

Technical Regulations

1. Presentation area

The works (models, pictures or other objects) shall be presented at the **architektur0.16** Exhibition on white Sagex cubes. Each participant shall have one cube (4 x 1 x 0.5 meters) at his/her disposal. Each participant may choose whether to display the works on the flat cube – 1x4 meters in size and 0.5 meters high; or on the upright cube – 0.5x4 meters in size and 1 meter high (a tolerance of +/- 3 cm for the basic size must be factored in). These are manufactured goods. For this reason, the exhibitor must count with black inclusions and odd edges. The cubes can not be replaced for this reason in the exhibition. Participants with small works are advised to use the second variant (upright cube) for reasons of observational distance.

1.1. Layout

Each participant shall submit a layout for his/her presentation area together with his/her registration for the Exhibition. The exhibits may not protrude beyond the allocated space.

1.2. Lighting

To ensure clear lighting, the two- and/or three-dimensional works will be displayed lying flat. Each participant is generally free to choose the way in which he/she wishes to present his/her work on the cube. The cube may be painted, covered with material, hollowed out, cut or otherwise modified by the participant. However, any changes made to the cube must not exceed the defined exhibition space. If the cube is modified by the participant in such a way that the cube is no longer in its original state after the Exhibition finishes, the participant shall be charged the cost price of CHF 280.00 (excl. VAT) for the cube, as it is only rented and will be used again after the Exhibition. To guarantee appropriate presentation, the works must be of a suitable, exhibition-standard quality and approved by the curator in advance.

1.3. Stand number

The stand number with the name of the Exhibition participant will be affixed to the lower left corner of the presentation area (A4 format, see 5. Stand number / Inscription).

1.4. Advertising material

Displaying advertising material (postcards and portfolios) on or next to the cube is not permitted and such material will be removed by the Organizer. The Portfolio Lounge is available for postcards, portfolios, books, catalogs, etc. Business cards that do not exceed the standard size of 8.5cm x 5.5cm may be placed on the stand inscription.

1.5. Fire index

All materials used (decoration etc.) must conform to fire safety regulations and must satisfy a fire index of at least V2 (flame-retardant).

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2. **Assembly and dismantling of the stand**

- 2.1. Participants may begin assembly of their presentation space on Thursday October 27, 2016. The presentation space must be fully constructed by 4 p.m. on October 27, 2016. Exhibition participants are requested to comply with the instructions, timings and the exhibition plan, which will be sent out by the Organizer approx. 10 days before the Exhibition starts. Each participant is required to be on location during the setting-up time.
- 2.2. Dismantling of stands must take place on the evening that the Exhibition closes (October 30, 2016 at 8 p.m.) from 8:10 p.m. Where dismantling is not undertaken or started until 8.15 pm, the Organizer shall be entitled to do this at the participant's cost and to put the exhibits into storage or dispose of these. The Organizer shall make every effort to handle the exhibits in a professional manner but accepts no responsibility for damage caused during dismantling or while in storage.
- 2.3. In exceptional cases the Organizer may alter the assembly and dismantling times. The Organizer reserves the right to invoice the Exhibition participants for any costs thus incurred. Outside the official assembly and dismantling times, participants may only enter the halls during normal opening hours.
- 2.4. No parking spaces are available anywhere in the grounds of the Maag site. The goods handling plan can be requested from the Maag EventHall and is binding and must be observed. Requests for special permits may be made at the Information Desk at the Maag site. It is not permitted to drive or park motor vehicles in the halls. It is not permitted to park motor vehicles on the Maag grounds outside the loading and unloading times. The Organizer is empowered to have unauthorizedly parked motor vehicles or trailers removed at the owner's cost.
- 2.5. The floor of the Maag hall should be "driven" on or used with great care and only with rubberized crates and hand trucks.
- 2.6. Empty containers cannot be put in storage during the Exhibition. The Exhibition participant must take his/her packaging material (cardboard boxes, etc.) away with him/her. Any costs incurred for disposal shall be charged to the participant.
- 2.7. The delivery of packaging material, the packing of exhibits and the clearing of stands may only commence 20 minutes after the Exhibition has ended. Access times for dismantling shall be arranged by the Organizer.
- 2.8. The exhibition space shall be handed back by the Exhibition participant in the condition in which he/she found it. In the event of any damage to the exhibition space or the halls (lifts, superstructure, floors, cables, etc.) the repair costs shall be charged to the participant responsible.
- 2.9. The Organizer accepts no responsibility for goods/stand equipment left behind.

3. **Special installations and services**

When submitting applications, participants shall notify the Organizer in writing as to whether Internet connections and other special installations or any rental furniture or services are required. These shall be invoiced separately. Instructions for such services that are given only shortly before or during assembly shall be subject to a surcharge in addition to the regular invoiced amount. Posters, information sheets, etc. must not be affixed to the walls of the Maag EventHall (this also applies to the outdoor area on the Maag site).

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4. **Special structures**

Requests for permits for special structures that exceed the specified dimensions must be submitted to the Organizer in writing with a sketch of the dimensions by August 22th, 2016. The same shall apply to lighting, company signage, floor coverings and decoration items that exceed the stand dimensions. Participants are not entitled to have their requests for special structures approved.

5. **Stand number / Inscription**

The stand number and inscription (A4 format) bearing the name and details of the participant and the exhibited works shall be affixed to the lower left corner of the presentation areas by the Organizer and may not be altered, covered or removed by the participant.

6. **Lighting**

The general hall lighting will be used to light the presentation areas. The Organizer shall decide whether the optimum lighting of the presentation areas is sufficient, in consultation with the lighting technicians.

7. **Cleaning**

The Exhibition cleaning service shall undertake general cleaning of corridors, stairs, etc. Special waste containers are provided on the Exhibition grounds. The Exhibition participant shall be personally responsible for larger quantities of waste and the disposal of oils, fats and chemicals in compliance with the relevant statutory provisions governing environmental protection. Smaller quantities of waste may be deposited in the corridors at the end of each day of the Exhibition, provided that such waste is well packed in tied-up, fee-paid waste sacks. Mixing toxic or pollutant materials with the normal waste is prohibited.

8. **Catering, free samples**

Exhibition participants are not permitted to offer food or drink either for sale or for free.

9. **Admission conditions**

9.1. **Opening hours**

The Exhibition is open continuously from 11 a.m. to 8 p.m. daily. Exhibition participants are required to exhibit their works for the entire duration of the Exhibition. On the final day of the Exhibition, clearance and dismantling of the presentation area may begin only 10 minutes after the Exhibition closes. Non-compliance with this regulation (lack of consideration for visitors and fellow exhibitors) is detrimental to the Organizer and may lead to exclusion from future Exhibitions.

9.2. **Visitors**

The Exhibition is open to the public.

9.3. **Dogs**

Dogs are not permitted anywhere on the exhibition grounds. Exempt from this are small dogs carried in a bag; they may not, however, run around freely on the ground or be held on a leash.

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9.4. Parking rules

No parking spaces for vehicles of any kind are available on the Maag grounds. This also applies during the assembly and dismantling periods. Disabled drivers with a corresponding ID card are requested to use the parking spaces specially reserved for them. The Organizer recommends that visitors use the public car parks in the immediate vicinity (beneath the Hardbrücke bridge, Pfingstweid multi-storey car park). All exhibitors require parking cards for delivery purposes, which you will receive on advance registration from the hall manager and the event project manager.

9.5. Admittance of Exhibition participants

Participants (unaccompanied) shall have free access to the Exhibition for its entire duration. The following rules apply in the event of participants with multiple employees:

- 1 admission/day for individuals and architecture firms or construction firms with up to five employees;
- 2 admissions/day for architecture firms or construction firms with six to 10 employees;
- 3 admissions/day for architecture firms or construction firms with 11 to 20 employees;
- 4 admissions/day for architecture firms or construction firms with 21 to 50 employees;
- 5 admissions/day for architecture firms or construction firms with more than 50 employees.

9.6 Smoking ban

Smoking is strictly prohibited during the entire Exhibition (incl. during the assembly and dismantling).

10. Advertising

10.1. Audio and visual advertising is strictly prohibited.

10.2. The Organizer shall not accept any third-party claims arising from non-compliance with Prolitteris regulations.

10.3. Advertising is generally prohibited. This shall also extend to the use of individuals displaying advertising and the distribution or affixing of advertising material of any kind such as posters, flyers, leaflets, stickers, etc. in the hall corridors, throughout the entire Exhibition grounds, in the immediate vicinity of the event building or in exhibition-related parking spaces.

10.4. Each Exhibition participant and partner may present advertising materials (postcards, flyers, documentation) in the Portfolio Lounge.

The following are prohibited within or at the presentation area:

- that which violates the relevant statutory and administrative regulations, technical regulations or common decency;
- the conducting of surveys, tests, competitions, lotteries and prize draws (the exception being test surveys conducted by the Organizer);
- that which violates conditions and ordinances imposed by the authorities, particularly those of the fire authority;
- that which runs counter to the interests of the Organizer;
- displaying business cards on the cubes is permitted. Attaching and/or displaying any other advertising materials, especially larger ones, is prohibited.

10.6. The use of the Organizer's name and the visual presentation of the Exhibition signet is only permitted with the Organizer's express consent.

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11. Press

The distribution of press material relating to the **architektur0.16** Exhibition shall be undertaken solely by the Organizer. All pictures submitted by Exhibition participants may be used/made available free of charge for PR/press purposes and the Organizer's own advertising in direct connection with the Exhibition, but shall cite the respective participant's name. Participants shall not be entitled to have their pictures publicized.

12. Marketing

The marketing of the Exhibition is solely the remit of the Organizer. Exhibition participants are prohibited from marketing their stands in any way and from involving sponsors. The Organizer can issue special permits where sponsorship is limited to material services and the quality of the presentation area is thus noticeably improved.

13. Photography and filming

- 13.1. Basic filming, recording with video equipment, photographing and sketching of the Exhibition samples or Exhibition areas of third parties is not permitted. In the event of non-compliance, the Organizer shall be entitled to confiscate any sketches made or any exposures.
- 13.2. This shall not affect the activities of media such as radio, television and press for the purposes of reporting.
- 13.3. Participants may film, photograph or sketch in front of their own presentation space during the Exhibition opening times. Insofar as Exhibition participants wish to have pictures taken by their own photographer outside the official opening hours, a permit must be sought from the Organizer at least two weeks before the Exhibition opens.
- 13.4. The Organizer has the right to take photographs and make films, video recordings and drawings of Exhibition items or individual exhibits free of charge for the purposes of documentation or for its own publication and advertisement.
- 13.5. Requests for special permission from the Organizer for participant advertising should be made in good time, accompanied by the corresponding documentation. Participants shall not be entitled to receive permission.

14. Miscellaneous terms

The Exhibition Regulations of the Exhibition and the Regulations governing the use of the Maag EventHall (www.mehag.ch) shall apply.

Zurich, November 10th, 2015

The Organizer of the **architektur0.16** Exhibition:
BLOFELD Entertainment GmbH