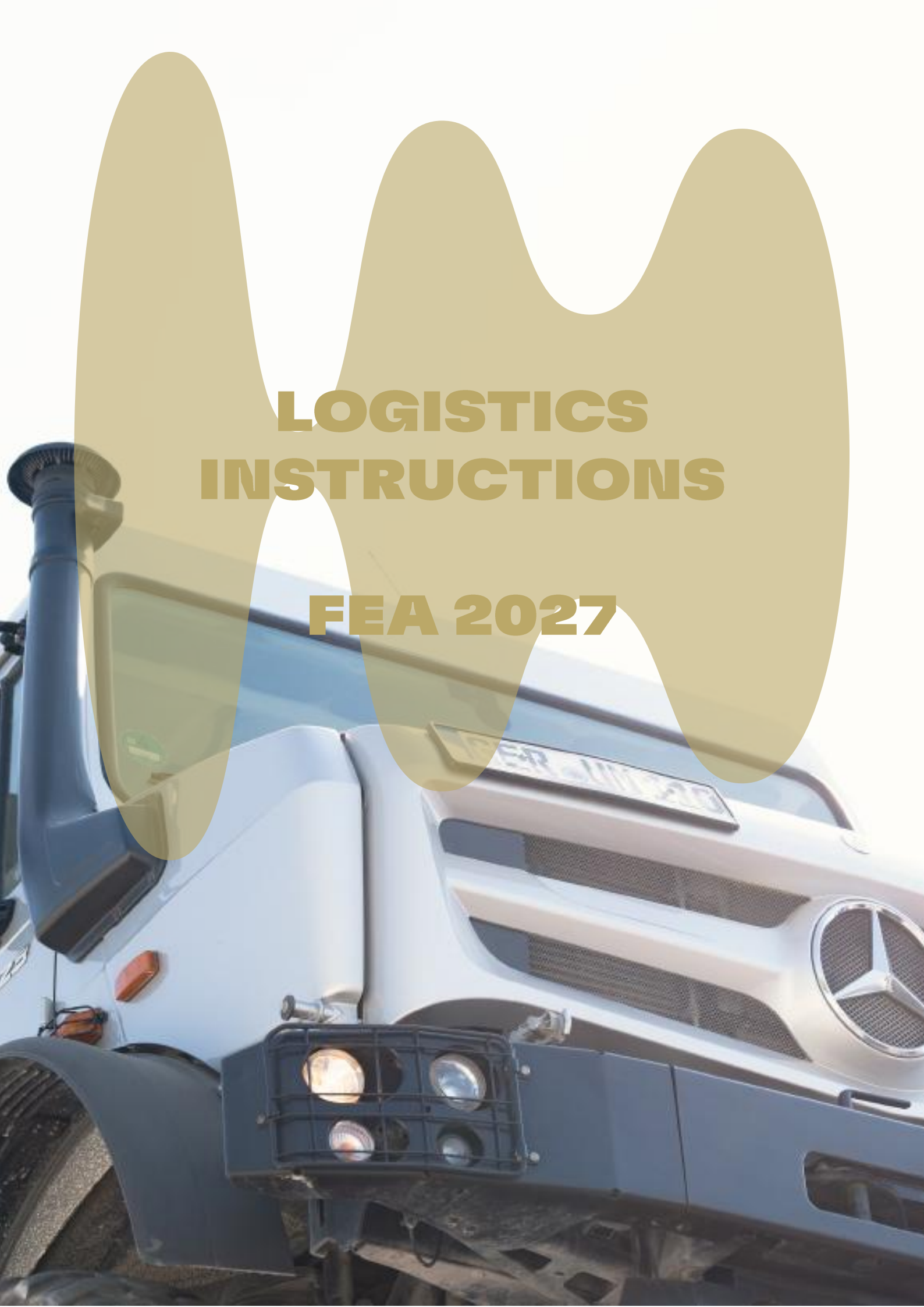
LOGISTICS INSTRUCTIONS

FEA 2027



BERNEXPO

LOGISTICS INSTRUCTIONS FOR BERNEXPO AG

Welcome to BERNEXPO AG's TransITfair logistics portal, which has been specifically designed for planning and managing your events. Here, you can book your own time slots for accessing and leaving the site free of charge – so you can minimise waiting times and schedule your setup and dismantling activities efficiently.

Please contact us if you have any questions or if anything is unclear.

BERNEXPO AG Logistics
Logistics helpline
logistik@bernexpo.ch
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1 Driving onto the exhibition premises

1.1 Set-up and dismantling – booking a time slot

➔ It is only possible to drive onto the exhibition premises (for deliveries and pick-ups) if you have booked a time slot (date and time) and received valid confirmation.

1.2 Implementation: No booking of time slots necessary

➔ Vehicles still on the premises after the grace period expires will be towed away, and the vehicle owner will be charged accordingly.
➔ There will be no logistics services (forklifts, etc.) available during the trade fair.
➔ There is no access for deliveries to the trade fair in the evenings. In emergencies, this is only possible by telephone arrangement.

2 Booking, amending or cancelling time slots

Time slots can be booked on the TransITfair logistics portal via the following link:
➔ bernexpo.transit-fair.com (log in via OpenID Connect)
➔

2.1 Vehicles

➔ One time slot must be booked per vehicle (vehicles with a trailer only require one time slot and need to be booked in the correct vehicle category – based on the combined length of the vehicle and trailer).
➔ After booking, you will receive a confirmation. Please print this confirmation or save it on a mobile device, as you will need to show it when arriving at the exhibition premises.
➔ It is not permitted to leave the vehicle on the premises for longer than the time booked.

2.2 Self-propelled exhibits

➔ All vehicles driven by road straight to the trade fair booth where they will be exhibited are considered self- propelled exhibits (e.g. exhibited vehicles, show trucks, food trucks, etc.)
➔ These exhibits must be registered on the logistics portal as “exhibition vehicles”, but do not require a time slot. To do this, select the “Exhibition vehicles” button on the logistics portal.
➔ The booking confirmation must be carried on board each individual exhibit and presented before driving onto the exhibition premises.
➔ No time slots are required for removing these exhibits from the premises during the dismantling phase.

2.3 General information

- ➔ The time slots can be booked free of charge and are binding. Due to the very limited space available at the moment, there are no waiting areas on or around the exhibition premises. Please arrive exactly on time at the entrance to the exhibition premises on the date you have booked (see the ”Directions” section).
- ➔ The loading and unloading time per vehicle is different and can be selected when booking.
- ➔ Please postpone or cancel your booked time slots promptly yourself on the portal. BERNEXPO AG reserves the right to charge a fee for repeatedly unused time slot bookings.
- ➔ Detailed instructions for the registration process can be found on the TransITfair logistics portal (see top right: Help documents).

3 Booking a forklift truck

Loading and unloading with forklift trucks to/from the booth is carried out exclusively by BERNEXPO.

When booking your time slot, please order any loading/unloading assistance you will need.

Please note that we can only lift items up to a total weight of 5 tons.
Orders with special dimensions or weights (e.g. containers, excess length or excess weight) must be booked in **advance** with BERNEXPO Logistics. Please note that additional costs may be charged for this.

Vehicle unloading and loading is to and from the booth. This service is logged electronically based on reported hours. The cost is CHF 240 per hour, billed at 15-minute intervals.

This is effectively billed based on the hours reported electronically by the BERNEXPO AG staff at the site. The cost will be added to the final invoice issued after the end of the trade fair.

For forklift work directly on the exhibition booth, independent of unloading/loading, a separate order must be placed via the logistics portal or at the checkpoint.

4 Set-up, implementation and dismantling information

4.1 Set-up

➔ The areas with stand packages can be set up starting **Wednesday, January 27, 2027, at 12:00**.

Date	Setup times in the halls	Time slot deliveries (checkpoint, forklift) Mandatory time slot booking	Craftsman services	Exhibition office Opening hours
Tue, 26.01.2027	07:00 - 21:00	07:00 - 17:00	07:00 - 17:00	07:00 - 17:00
Wed, 27.01.2027	07:00 - 21:00	07:00 - 17:00	07:00 - 17:00	07:00 - 17:00

4.2 Implementation (during the trade fair)

➔ Exhibitor access on Thursday, January 28, 2027, from 7:30 a.m. to 7:00 p.m., and from Friday, January 29, through Sunday, January 31, 2027, from 9:00 a.m. to 7:00 p.m.

Date	Delivery times	Access times Without time slot	Exhibition office Opening hours
Thu, 28.01.2027	07:30 - 09:45 According to Securitas instructions	07:30 - 09:45 According to Securitas instructions	07:00 - 19:00
Fri, 29.01.2027 - Sun, 31.01.2027	09:00 - 09:45 According to Securitas instructions	09:00 - 09:45 According to Securitas instructions	08:45 - 19:00

4.3 Dismantling

➔ The areas with booth packages must be cleared by **12:00 p.m. on Monday, February 1, 2027.**

Date	Dismantling times in the halls	Time slot deliveries (checkpoint, forklift) Mandatory time slot booking	Craftsman services	Exhibition office Opening hours
Sun, 31.01.2027	18:00 - 24:00	18:30 - 21:00	**No Services**	08:45 - 19:00
Mon, 01.02.2027	07:00 - 21:00	07:00 - 17:00	07:00 - 17:00	07:00 - 17:00

4.4 Extended set-up/dismantling

Working hours can be extended until 10.00 pm. This must be authorised in advance by the exhibition team (Exhibition Office Hall 2.1). This is chargeable at **(100 CHF/h)** and will be invoiced.

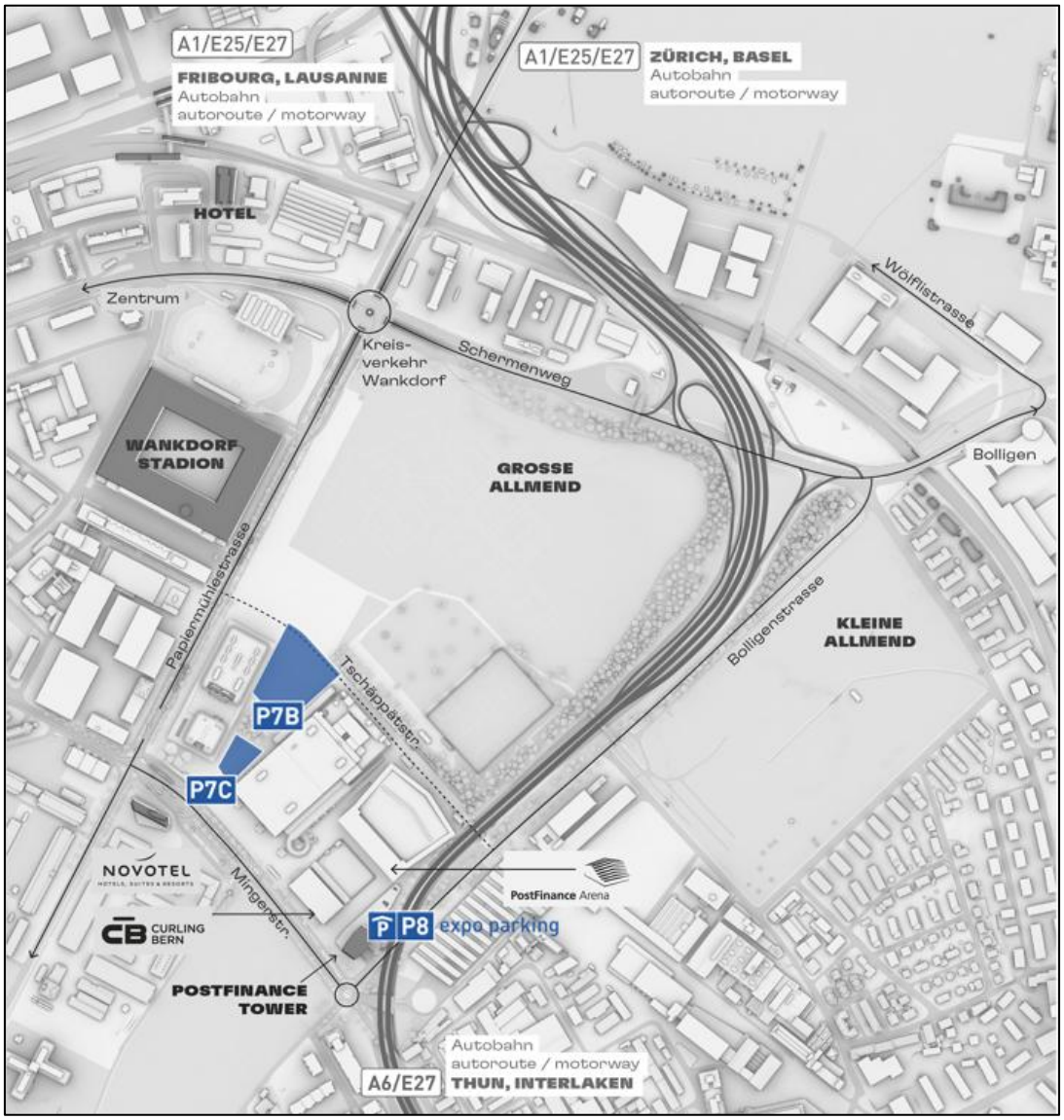
5 Parking spaces

5.1 Parking options during assembly/dismantling and implementation

All parking spaces on the BERNEXPO site are chargeable. Parking tickets can be purchased in cash at our parking meters or via app (paybyphone, parkingpay, easypark, PrestoPark, Park&Pay, Twint).

The following parking options are available for cars and vans:

- ➔ **Expo-Parking P8** Parking garage for cars (maximum height up to 2.10m**, without trailer**)
- ➔ **Car parking P7** Parking for vehicles with/without trailers up to 3.5 tons and total height over 2.10m



Important note

- ➔ Parking is not permitted on the delivery ramps, in the exhibition halls or anywhere on the exhibition premises.
- ➔ You will need a time slot to drive onto the exhibition premises, which you can book yourself free of charge on the logistics portal.

5.2 Parking prices

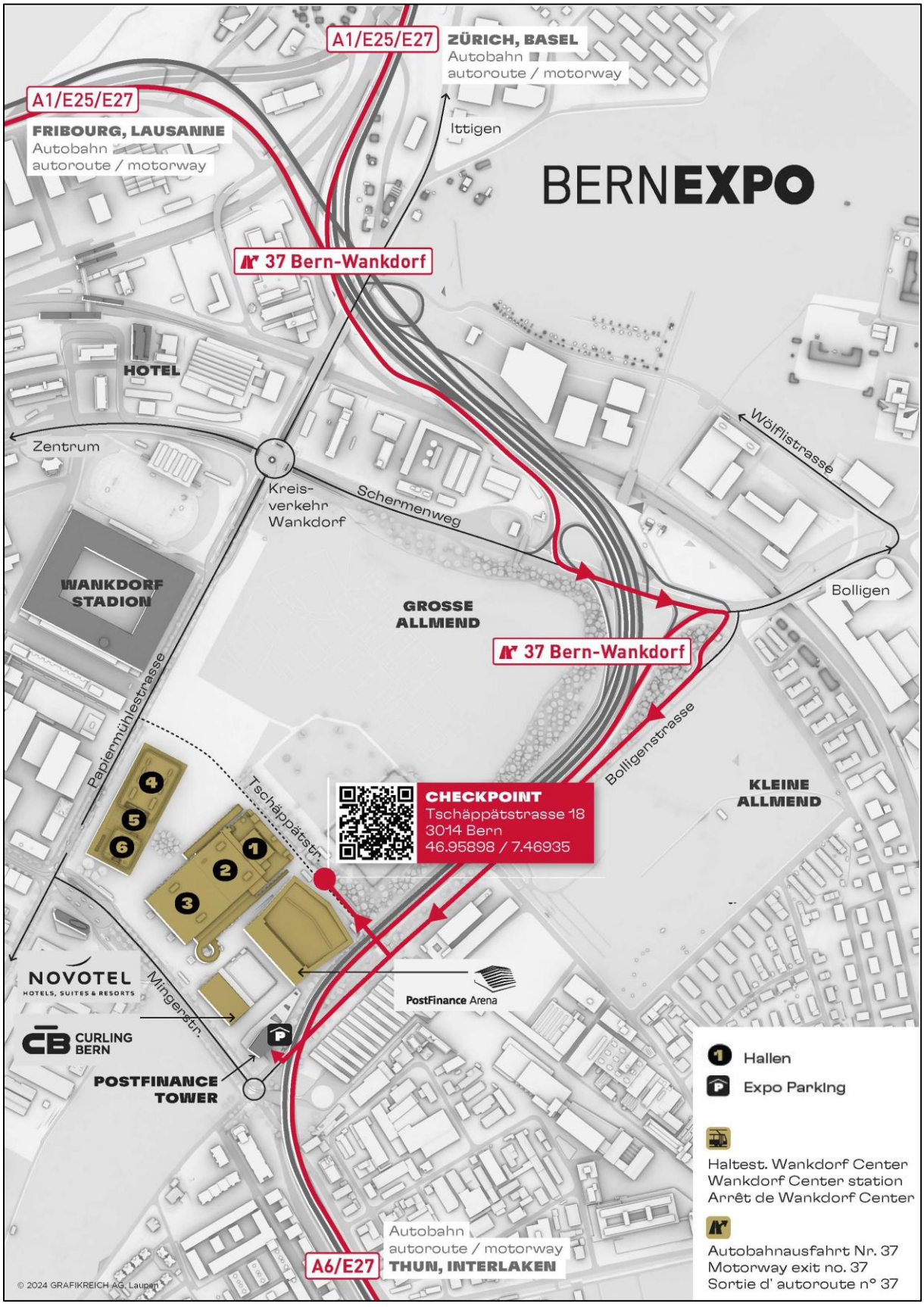
Parking spaces	First 30 minutes	For every additional 30 minutes	Hourly rate	Daily rate
P8 Expo-Parking under 2.10m, under 3.5to (without trailer)	CHF 2.20	CHF 2.20	CHF 4.40	CHF 44.00
P7 Parking space Parking space for cars	-	-	CHF 3.60	CHF 21.60
P7 Parking space Vehicles with trailers and total height over 2.10m, max. 3.5to	-	-	CHF 4.20	CHF 25.20

5.3 Truck parking

It is not possible to park trucks on the BERNEXPO site. Trucks can be parked for a fee on the premises of MORAND Transporte AG in 3053 Lätti. Truck parking spaces are limited. Arrangements can be made directly via MORAND Transporte AG.

MORAND Transporte AG
Gewerbestrasse 3-5, 3053 Lätti
+41 31 869 11 96
info@morandtransporte.ch

6 Directions to BERNEXPO



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7 Empty containers

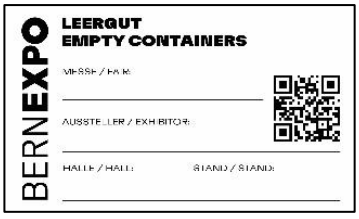
You can order or register storage for empty or full containers in advance through the Logistics Portal BERNEXPO AG or directly on-site at the exhibition office (Hall 2.1).

Standard is delivered to the stand in the night after the exhibition closes
Express will be delivered to the stand 2 hours after the exhibition closes
Full containers Return according to the agreed return date **(earliest two hours after the official end of the fair, otherwise "Express" must be booked)**

7.1 Logistics policy for empty containers

- ➔ Empty labels must be picked up at the exhibition office in Hall 2.1 and **each** item must be marked with a label.
- ➔ No empty containers may be stored on the booths or around the booth area due to applicable safety regulations.
- ➔ It is not possible to store empty containers yourself on the BERNEXPO AG site.
- ➔ If BERNEXPO AG is not commissioned to store the empty containers, you must also book a suitable time slot for the removal/supply of empty containers on the logistics portal.
- ➔ After return transport, the products must be inspected for completeness and condition. Any complaints must be reported to BERNEXPO AG in writing immediately or within a maximum of 24 hours.
- ➔ If the goods delivered are incorrect or missing, please contact the local empties partner staff or the staff at the checkpoint directly.

7.2 Categories for empty containers

Categorie	Specification	Marking
Standart CHF 65.00/m3 excluding VAT	Delivery until the first official dismantling day (not the last day of the fair)	
Express CHF 135.00/m3 excluding VAT	Delivery within the first two hours after the official end of the fair	
Full containers CHF 155.00/m3 excluding VAT	Delivery by the specified return date **(earliest two hours after the official end of the fair, otherwise "Express" must be booked)**	

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8 Customs formalities

➔ All goods imported from abroad are subject to Swiss customs legislation. This means the goods must be assessed, and the import duties will need to be secured until the imported goods have left Switzerland again.

➔ There is no permanently staffed customs office at the BERNEXPO AG trade fair venue, so customs clearance is not possible at the site. You must complete customs clearance at a border customs office upon entering the country as early as possible or get your haulier to organise it.

➔ Please contact the service department at the Customs Inspectorate if you have any questions:

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Erlenstrasse 35a
2555 Brügg
+41 58 463 90 18
douane.centre@bazg.admin.ch

Please contact us if you have any questions or if anything is unclear.

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