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## Important logistics information

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### Transshipment of goods in the delivery zones and halls

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Unloading and loading, and also the transport of your goods and equipment to and from your stand, will be performed exclusively by our logistics partner, Sempex, and is subject to a charge.



**Vehicles of up to 3.5 t may be unloaded / loaded by the exhibitors themselves and the goods and equipment also transported to and from the stand by the exhibitors.**

During the assembly and dismantling phases, the lifts in the delivery zones are reserved for use by Sempex, with just a few exceptions (marked on the lifts themselves).

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### To ensure successful assembly and dismantling

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#### 1. Access to Messeplatz / Exhibition Square: online registration

- Log on at [smartlog.messe.ch](https://smartlog.messe.ch)  
(the login documents for exhibitors were sent out by the logistics team on 26 August 2019. Stand constructors will generally already have a login. New stand constructors should contact [helpline@messe.ch](mailto:helpline@messe.ch))
- Determine your timeslot for each journey to transport goods (assembly/dismantling)
- Print out the “Checkpoint registration slip” and send it to your forwarding company where appropriate

#### 2. Delivery / collection on day X: checkpoint in Basel

**(GPS: Zone Sud de la Plateforme Aéroportuaire, 68220 Héringue, France – 47.583514,7.538172)**

- Do not arrive at the checkpoint in Basel more than 45 minutes prior to the confirmed time slot
- The exhibition logistics officers will check and complete your registration slip and direct you to the delivery zone
- If you do not have a registration slip, the journey will have to be registered as a new journey at the checkpoint. A charge is levied for this (CHF 100.–), it will be necessary to wait for free time slots

#### 3. Smooth transshipment of goods: delivery zone at the exhibition site

- During the assembly phase, the personnel of our exhibition forwarding agent, Sempex, will unload your goods directly and take them to your stand. The reverse procedure will be adopted during dismantling.

#### 4. Direct access to the halls for cars

- Cars may be driven directly to the halls at these times (without going via the checkpoint). Book your time slot in the logistics tool between:
    - Monday, 23.9.19 from 16:00 to 21:00
    - Friday, 27.9.19 from 16:30 to 18:00
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**Please note:**

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- All journeys to transport goods to and from the exhibition site must be notified in advance: [smartlog.messe.ch](http://smartlog.messe.ch)
- Vehicles transporting goods that have not been notified beforehand will not be allowed to drive into the delivery zones and will be sent to the checkpoint. Subsequent registration at the checkpoint entails delays and additional costs for your journey to the exhibition site.
- Time slots that are reserved but not used prevent other exhibitors from using them and are thus subject to a charge (CHF 200.–). Please cancel any such slots in good time either yourself or via an e-mail to [helpline@messe.ch](mailto:helpline@messe.ch).
- Vehicles weighing more than 3.5 t are not permitted to use the roads on Sundays. You can, however, make journeys to the exhibition site with vehicles weighing less than 3.5 t on Sundays too. Notification to be submitted via [smartlog.messe.ch](http://smartlog.messe.ch).
- On Monday, 23 September 2019, the aisles must be cleared as of 12:00.
- Please notify the checkpoint of any late arrivals via the telephone number on the registration slip.

Further information at: [ilmac.ch/logistics](http://ilmac.ch/logistics)

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**Charges for any additional outlay incurred for exhibitors/stand constructors**

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Item	Description	Price in CHF
<b>Notification via the Logistics Tool</b>	Notification issued in the Logistics Tool up to 48 h prior to the journey	0.–
<b>Checkpoint notification less than 48 h beforehand</b>	Notification issued by the head of the checkpoint or dispatcher	100.–
<b>Notification by the logistics team</b>	Notification issued by the helpline or Sempex. Arranged less than 48 hours prior to the journey	0.–
<b>No-show notification / cancellation<sup>1</sup></b>	Notification not used (no-show) / cancellation* after the Logistics Tool has closed	200.–
<b>Excess time at the delivery zone</b>	Delivery zone not vacated after the specified time slot	100.–

<sup>1</sup> Must be submitted to the helpline in writing: [helpline@messe.ch](mailto:helpline@messe.ch)

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**All-in-package**

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The location of the exhibition ground in the centre of Basel has many advantages; it does, however, constitute a challenge in terms of deliveries to the ground. Take up our new offer and save yourself a great deal of time and outlay.

With the “All-in logistics package”, we collect your goods from anywhere in Switzerland and take them directly to your stand space.

Further information at: [ilmac.ch/logistics\\_allin](http://ilmac.ch/logistics_allin)

# Dates and opening hours

<b>Before the trade fair</b>				<b>Messe Basel Customs Office</b>
<b>Stand assembly:</b> <b>19.–23.9.2019</b> Hall 1.0/1.1/1.2	Thu	19.9.2019	7:00–22:00	7:30–12:00 / 13:00–17:00
	Fri	20.9.2019	7:00–22:00	7:30–12:00 / 13:00–19:00
	Sat	21.9.2019	7:00–20:00	8:00–12:00
	Sun <sup>1</sup>	22.9.2019	8:00–18:00	closed
	Mon <sup>2</sup>	23.9.2019	7:00–22:00	7:30–12:00
<b>System stands ready for occupancy as of:</b>	Mon <sup>2</sup>	23.9.2019	9:00	—

<b>During the trade fair</b>				<b>Messe Basel Customs Office</b>
<b>Duration of the trade fair:</b> <b>24.–27.9.2019</b>	Tue	24.9.2019	9:00–17:00	7:30–12:00 / 13:00–17:00
	Wed	25.9.2019	9:00–19:00	7:30–12:00 / 13:00–17:00
	Thu	26.9.2019	9:00–17:00	7:30–12:00 / 13:00–17:00
	Fri	27.9.2019	9:00–16:00	7:30–12:00 / 13:00–19:00

Exhibitors with an exhibitor's pass have access to the exhibition halls one hour prior to the start of the trade fair.

<b>After the trade fair</b>				<b>Messe Basel Customs Office</b>
<b>Clearance of stands:</b> <b>27.–30.9.2019</b>	Fri	27.9.2019	16:00–22:00	7:30–12:00 / 13:00–19:00
	Sat	28.9.2019	7:00–20:00	8:00–12:00
	Sun <sup>1</sup>	29.9.2019	8:00–18:00	closed
	Mon	30.9.2019	7:00–22:00	7:30–12:00 / 13:00–17:00
<b>System stands to be cleared by:</b>	Sat	28.9.2019	17:00	—

<sup>1</sup> Without transshipment of goods (ban on HGVs)

<sup>2</sup> The aisles must be cleared by 12:00 (carpeting to be laid in the aisles)

The exhibition management reserves the right to change the times for the assembly/dismantling of stands at short notice (written notification to exhibitors)

## Contact

### Logistics helpline

T +41 58 206 34 11 | e-mail: [helpline@messe.ch](mailto:helpline@messe.ch)

### On-site logistics partner

All the logistics services in Basel are performed by Sempex, the official logistics partner of Swiss Exhibition. Please do not hesitate to contact Sempex if you have any questions or need advice on additional services:



Sempex AG, Location Basel, Isteinerstrasse 76, CH-4058 Basel  
[exhibitions.basel@sempex.com](mailto:exhibitions.basel@sempex.com), +41 (0)58 307 7720, [www.sempex.com](http://www.sempex.com)