



## Important information for exhibitors

### 1. Opening hours

Visitors:	Monday, 4 December 2023	08:30 AM – 07:30 PM
	Tuesday, 5 December 2023	08:30 AM – 06:00 PM
	Wednesday, 6 December 2023	08:30 AM – 06:00 PM
Exhibitors:	Monday, 4 December 2023	07:30 AM – 07:30 PM
	Tuesday, 5 December 2023	08:00 AM – 06:00 PM
	Wednesday, 6 December 2023	08:00 AM – 06:00 PM

### 2. Stand building and dismantling timetable

Building:	Sunday, 3 December 2023	07:00 AM – 09:00 PM
Dismantling:	Wednesday, 6 December 2023 (No dismantling booths of the stands before 04:00 PM, there is no access for vehicles before this time!)	04:00 PM – 10:00 PM

### 3. Delivery hours during the fair

daily until 09:00 AM

Parcel post, express post and letter post articles which arrive before the congress begins are retained by Olma Messen St.Gallen and delivered to you on the official assembly day. In case of incorrect address, inadequate arrangements between stand personnel and private carriers or for other reasons, Olma Messen St.Gallen accepts the consignment in good faith and ensures that it is forwarded to the exhibitor and accepted by them. In this case, the exhibitor must be charged a fee.

Basis for the calculation of the fee is the sum of length, width and height of the mail.

up to 80 cm	CHF	42.00	up to 300 cm	CHF	75.00
per additional 300 cm	CHF	75.00	express surcharge	CHF	30.00

Exhibition goods are to be sent, stating the hall and stand number, to:

European Colorectal Congress  
**<Your company name>**  
**<Hall 3.0, your booth no.>**  
St. Jakob-Strasse 94  
CH-9000 St.Gallen

### 4. Surveillance of the area

The event halls are not monitored. Please never leave valuables unattended.

### 5. Contact

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Hall Supervisor  
Building & dismantling Tel. +41 79 571 50 32  
*during building, congress and dismantling hours only*