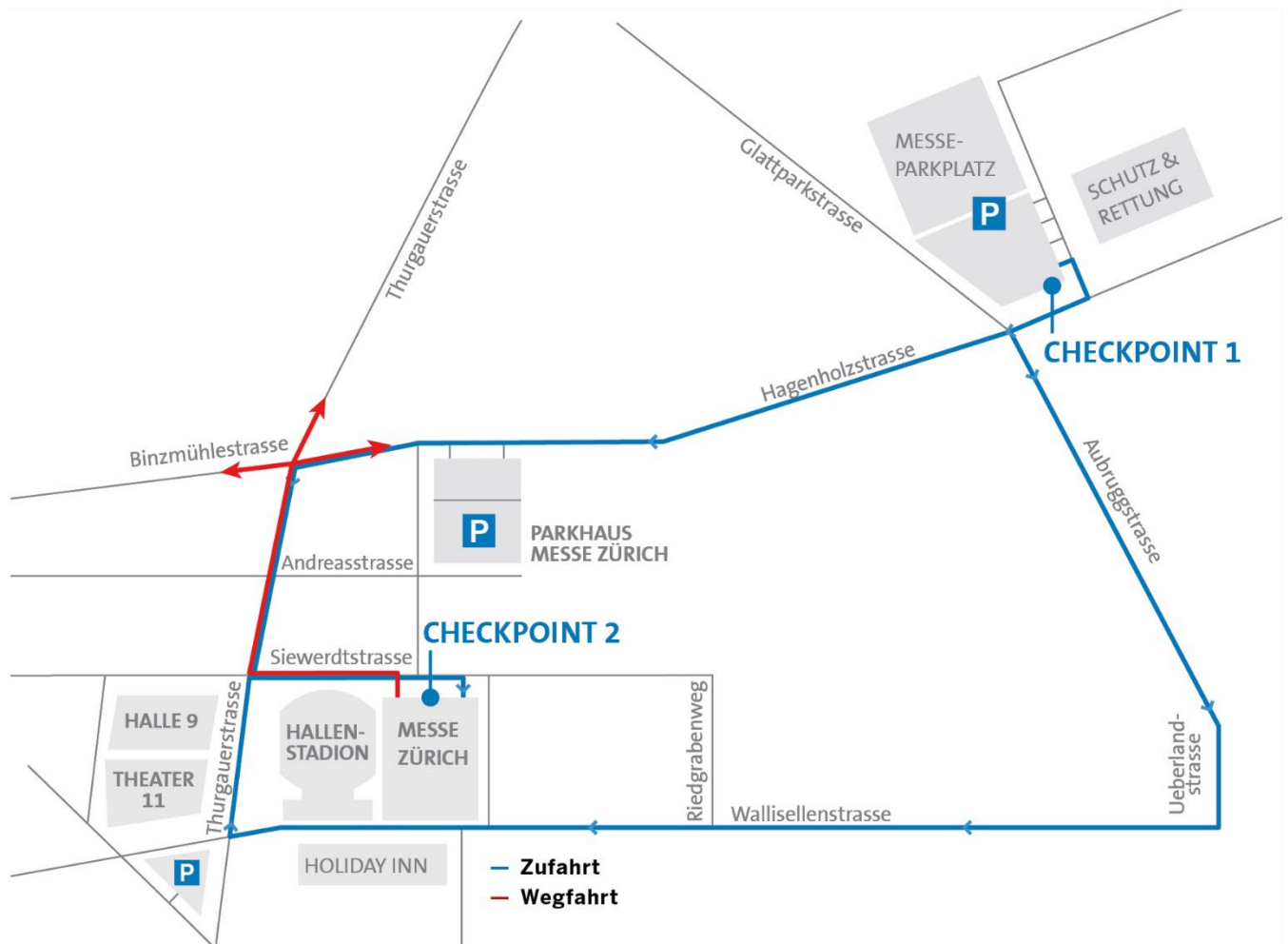
Access to Checkpoint 2 is via Hagenholzstrasse/Thurgauerstrasse to Siewerdstrasse, or via Aubruggstrasse/Wallisellenstrasse/Thurgauerstrasse to Siewerdstrasse.

Access to the halls

The permitted stay on the different levels is as follows:

Car	30 minutes
Car with trailer	45 minutes
Delivery van	45 minutes
Delivery van with trailer	60 minutes
Heavy goods vehicle	60 minutes
Heavy goods vehicle with trailer	90 minutes
Articulated lorry	90 minutes

After unloading, delivery vans and lorries may be left either at Checkpoint 1 free of charge, or in the paying utility vehicle car park in front of the Messe Zurich multi-storey car park for the duration of the assembly and dismantling of the exhibition. Cars may only be left in the multi-storey car park.



Access to Messe Zurich

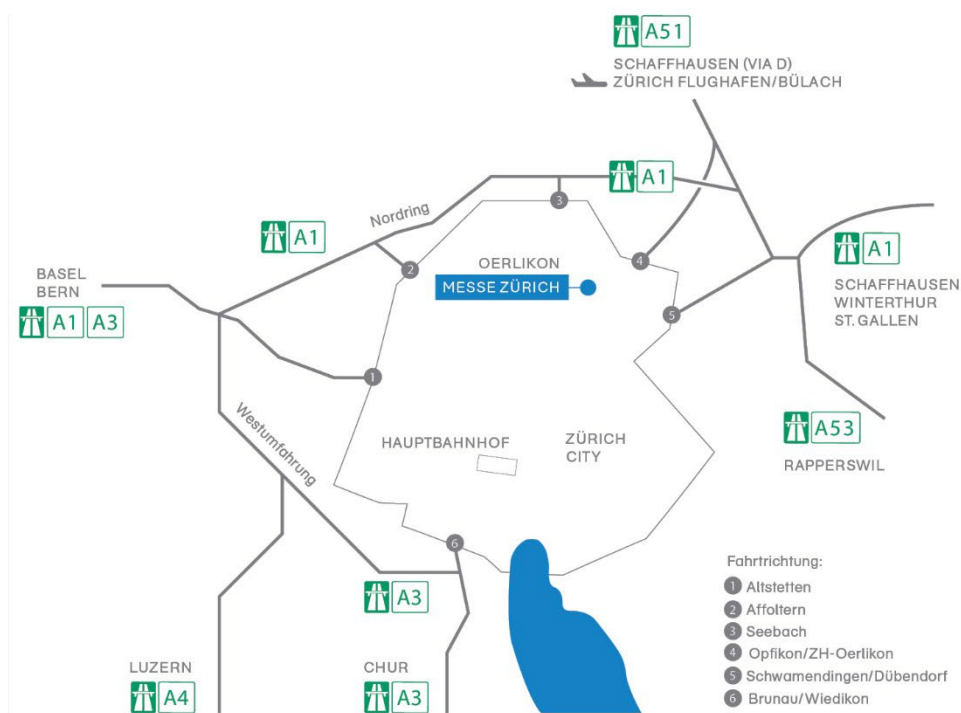
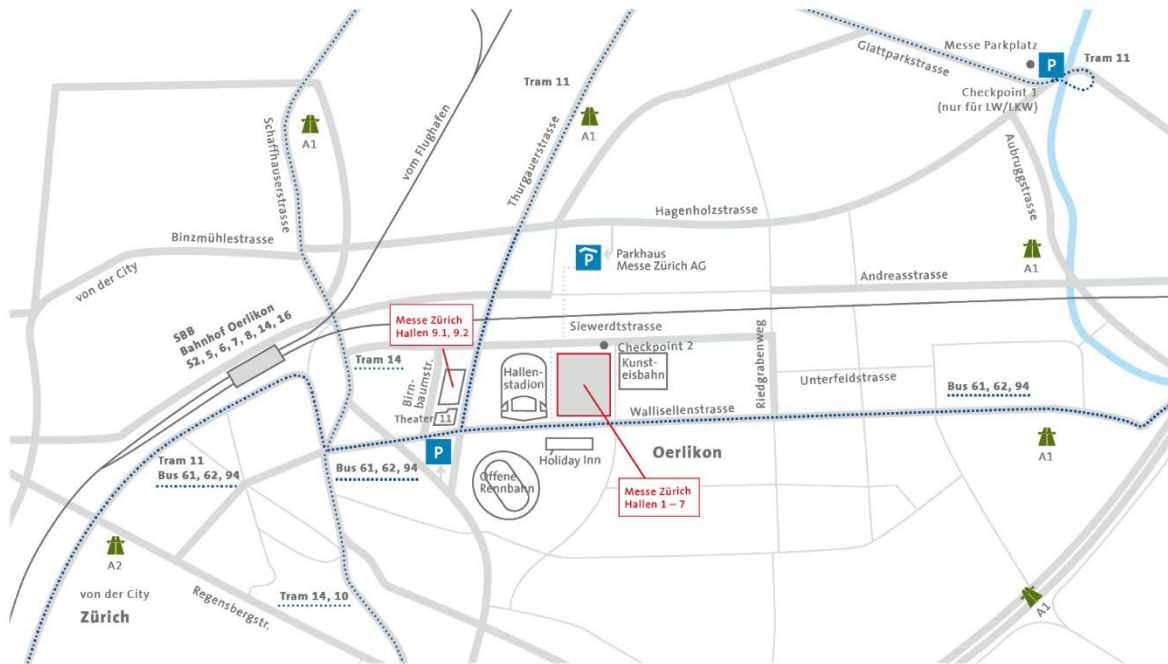
Basel/Bern A1 Nordring – ZH-Affoltern oder ZH-Seebach A1 ZH-Altstetten

Chur A3 ZH-Brunau/Wiedikon or A3 Westumfahrung – A1 Nordring – ZH-Affoltern or ZH-Seebach

Rapperswil A53 then the A1 in the direction of Zurich – A1 ZH-Schwamendingen/Dübendorf

Schaffhausen/ Zurich Airport A51 Opfikon/ZH-Oerlikon

Winterthur/ St. Gallen A1 ZH-Schwamendingen/Dübendorf





Main sponsors



Know-how partners



Cooperation partners



Co-sponsors



Pension Market Trade Fair and Pension Symposium

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