


IMPORTANT INFORMATION FOR EXHIBITORS

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



Pension Market Trade Fair and
Pension Symposium
14 - 15 June 2023

Messe Zurich halls 3 and 4

Trade fair checklist

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Profile/ Communication activities

Profile of exhibitors for special edition
Distribution of the upload link, Wed, 8 Feb 2023
Deadline Fri, 10 Mar 2023
Publication special edition Wed, 3 May 2023

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.

IMPORTANT!

The data uploaded on 10 March 2023 will be used for your profile in the special edition. Your profile will be used without good for print. Only typographical spelling rules* will be corrected by us for the printed profile.

* (e. g. CHF 1000000.–, Mia., Mio.)

The information sheet can be found here:

🔗 pk-messe.ch/en/exhibition-stand-2023
> **Profile of exhibitors for special edition**

Communication activities
Copy deadline Tue, 18 Apr 2023
Publication special edition Wed, 3 May 2023

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-2023
> **Communication activities**

Client invitations

Registration link guests
Distribution registration link guests Fri, 3 Mar 2023
Deadline registration Thu, 2 Jun 2023

Each exhibitor will receive their own registration link guests by email on 3 March 2023, which can be used as often as required. The guests can use this registration link to register for the Pension Market Trade Fair and the Pension Symposium.

Registration status

From 17 April 2023, you will receive an up to date list of the registrations 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-2023
> **Logo and banner downloads**

Orders and deadlines

Graphics | Rental furniture

Distribution order form Mon, 13 Mar 2023

Deadline Mon, 17 Apr 2023

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)	430.00
- Wall branding C (W97 x H270 cm)	505.00
- Door branding D (W97 x H35 cm)	65.00
- Corpus branding E (W104 x H91 cm)	185.00

The order form can be found at:

➔ pk-messe.ch/en/exhibition-stand-2023
> Orders and deadlines > 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 A (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-2023
> Orders and deadlines > Rental furniture

Construction heights halls 3 and 4

Maximum construction height 5.50 m
Height of modular stand 2.90 m

Electrical connections | Attaching of weights to the hall ceiling | LAN | Flat screen | Parking permits | Meeting rooms

Distribution order form Mon, 13 Mar 2023

Deadline Mon, 15 May 2023

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:

- 48" Samsung flat screen 950.00
- 55" Samsung flat screen 1'100.00

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

Meeting rooms

Various meeting rooms are available.

- A, 20 m2, 6 persons
- B, 20 m2, 6 persons
- C 12 m2, 4 persons

Price list

1 hour	2 hours	½ day	1 day
125.00	250.00	300.00	600.00

The order form can be found at:

pk-messe.ch/en/exhibition-stand-2023
> Orders and deadlines
> Electrical connections | Attaching of weights to the hall ceiling | LAN | Flat screen | Parking permits | Meeting rooms
> Stand sketch

Stand catering

Distribution contact/Web shop Mon, 13 Mar 2023

Deadline customised Mon, 15 May 2023

Deadline standard Fri, 2 June 2023

You may order stand catering from Wassermann Catering.

There are no catering facilities for visitors in and around Messe Zurich (apart at restaurant Azzurro in hall 3 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, 13 June to Thu, 15 June 2023

For beverages, snacks, glasses etc.

T +41 (0)79 941 38 91, T +41 (0)76 210 07 83

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

Distribution Web shop Mon, 13 Mar 2023

Deadline Mon, 12 June 2023

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/

**Transport instructions | Forklifts | Labours | Empties
Shipping Guidelines
Distribution order form Mon, 13 Mar 2023
Deadline Fri, 9 June 2023**

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-2023
➤ Orders and deadlines
➤ Transport instructions | Forklifts | Labours | Empties
➤ Shipping Guidelines

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-2023
➤ Orders and deadlines
➤ Transport instructions | Forklifts | Labours | Empties
➤ Shipping Guidelines

**Parcel service for advertising material, give away's etc.
Distribution order form Mon, 13 Mar 2023
Deadline parcel delivery until Fri, 9 June 2023
RETURN DELIVERY Order until Thur, 15 June 2023**

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 13 June.

You can also have the goods returned. The entire process, including printing of the label, will be handled by Sempex.

The order form can be found at:

➤ pk-messe.ch/en/exhibition-stand-2023
➤ Orders and deadlines
➤ Parcel service and label courier service, costs

Social Media #symposium2

We are publishing again various posts on LinkedIn this year, using the hashtag #symposium2. With this way, we will let you participate in the preparations or inform you when we have been able to win over a new speaker. Share our contributions and the associated spirit of the fair with your customers. Or post your own contributions using #symposium2.

How much sustainability is there in the Pension Market Trade Fair and the Pension Symposium?

We are preoccupied by this question, and we have therefore decided to cooperate with the company SchweryCade from Biel/Bienne. SchweryCade will accompany our event and the preparatory work, examine how sustainable it is and propose improvements. Not only our company will be involved, but also hall operators, stand builders, caterers and their suppliers. So, there will be an overall assessment and a certification of the event. And of course, you as an exhibitor already stand to benefit from this cooperation. For example, we will be able to provide you with a checklist for a sustainable presence at the trade fair as an exhibitor.

Admission ticket/ Lunch for exhibitors

Registration of stand personnel
Distribution of registration link Mon, 27 Mar 2023
Deadline Fri, 26 May 2023

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 registration link for guests. The stand personnel admission ticket allows exhibitors to eat in Restaurant Verde. The tickets will be dispatched electronically 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 registration link for guests by mistake, please send the first and last names of the persons to Sabina Gisler at symposium-2@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 will be sent electronically to the project manager as follows:

Registration by	Distribution on
Fri, 26 May 2023	Tue, 30 May 2023
Thur, 8 June 2023	Fri, 9 June 2023

Registration from	Collection from vps.epas Helpdesk
Fri, 9 June 2023	14 - 15 June 2023

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

Opening hours/ Stand personnel

Access Messe Zurich

Opening hours

Pension Market Trade Fair/Pension Symposium

Wednesday, 14 June 2023

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, 15 June 2023

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, 14 June 2023

9.45 a.m. – 5.30 p.m. Doors open: 7 a.m.

Thursday, 15 June 2023

9.45 a.m. – 4.45 p.m. Doors open: 7 a.m.

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)

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

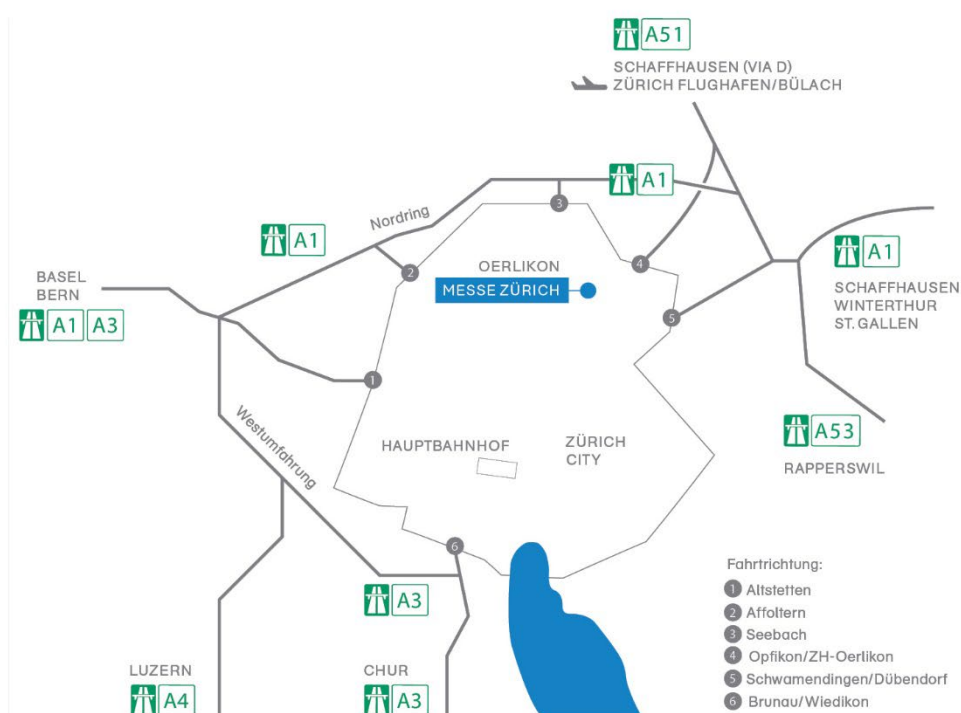
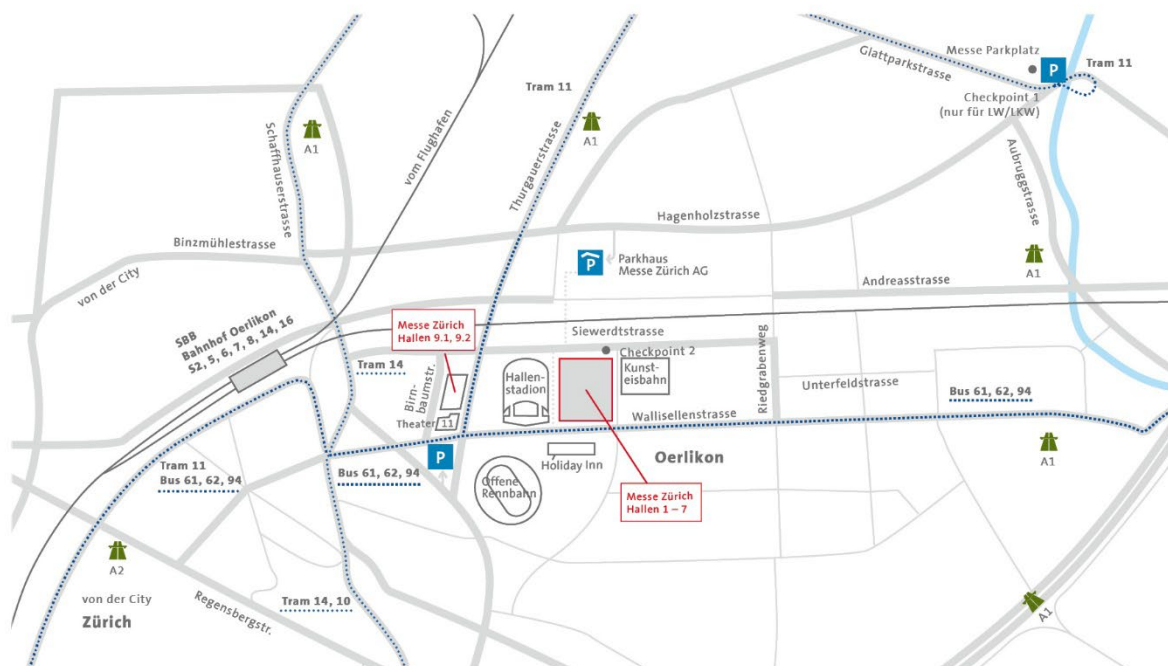
A53 then the A1 in the direction of
Zurich – A1 ZH-Schwamendingen/
Dübendorf

Schaffhausen/ Zurich Airport

A51 Opfikon/ZH-Oerlikon

Winterthur/ St. Gallen

A1 ZH-Schwamendingen/Dübendorf



Assembly and dismantling halls 3 and 4

Delivery of own stands (stand builders)

Monday, 12 June 2023	7 a.m. – 10 p.m.
Tuesday, 13 June 2023	7 a.m. – 2 p.m.

Delivery by car

Tuesday, 13 June 2023	from 2 p.m.
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Furnishing of modular stand (exhibitors)

Tuesday, 13 June 2023	2 p.m. – 10 p.m.
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Doorway for exhibitors

Wednesday, 14 June 2023	7 a.m.
Thursday, 15 June 2023	7 a.m.

Carpet removal (Messe Zurich)

Thursday, 15 June 2023	4.45 p.m. – 5 p.m.
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Clearing of stand (exhibitors)

Thursday, 15 June 2023	4.45 p.m. – 5.30 p.m.
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Removal by car

Tuesday, 15 June 2023	from 4.45 p.m.
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Dismantling of modular and own stand (stand builders)

Thursday, 15 June 2023	5 p.m. – 10 p.m.
Friday, 16 June 2023	7 p.m. – 10 p.m.

Procedure for delivery and removal of goods

Distribution access plan Mon, 13 Mar 2023

Mon, 12 June / Tue, 13 June / Wed, 15 June / Thu, 16 June 2023

Checkpoint

Procedure for the delivery and removal of goods during the assembly and dismantling of exhibitions in halls 3 and 4.

The delivery of goods (stand construction companies, suppliers, carriers, cars, etc). must be made through the Messe Zurich checkpoint. No goods may be delivered via the main entrance.

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.

As an exhibitor, it is also possible to deliver small materials such as brochures, give-aways, small coffee machines from the office, printers, etc. by passenger car on Tuesday, 13 June from 14.00 hrs.

The distribution access plan can be found at:

[🔗 pk-messe.ch/en/exhibition-stand-2023](https://pk-messe.ch/en/exhibition-stand-2023)
> Orders and deadlines
> Procedure for delivery and removal of goods

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

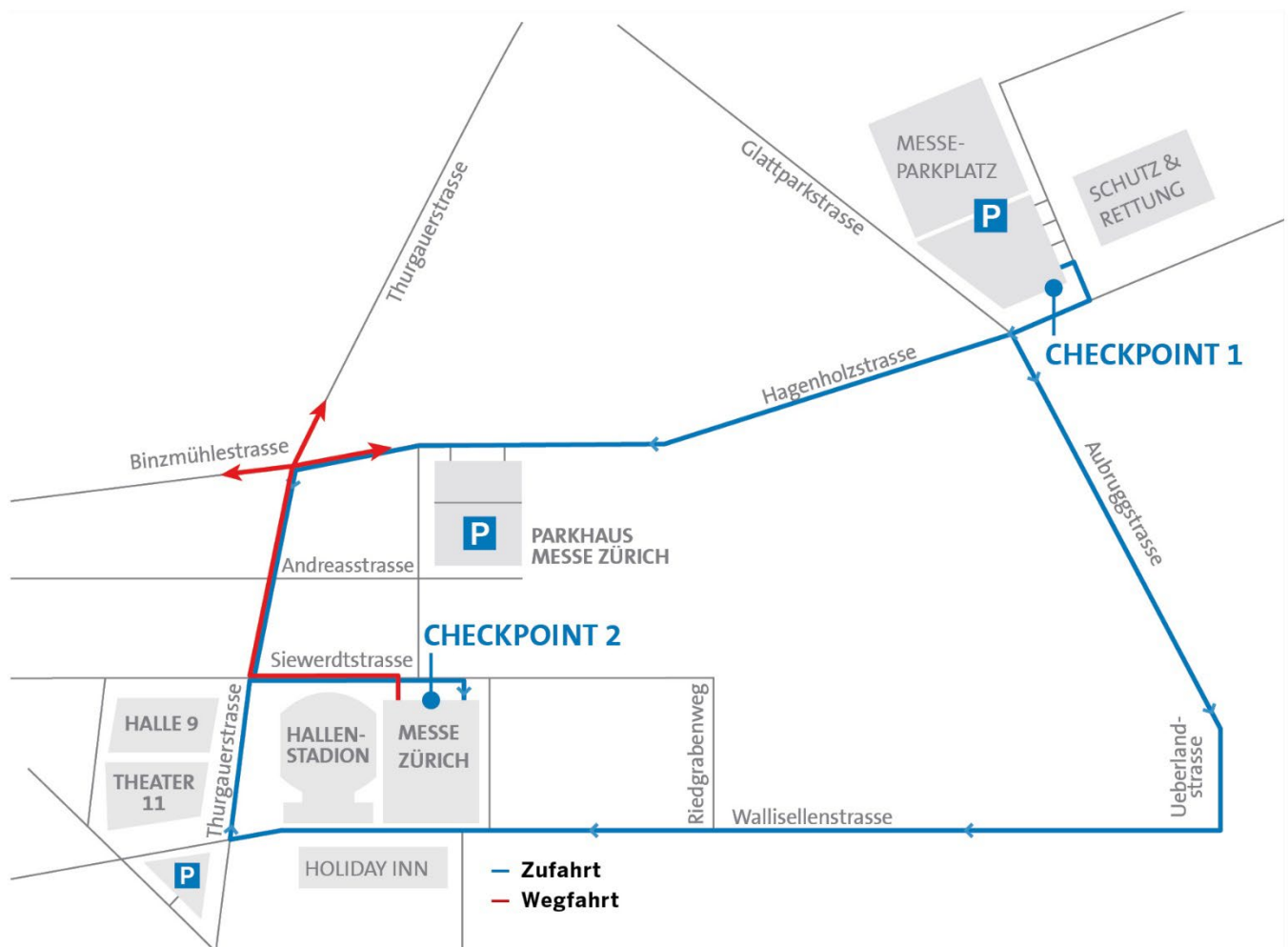
Access to Checkpoint 2 is via Hagenholzstrasse/Thurgauerstrasse to Siewerdstrasse, or via Aubruggstrasse/Wallisellenstrasse/Thurgauerstrasse to Siewerdstrasse.

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.



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 13 June 2023 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, 12 June until Thursday, 15 June 2023. 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 (14 - 15 June 2023). No special pass is required for the construction and clearing phases on 12/13/16 June 2023.

Drinks reception for exhibitors and visitors Wed, 14 June 2023, 5.30 p.m., Symposium bar

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

Cloakroom

The cloakroom in the basement will be staffed as follows during the two days of the fair:

Wednesday, 14 June 2023	8 a.m. – 9 p.m.
Thursday, 15 June 2023	8 a.m. – 5.15 p.m.

Visitor entry ticket

As an exhibitor, you can use the registration link guests to invite your clients and guests personally to the Pension Market Trade Fair. You have already received the registration link guests 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

14 - 15 June 2023 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 Azzurro

14 June 2023 11.30 a.m. – 3 p.m.
15 June 2023 11.30 a.m. – 2.30 p.m.

> Food and drink must be paid for.

Snackbar Azzurro

14 June 2023 7 a.m. – 3 p.m.
15 June 2023 8.30 a.m. – 2.30 p.m.

> Food and drink must be paid for.

Symposium Bar

14 June 2023 8 a.m. – 5.30 p.m.
15 June 2023 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.

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

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T +41 (0)41 317 07 43, M +41 (0)79 426 51 26

Organisation Pension Market Trade Fair

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
Roger Brändli
T +41 (0)58 307 77 64, M +41 (0)79 207 96 52
exhibitions.zuerich@sempex.com

Emergency numbers

Ambulance/paramedics	144
Fire brigade	118
Police	117



Main sponsors



Know-how partners



Cooperation partners



Co-sponsors



Pension Market Trade Fair and Pension Symposium

Messe Zurich, MCH Messe Schweiz (Zurich) AG
Halls 3 and 4, Wallisellenstrasse 49, 8050 Zurich

Organizer

VPS Verlag Personalvorsorge und Sozialversicherung AG
Taubenhausstrasse 38, 6005 Lucerne