

**PALAZZO DEI CONGRESSI  
EX-ASILO CIANI  
VILLA CIANI  
LUGANO**

**MEETINGS AND  
CONGRESSES  
PRICE LIST**

# TABLE OF CONTENTS

## **ROOMS AND EXHIBITION SPACE**

Plenary rooms	3
Meeting rooms	4
Foyer	4
Ex-Asilo Ciani	5
Villa Ciani	5
General conditions for room rental	6

## **TECHNICAL EQUIPMENT**

General conditions for technical equipment rental	8
Congress audio	9
Congress video	10
Congress lightning	11
Congress techniques	11
Congress (IT network lines/wireless)	12
Congress additional services	12

## **SUPPORT SERVICES**

Technical staff	13
Commercial exhibitions	13
Outsource companies	13

## **ADDITIONAL SERVICES**

Information and registration desk	14
External companies services	14
Communication	14
Wireless	15
Food & beverage	15
Accommodation	15
Transfers and social program	15
Parking	15
Connections	15
Tourist information	15

## **PLANIMETRIES**

Convention Centre ground floor	16
Convention Centre first floor	16
Villa Ciani ground floor	17
Villa Ciani first floor	17
Villa Ciani second floor	18
Ex-Asilo Ciani	18

# ROOMS AND EXHIBITION SPACE

## PLENARY ROOMS

	Theatre	Classroom	Banquet	
<b>Room A</b> ground floor and 1 <sup>st</sup> floor Amphitheatre with fixed stage and mobile front stage. Sound, light and recording control room. Simultaneous translation equipment. Seats fitted with a folding table. Darkened room.	1'060 stalls (740) balcony (209) gallery (111)	-	-	<b>CHF 2'500.-</b>
<b>Total</b> with additional seats on mobile front stage	1'130	-	-	<b>CHF 2'500.-</b>

### Technical features:

<b>Stage</b>	17.5 x 8.7m   h 7-8.5m		
<b>Proscenium</b>	h 4-5.8m		
<b>Mobile front stage</b> Height adjustable	12 x 4m   4 levels: 0cm, 30cm, 60cm e 100cm		
<b>Fixed motorized screen</b>	8.8 x 6.5m		
<b>Goods lift</b> Access to the stage from outside yard	width 2.25m   depth 3m maximum load 1000kg		
<b>Dressing rooms</b> various sizes	9 units (price per unit)		<b>CHF 100.-</b>

	Theatre	Classroom	Banquet	
<b>Room B</b> 1 <sup>st</sup> floor (830 m <sup>2</sup>   38x22m   h 3.15-5.3) Room on first floor, can be divided into 3 sections. Sound proofing and simultaneous translation equipment. Darkened room.	550	300	700	<b>CHF 2'400.-</b>
<b>Room B – Section 1</b> (330 m <sup>2</sup>   15x22m)	200	140	300	<b>CHF 1'100.-</b>
<b>Room B – Section 2</b> (143 m <sup>2</sup>   6.5x22m)	80	54	-	<b>CHF 600.-</b>
<b>Room B – Section 3</b> (360 m <sup>2</sup>   16x22m)	150	120	200	<b>CHF 1'100.-</b>
<b>Room B – Section 1-2</b> (470 m <sup>2</sup>   22x22m)	300	228	450	<b>CHF 1'500.-</b>
<b>Room B – Section 2-3</b> (495 m <sup>2</sup>   22.5x22m)	-	-	450	<b>CHF 1'500.-</b>

### Technical features:

<b>Fixed motorized screen</b>	B1: 9x4m	B2: 3.9x2.9m	B3: 3.9x2.9m
<b>Goods lift</b> Access to the room (1 <sup>st</sup> floor) from outside yard.	width 1.49m   depth 2.14m   height 2.15m maximum load 1500kg door size 1.2 x 2m		

## MEETING ROOMS

	Theatre	Classroom	Banquet	
<b>Room C</b> 1 <sup>st</sup> floor (110 m <sup>2</sup>   18x6m   h 3.3m) Room can be divided into 3 sections. Sound, light and recording control room. Darkened room.	100	50	80	<b>CHF 600.-</b>
<b>Room C – Section 1</b> (54 m <sup>2</sup> )	40	20	-	<b>CHF 250.-</b>
<b>Room C – Section 2</b> (27 m <sup>2</sup> )	20	12 (block)	-	<b>CHF 200.-</b>
<b>Room C – Section 3</b> (35 m <sup>2</sup> )	32	14	-	<b>CHF 250.-</b>
<b>Room C – Section 1-2</b> (81 m <sup>2</sup> )	60	30	-	<b>CHF 350.-</b>
<b>Room C – Section 2-3</b> (62 m <sup>2</sup> )	45	30	-	<b>CHF 350.-</b>
<b>Room D</b> 1 <sup>st</sup> floor (26 m <sup>2</sup>   6.5x4m   h 3.3m)	25	20 (block)	20	<b>CHF 200.-</b>
<b>Room E</b> ground floor (108 m <sup>2</sup>   14.5x7.5m   h 2.6m)	100	75	70	<b>CHF 600.-</b>
<b>Room G</b> basement (70 m <sup>2</sup>   10x7m   h 2.45m)	90	50	-	<b>CHF 600.-</b>
<b>Room H</b> basement (36 m <sup>2</sup>   9x4m   h 2.5m)	30	28 (block)	-	<b>CHF 200.-</b>

Technical features:

<b>Fixed motorized screen</b>	C1: 2x2m C3: 4.5x2m	D: 2x2m	E: 2.6x1.6m	G: 2x2m non-motorized
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## FOYER

	Surface	Receptions	Banquet	
<b>Ground floor foyer</b> (h 2.6-5.1m)	1100 m <sup>2</sup>	1000	400	<b>CHF 2'800.-</b>
<b>Main foyer</b> PT (h 2.7-6.5m)	620 m <sup>2</sup>	400	200	<b>CHF 2'000.-</b>
<b>Foyer A</b> PT (h 2.4-6.8m)	280 m <sup>2</sup>	300	180	<b>CHF 1'000.-</b>
<b>Wardrobe foyer</b> PT (h 3.15m)	200 m <sup>2</sup>	-	-	<b>CHF 1'000.-</b>
<b>Main foyer + A or Wardrobe</b> PT		700	380	<b>CHF 2'400.-</b>
<b>Foyer B</b> 1 <sup>st</sup> floor (28x7m   h 3-4.5m)	199 m <sup>2</sup>	150	-	<b>CHF 1'000.-</b>
<b>Foyer C</b> 1 <sup>st</sup> floor (8x7m   h 3m)	54 m <sup>2</sup>	50	-	<b>CHF 400.-</b>

Rates for exhibitions:

<b>Exhibition and poster sessions</b> per day per square meter or per linear meter	The exhibition will be invoiced only for the net used surface.	<b>CHF 22.-</b>
<b>Car show</b> indoor outdoor	per car / per day	<b>CHF 300.-</b> <b>CHF 200.-</b>
<b>Storage</b> for exhibition material for the agreed time	Flat fee rate per m <sup>3</sup> , excl. equipment and staff for portage	<b>CHF 50.-</b>

## EX-ASILO CIANI

	Theatre	Classroom	Banquet	
<b>Patio</b> (284 m <sup>2</sup> ) Mobile AV system. No darkened space and no air conditioned.	140	-	160	<b>CHF 850.-</b>
<b>Room 1</b> ground floor (41 m <sup>2</sup>   9.1x4.5m)	35	-	-	<b>CHF 350.-</b>
<b>Room 2</b> ground floor (49 m <sup>2</sup>   9.1x5.4m)	40	-	-	<b>CHF 400.-</b>
<b>Room 3</b> ground floor (32 m <sup>2</sup>   6 x5.4m)	25	-	-	<b>CHF 250.-</b>
<b>Room 4</b> ground floor (66 m <sup>2</sup>   10.25x6.5m)	60	-	-	<b>CHF 500.-</b>
<b>Room 5</b> ground floor (35 m <sup>2</sup>   6.5x5.5m)	30	-	-	<b>CHF 250.-</b>
<b>Room 6</b> ground floor (31 m <sup>2</sup>   5.7x5.5m)	20	-	-	<b>CHF 250.-</b>
<b>Room 7</b> ground floor (41 m <sup>2</sup>   9.1x4.5m)	35	-	-	<b>CHF 350.-</b>

### Technical features:

<b>Mobile screen</b>	3.0 x 1.7 m
<b>No air conditioning in the rooms</b>	Air conditioners on request for Room 1-7.
<b>Historical building (1892)</b>	separate building
<b>Maximum allowed capacity</b>	200 people

## VILLA CIANI

	Theatre	Reception	Banquet	
<b>Ground floor</b> (500 m <sup>2</sup> ) 10 connected rooms of different sizes and a cloakroom	-	200	200	<b>CHF 4'500.-</b>
<b>First floor</b> (440 m <sup>2</sup> ) 10 sale collegate di diverse dimensioni	-	100	100	<b>da CHF 1'500.- a CHF 3'000.-</b>
<b>Second floor</b> (385 m <sup>2</sup> ) 10 sale collegate di diverse dimensioni	-	100	100	<b>da CHF 1'500.- a CHF 3'000.-</b>
<b>Main rooms</b> (from 54 to 80 m <sup>2</sup> ) Only for congresses. Mobile AV system.	50-70	-	-	<b>da CHF 600.- a CHF 1'000.-</b>
<b>Accessory rooms</b> (da 15 a 45 m <sup>2</sup> ) Only for congresses. Mobile AV system.	16-45	-	-	<b>da CHF 300.- a CHF 500.-</b>

### Technical features:

<b>Mobile screen</b>	3.0 x 1.7 m
<b>Air conditioned rooms</b>	
<b>Elevator</b> Access form all floors	width 1.1m   depth 1.38m   height 2.12m maximum load 630kg, door size 2 x 0.8m
<b>Guardian/surveillance</b>	Mandatory service to be defined depending on the use CHF 55.-/per hour per guardian
<b>Historical building</b>	separate from Convention Centre, but connected by an internal corridor.
<b>Maximum allowed capacity</b>	Ground floor: 200 people   1 <sup>st</sup> and 2 <sup>nd</sup> floor: 100 people

## GENERAL CONDITIONS FOR ROOM RENTAL

### BOOKING

We only accept bookings in writing via fax, per post or e-mail and they have to include:

- Name of the event
- Responsible person of the event (first name and last name)
- Full address and phone number
- Name of the company (or private person)
- Subscription of the contract and acceptance of the general conditions

### RATES

All rates are in Swiss Francs and are subject to VAT 7.7% (not included). Rates and charges are subject to change.

The rates are intended per day and include:

- the availability of the room in the required set-up
- ordinary lightning
- heating or air conditioning
- normal electricity consuming (cables and additional material will be invoiced)
- ordinary cleaning
- support person for the room available (room A and B)

All additional costs related to the use of equipment not in possession of the Convention Centre (e.g. transportation and set-up) and from all services provided by third parties will be invoiced to the client.

#### *Banquets and meetings*

The rental for the rooms is invoiced from the first day of set up until the last day of dismantling inclusive according the following rates:

- 1 day of preparations, rehearsals and set-up and/or 1 day of dismantling or cleaning will be invoiced at ½ price rate
- additional days of preparations, set-up, dismantling, etc. and days of the event will be invoiced at full price

The necessary days for set-up and dismantling of the event should be arranged with the catering companies and/or technical partners and immediately communicated to the Convention Centre. A CHF 55.- per hour fee could be charged for the presence of a custodian.

#### *Exhibitions*

The rental for the entire area is invoiced from the first day of set up until the last day of dismantling inclusive at a full rate. In order to coordinate the access of vehicles on the outside yard, one or two security agent(s) (organized by the Palazzo dei Congressi) are mandatory during exhibition set up and dismantling.

### MATERIAL SHIPMENT AND STORAGE

Organizers are requested to send all items free of any charge to the Palazzo dei Congressi (including customs clearance charges and VAT) at Piazza Indipendenza 4, 6900 Lugano, stating the relevant conference and stand. Exhibitors are requested to give detailed instructions to their transport company concerning any prepaid dispatch/export once the conference/exhibition has finished.

All costs of dispatch (prior to and following the exhibition), customs clearance charges and taxes (VAT) shall be borne by the organizer and **won't be anticipated by the Palazzo dei Congressi.**

Transport containers and palettes left are to be accompanied by a consignment note in the case of rail transport or the address of the consignee together with the address of the transport company that is to collect the goods (plus telephone number and contact person).

Agreement with the management is required where items are to be delivered prior to the date of assembly and collected after the day on which they are dismantled. The Palazzo dei Congressi stores such items in a storage room at a flat fee rate of CHF 50.- m<sup>3</sup> that will be charged to the organizer. **The transport to and from the storage room is not included in the rate.** In case of lack of space the items will be stored with a transport company, with the cost being debited to the exhibitor.

### CLEANING AND RUBBISH COLLECTION

Standard cleaning is included in the rent and is the responsibility of the Palazzo dei Congressi. Extraordinary cleaning and the collection of rubbish left by the organizer, by exhibitors or other external companies will be invoiced for separately. For catering companies refer to special conditions concerning cleaning and rubbish collection.

#### **CLIENT'S RESPONSIBILITY**

Inside the Palazzo dei Congressi it is absolutely forbidden to smoke.

Rooms and technical equipment are provided in good condition and must be returned in the same condition. The organizer will be responsible for any damage to rooms, their contents or equipment, as well as any marks left by glue, adhesive tape or anything requiring special cleaning.

Normal cleaning is carried out at the expense of Palazzo dei Congressi. **In room A it's forbidden to import and consume any kind of food and beverage and it's not permitted to put flyers and/or any other promotional material on the chairs.** If this rule is not respected additional cleaning hours will be charged.

For technical exhibitions accompanying conventions, special conditions apply which must be observed. Organizers should request relevant particularities. The exhibition plan has to be submitted to the Palazzo dei Congressi for approval before being sent to individual exhibitors. For fairs, exhibitions, corporate events and special events which require a special set-up (by the organizer or a third party) it is mandatory to present a project concept and a floor plan to be approved by the Palazzo dei Congressi.

#### **VILLA CIANI AND PUBLIC AREAS**

The usage of Villa Ciani and all external public areas (Piazza Castello, Parco Ciani, etc.) need the approval of the Lugano Municipality. It is recommended to start the request procedure (through the Palazzo dei Congressi) at least three months prior the event.

#### **PAYMENTS**

Payment conditions are regulated by the business partner relationship.

#### **CANCELLATION POLICY**

In case of cancellation the following penalties will be applied:

- |  |                        |
|--|------------------------|
| ■ up to 4 months before the event:     | out-of-pocket expenses |
| ■ up to 2 months before the event:     | 50%                    |
| ■ less than 2 months before the event: | 80%                    |

# TECHNICAL EQUIPMENT

## GENERAL CONDITIONS FOR TECHNICAL EQUIPMENT RENTAL

### ORDERS

We only accept orders in writing per post or e-mail and they have to include:

- Full address
- Name of the company (in case of a private person name and last name)
- Responsible person of the equipment

We do not accept telephone orders. In any case they have to be confirmed in writing.

### RATES

All rates are intended per day in Swiss Francs and are subject to VAT 7.7%. Rates and charges are subject to change and are valid from 1<sup>st</sup> January 2011.

The rates are intended per day and will be calculated based on the following **multiplier**:

Duration	Multiplier	Duration	Multiplier	Duration	Multiplier
01 day	01.00	04 days	02.50	01 week	04.00
02 days	01.50	05 days	03.00	02 weeks	06.00
03 days	02.00	06 days	03.50	03 weeks	07.00

### EQUIPMENT RETURN

Projectors, microphones and all technical equipment have to be returned complete of all accessories, remote controls, etc. Damaged or lost items will be invoiced to the client.

### GARANTY

All equipment is controlled before set-up.

### INSURANCE

Rental fee does not include an insurance against theft and for responsibility for third parties; the client has to be covered adequately. Especially in case of simultaneous translation (receivers) and voting systems a service of distribution and collection has to be organized.

### SIMULTANEOUS TRANSLATION SET-UP

- Congresses which start after 12:00: set-up in the morning.
- Congresses which start before 12:00: set-up in the previous day (downtime for anticipated delivery and set-up CHF 600.-).

### ADDITIONAL SERVICES

The Convention Centre staff is at disposal to satisfy all the clients' needs and offer additional services about technical equipment not mentioned in this price list.



## CONGRESS AUDIO

ROOM A-B		A	B1	B2	B3	B1-2	B1-3	
<b>KIT audio 1*</b> PA system - Audiorack, 3 table microphones speakers, CD/MP3-Player	Set-up up to 200 people		X	X	X			<b>CHF 390.-</b>
<b>KIT audio 2*</b> PA system - Audiorack, 3 table microphones speakers, CD/MP3-Player	Set-up up to 300 people					X		<b>CHF 490.-</b>
<b>KIT audio 3*</b> PA system - Audiorack, 3 table microphones speakers, CD/MP3-Player	Set-up up to 550 people						X	<b>CHF 590.-</b>
<b>KIT audio 4*</b> PA system - Audiorack, 3 table microphones speakers, CD/MP3-Player	Set-up up to 550 people	X						<b>CHF 690.-</b>
<b>KIT audio 5*</b> PA system - LineArray System + delay Audiorack, 3 microphones, MP3-Player	Set-up up to 1'100 people	X						<b>CHF 1'290.-</b>
ROOM C-D		C1	C2	C3	C1-2	C2-3	C1-3	
<b>KIT audio 6*</b> PA system - Audiorack, 3 table microphones, speakers, MP3-Player	C1 – 40 pax C2 – 20 pax C3 – 40 pax	X	X	X	X	X		<b>CHF 290.-</b>
<b>KIT audio 7*</b> PA system - Audiorack, 3 table microphones, speakers, MP3-Player	Set-up up to 100 people						X	<b>CHF 390.-</b>
ROOM E-G and dressing room		E	G	DR				
<b>KIT audio 8*</b> PA system - Audiorack, 3 table microphones, speakers, MP3-Player	E – 80 pax G – 90 pax	X	X					<b>CHF 390.-</b>
<b>KIT audio dressing room</b> Soundtrack dressing room and foyer (only for room A and technical staff)	Set-up included			X				<b>CHF 200.-</b>

Audio equipment and staff for all rooms::

<b>Reading stand</b> without microphone with microphone	Set-up included			In all rooms	<b>CHF 80.-</b> <b>CHF 120.-</b>
<b>Cordless microphone</b> Choice among hand, headset or tie microphone	Set-up included			In all rooms	<b>CHF 120.-</b>
<b>Table microphone</b> Additional table microphone	Set-up included			In all rooms	<b>CHF 40.-</b>
<b>Kit audio mobile</b> PA system, 1 cordless microphone, speakers	Set-up included			In all spaces	<b>CHF 390.-</b>
<b>Conference technical staff</b> for assistance (additional), minimum 3 hours				1 hour	<b>CHF 90.-</b>
<b>IT staff</b> for conference (PC management), min. 3 hours				1 hour	<b>CHF 120.-</b>
<b>Changes</b> , new set-up				1 hour	<b>CHF 90.-</b>

(\*) On request table microphones can be changed with 1 cordless hand microphone without additional costs.  
**All microphones supplied from the Convention Centre are not suitable for singing performances and/or amplification of music instruments.** If requested, we will submit an appropriate offer.

## CONGRESS VIDEO

ROOM A-B		A	B1	B2	B3	B1-2	B1-3		
<b>KIT Multimedia 1</b> - Congress Projector LCD 5000 ANSI Lumen 16:9 (incl. screen) on table	single screen (set-up included)			X				<b>CHF 590.-</b>	
<b>KIT Multimedia 2</b> - Congress Projector LCD 5000 ANSI Lumen 16:9 (incl. screen)	single screen (set-up included)		X		X			<b>CHF 590.-</b>	
<b>KIT Multimedia 3</b> - Congress Projector DLP 10000 ANSI Lumen 16:9, video selector (incl. screen)	single screen (set-up included)	X	X		X	X	X	<b>CHF 990.-</b>	
<b>KIT Multimedia 4</b> - Congress Projector DLP 10000 ANSI Lumen 16:9, video selector (incl. screen)	single screen (set-up included)	X						<b>CHF 1'890.-</b>	
ROOM C-D		C1	C2	C3	C1-3	D			
<b>KIT Multimedia 8</b> - Congress Projector LCD 3500 ANSI Lumen 16:9 (incl. screen)	single screen	X		X	X			<b>CHF 490.-</b>	
<b>KIT Multimedia 9</b> – Congress mobil Projector LCD 5000 ANSI, wiring, 1 mobile screen 3.0 x 1.7 m / 16:9	single screen		X			X		<b>CHF 390.-</b>	
<b>KIT Multimedia 10</b> – Plasma Plasma 65", sound, wiring	set-up included					X		<b>CHF 590.-</b>	
ROOM E-G-H		E	G	H					
<b>KIT Multimedia 8</b>	single screen	X	X					<b>CHF 490.-</b>	
<b>KIT Multimedia 9</b>	single screen			X				<b>CHF 390.-</b>	
<b>IT monitor</b> Monitor for speakers on table or carriage. VGA or HDMI signal distribution	+ set-up costs	In all rooms							<b>CHF from 150.-</b>
<b>IT Congress</b> Congress notebook Centrino DUO, XP Ram 2GB, HDD 120GB, TFT 15.4" DVD±RW	+ set-up costs	In all rooms							<b>CHF 250.-</b>
<b>Conference technical staff</b> for assistance (additional), minimum 3 hours		1 hour							<b>CHF 90.-</b>
<b>IT staff</b> for conference (PC management), min. 3 hours		1 hour							<b>CHF 120.-</b>
<b>Changes</b> , new set-up		1 hour							<b>CHF 90.-</b>

For the connection beamer-PC we will provide a VGA or HDMI plug (we don't provide any adaptors for other plugs).

## CONGRESS LIGHTNING

In all rooms standard lightning with respective regulation is included in room rental rate. Following kits consist in a special lightning for the speakers during projections.

ROOM A-B		A	B1	B2	B3	B1-2	B1-3	
<b>KIT Lights 1</b> Control panel, dimmer, projectors (ask for detailed sheet)	Set-up standard		X			X	X	<b>CHF 390.-</b>
<b>KIT Lights 2 and 3</b> 2: moving lights front + backlight 3: moving lights rear	Set-up standard	X						<b>On request</b>

## CONGRESS TECHNIQUES

<b>Screen MOBIL 3.0 x1.7 m</b>		<b>CHF 80.-</b>
<b>Fixed motorized screen</b> if rented separately with own projector plenary room meeting room		<b>CHF 100.-</b> <b>CHF 60.-</b>
<b>Easel</b> if rented separately with own projector		<b>CHF 30.-</b>
<b>Cable for projector-PC connection</b> (12 m) with own projector (VGA or HDMI)		<b>CHF 30.-</b>
<b>Notebook</b>	+ set-up costs	<b>CHF 250.-</b>
<b>REC A1L</b> Recording kit original language, 1 channel (CD or MP3), incl. editing	In all rooms	<b>CHF 250.-</b>
<b>REC A2L</b> Recording kit 1 additional language or translated channel (CD or MP3)	In all rooms	<b>CHF 150.-</b>
<b>REC Basic</b> Recording kit 1 without editing (CD or MP3)	In room A, B1 and B3	<b>CHF 100.-</b>
<b>Laser pointer</b> Laser Laser with presenter		<b>CHF 10.-</b> <b>CHF 30.-</b>
<b>Flipchart</b> conference easel with 10 sheets 90 x 70 cm		<b>CHF 40.-</b>
<b>Magnetic board</b> with wheels 100 x 120 cm		<b>CHF 60.-</b>
<b>Cork board</b> for displaying posters 120 x 150 cm		<b>CHF 40.-</b>
<b>TOOL</b> Box with marking and highlighting pens and magnets		<b>CHF 10.-</b>
<b>Wooden panels</b> for displaying posters 120 x 200 cm (vertical) for displaying posters 200 x 120 cm (horizontal)	Flat rate	<b>CHF 100.-</b> <b>CHF 120.-</b>
<b>Table name place</b> 15 x 42 cm incl. support and printed name		<b>CHF 2.-</b>
<b>Footboard</b> wooden (200 x 100 cm, h 20-40-60 cm) wooden (200 x 100 cm, h 20 cm)	per piece	<b>CHF 30.-</b>
<b>Hydraulic hoist</b> (up to 7m), half day		<b>CHF 100.-</b>
<b>Dance floor</b> , wooden elements (100 x 100 cm, max. 6 x 5 m)	Flat rate	<b>CHF 200.-</b>

## CONGRESS IT (NETWORK LINES/WIRELESS)

Number of network lines/wireless lines	1	2-5	6-10	11-20	21-30	31-40	+ 40
Flat rate for private WiFi connection with assistance. Tailor made SSID and password.	360.-						
Flat rate for additional private WiFi connection	100.-						
Flat rate for cable connection	100.-	90.-	80.-	70.-	60.-	50.-	40.-

The utilisation of this charged service is highly recommended in case of conferences, secretariat, press room and exhibitions. It includes the support of our technical staff and it's unlimited. External telephone lines are available on request.

## CONGRESS ADDITIONAL SERVICES

There are additional services provided by our technical partners especially for congresses. Request detailed information and a tailor made offer about this services.

<b>Simultaneous translation</b> with translation booths	Interpreters' contacts available	In all rooms	On request
<b>Video conference</b> Video conference MultiPoint with Plasma		In all rooms	On request
<b>Teleconference</b> Table telephone, SoundStatio	Excluded telephone fees.	In all rooms	On request
<b>Video Totem</b> 46" FHD screen touch screen version		Depending on needs	On request
<b>Conference System</b>	Included installation	In all rooms	On request
<b>Voting system</b> 200 TED	Included installation	In all rooms	On request
<b>Slide check preview</b> Changes, new set-up	+ installation on request	Depending on needs	On request
<b>Internet Kiosk</b> 4 PC / Notebook		In all rooms	On request
<b>Translation system without booth</b> 40 receivers			On request
<b>Video registration service</b> TV shooting for projection		In all rooms	On request
<b>KIT Multimedia 6-7</b> - Congress Projector DLP 10000 ANSI Lumen Full HD 16:9, video selector (incl. screen) <i>Double PowerPoint presentation or PowerPoint + speaker image</i>	double screen (set-up included)	Room A Room B1 / B1-2 / B1-2	On request
<b>Mobile Congress App</b> – Congress Mobile and tablet. iOS and Android. 4" or 5.5". E/D/F/I. Combination of the app and the digital posts.	Included: data entry, use instructions and publishing on the stores.	Flat rate	On request
<b>E-Congress</b> Basic service with fixed videocamera		In all rooms	On request

# SUPPORT SERVICES

## TECHNICAL STAFF

<b>Specialized conference technician</b> minimum 3 hours	3 hours	<b>CHF 270.-</b>
<b>Specialized conference technician</b> additional hours	1 hour	<b>CHF 90.-</b>
<b>IT technician</b> for conference (PC) minimum 3 hours	3 hours	<b>CHF 360.-</b>
<b>IT technician</b> for conference (PC) additional hours	1 hour	<b>CHF 120.-</b>
<b>Technician for changes</b> , new set-up	1 hour	<b>CHF 90.-</b>
<b>Guardian</b> mandatory from 18.00 to 07.00	1 hour	<b>CHF 55.-</b>
<b>Assistant workman</b> minimum 3 hours	1 hour	<b>CHF *35.-</b>
<b>Extraordinary cleaning</b> 1 workman, including material and products	1 hour	<b>CHF 55.-</b>
<b>Security guards surveillance of entrances</b> minimum 3 hours	1 hour	<b>CHF **47.-</b>
<b>Security guards surveillance of parking place</b> minimum 3 hours	1 hour	<b>CHF **55.-</b>
<b>Security guards surveillance of exhibition</b> minimum 3 hours	1 hour	<b>CHF **55.-</b>
<b>Cloakroom assistant</b>	1 hour	<b>CHF 35.-</b>
<b>Tour guide</b> I,D,F,E and other languages on request For city tours and transfers, ca. 2 hours, flat rate	2 hours	<b>CHF 170.-</b>
<b>Tour guide</b> ½ day (maximum 4 hours) For excursions, transfers and information desk, flat rate	4 hours	<b>CHF 240.-</b>
<b>Tour guide</b> 1 day (maximum 8 hours) For excursions, transfers and information desk, flat rate	8 hours	<b>CHF 370.-</b>

(\*) From 22.00 to 06.00 25% supplement. On Sundays and festivities 50% supplement.

(\*\*) From 23.00 to 06.00, on Sundays and festivities 10% supplement on the above mentioned rates.

## COMMERCIAL EXHIBITIONS

Please ask for our special conditions for exhibitions.

## OUTSOURCE SERVICES

On request the Convention Centre staff provides you with a list of qualified companies for following services:

- hostess service and welcoming
- guarded cloakroom service
- presale service
- surveillance (guardian)
- portorage
- extraordinary cleaning
- registration and tourist information

# ADDITIONAL SERVICES

## INFORMATION AND REGISTRATION DESK

Information and registration desks are available free of charge in the main hall of the Palazzo dei Congressi. On order also 4-language hostess to operate the information desk, for general information and assistance.

## EXTERNAL COMPANIES SERVICES

On request the Palazzo dei Congressi can provide a list of professional suppliers:

- catering
- technical equipment
- exhibition/booth constructor
- furnishing and event decoration
- hostess services
- security and surveillance
- tour guides
- DMC/PCO
- cleaning companies
- plants and flowers
- transport companies and taxi
- Interpreter service for simultaneous translation
- printing and graphics

**All the services provided by third parties, organized through the Palazzo dei Congressi, will be invoiced with a 10% administrative surcharge.**

## COMMUNICATION

If needed and requested, the event will be published on the webpage [www.luganoconventions.com](http://www.luganoconventions.com). If not specified the contrary, the information of the event will be displayed on the billboard at the entrance on the days of the event.

### External informative banner

<b>Package with banner printing</b> Horizontal banner 6000x2500mm	Flat rate in CHF	Printing, delivery, placement and dismantling	<b>CHF 1'190.-</b>
<b>Package without banner printing</b> Horizontal banner 6000x2500mm	Flat rate in CHF	Placement and dismantling	<b>CHF 550.-</b>

The rate includes the printing in 4 colours of the banner in PVC (500gr with perimetral rings, horizontal and 6000x2500mm), the delivery, the placement at the convention centre and the dismantling. The position will be defined depending availability and the event needs, in any case this service cannot be guaranteed. It is not included the layout and graphics. The posting of the informative banner is allowed during the days of the event (including set-up days) or a maximum of one week.

The printing files must be delivered at the Palazzo dei Congressi via CD or e-mail latest 20 days before the placement. The files are in pdf format as per the above mentioned dimensions plus 50mm margin per side. Please avoid text less than 50mm from the margin. Images have to be 300dpi. It is not allowed to advertise third companies, the banner has to be related to the event with reference to eventual sponsors. In case of own printing, the file has to be sent to the Palazzo dei Congressi for approval before printing.

## **WIRELESS**

For congresses the Convention Centre disposes of a free of charge wireless for all participants (without assistance and with limited use). The organizer will be provided with the access information (username/password and/or QR code) to be communicated to all participants.

## **FOOD & BEVARAGE**

Catering in the Convention Centre is handled by selected local catering companies, please see for contact details our list and ask for a specific offer directly the company.

[www.luganoconventions.com](http://www.luganoconventions.com)

## **HOTEL BOOKING**

Accommodation can be organized free of charge by our staff and bookings can be made using a specific hotel booking form that we can provide you. Rooms will be confirmed directly to the attendees.

## **TRANSFERS AND SOCIAL PROGRAM**

Upon request and free of charge our staff can also handle the organization of: banquets in different venues, excursions, spouses' programs, transfers, tour guides, etc.

## **PARKING**

Parking for attendees at conferences is available at CHF 17.- (VAT included) per day in the new parking lot of Piazza Castello (in front of the Convention Centre) and in the area Campo Marzio (approximately 5-10 minutes walk from the Convention Centre). Parking permits can be ordered at the Convention Centre.

## **CONNECTIONS**

The International Milano Malpensa Airport is located 60 km from Lugano. The city is easily accessible by train or by car, since it's situated on the North-South Gotthard axes.

[www.rail.ch](http://www.rail.ch)

## **TOURIST INFORMATION**

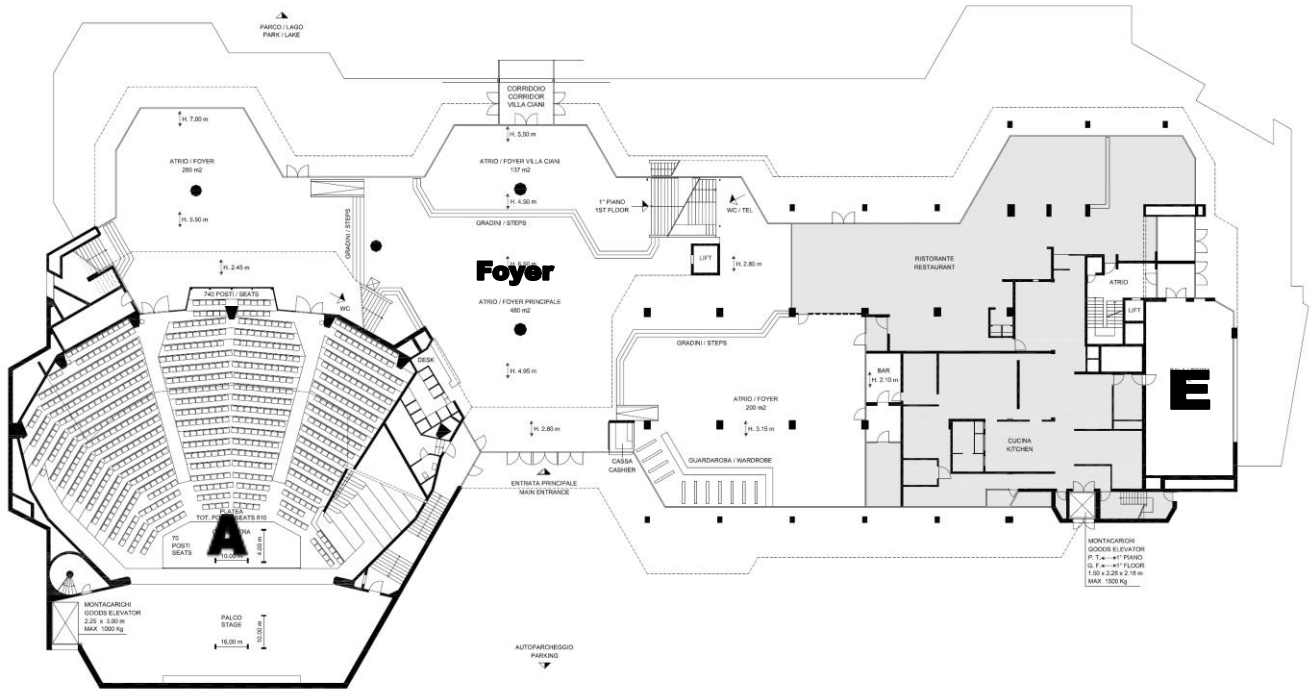
The Lugano Tourism Office offers a big range of activities for every period of the year. Information about events, excursions and all kind of activities throughout the destination are always updated on the web site:

[www.luganoregion.com](http://www.luganoregion.com)

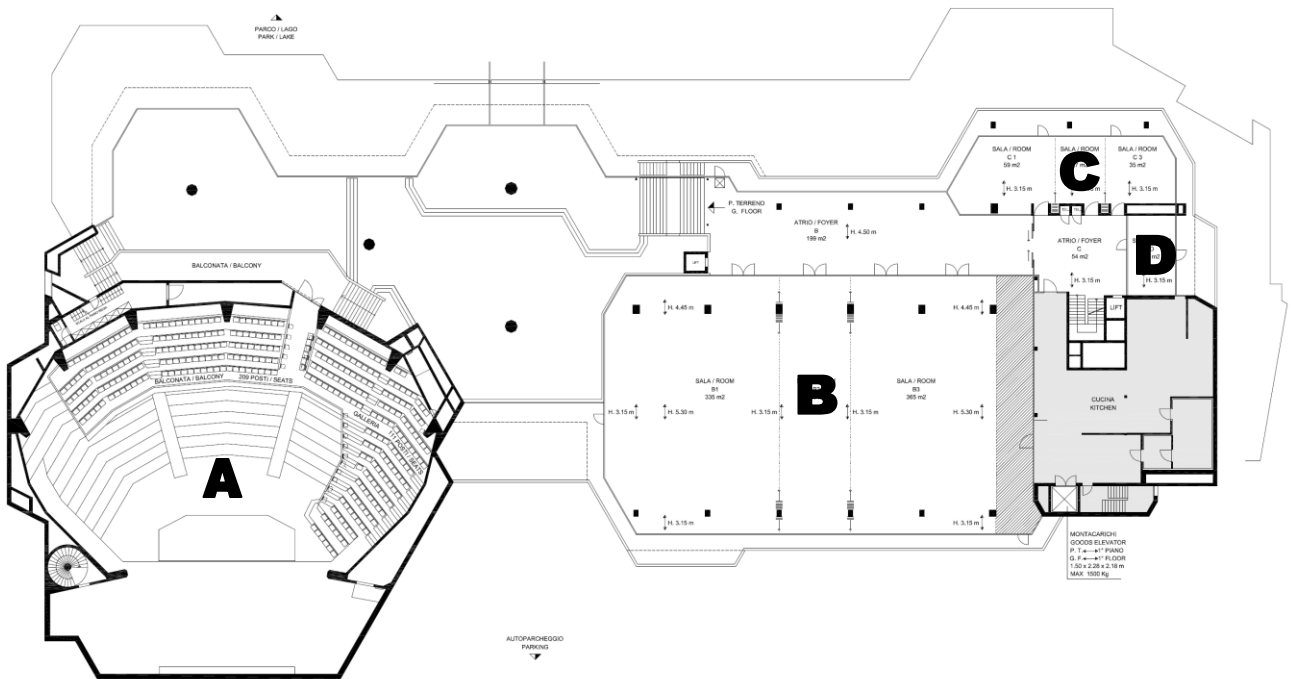
# PLANIMETRIES

The following planimetries are indicative and not in scale. If needed, the Palazzo dei Congressi provides in scale plans of all venues.

## PALAZZO DEI CONGRESSI GROUND FLOOR

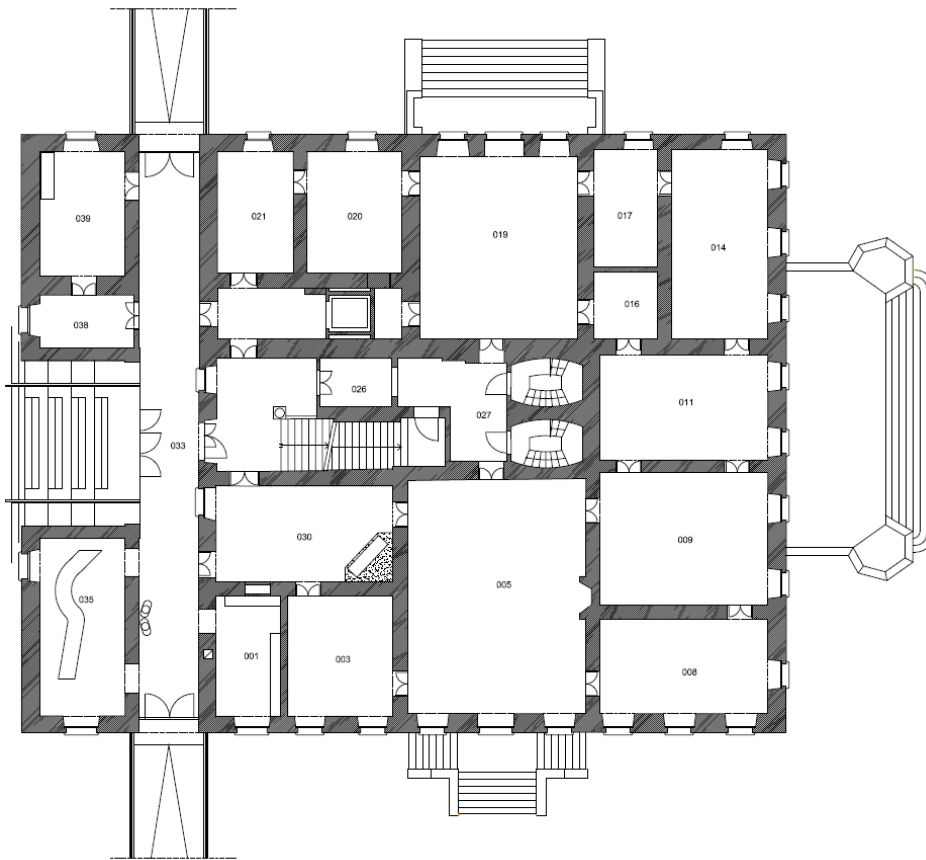


## PALAZZO DEI CONGRESSI FIRST FLOOR

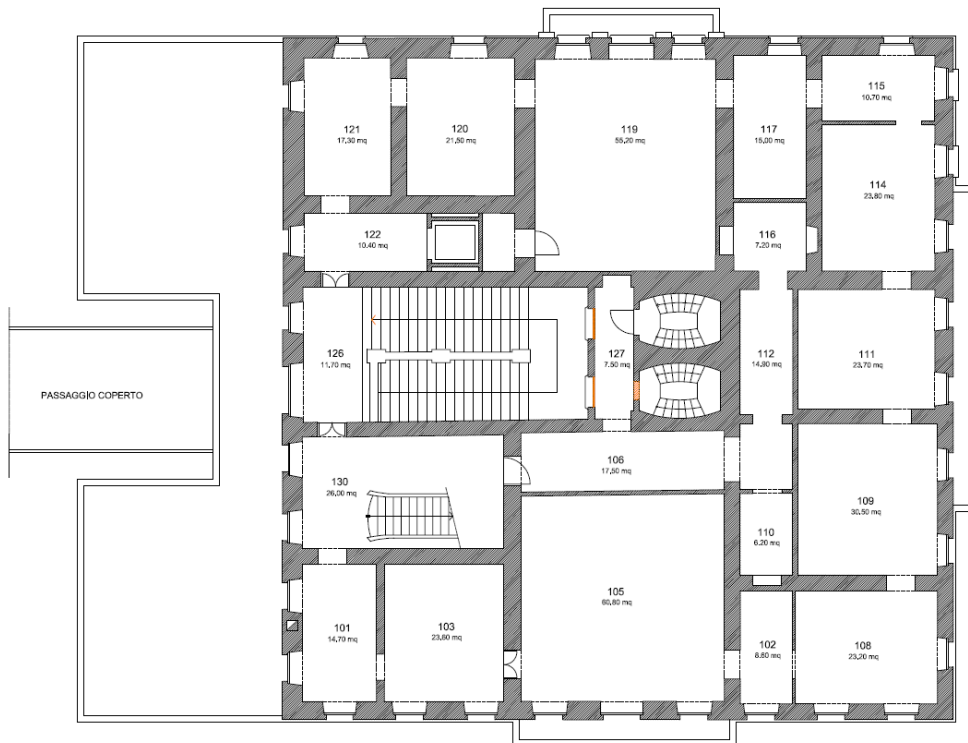




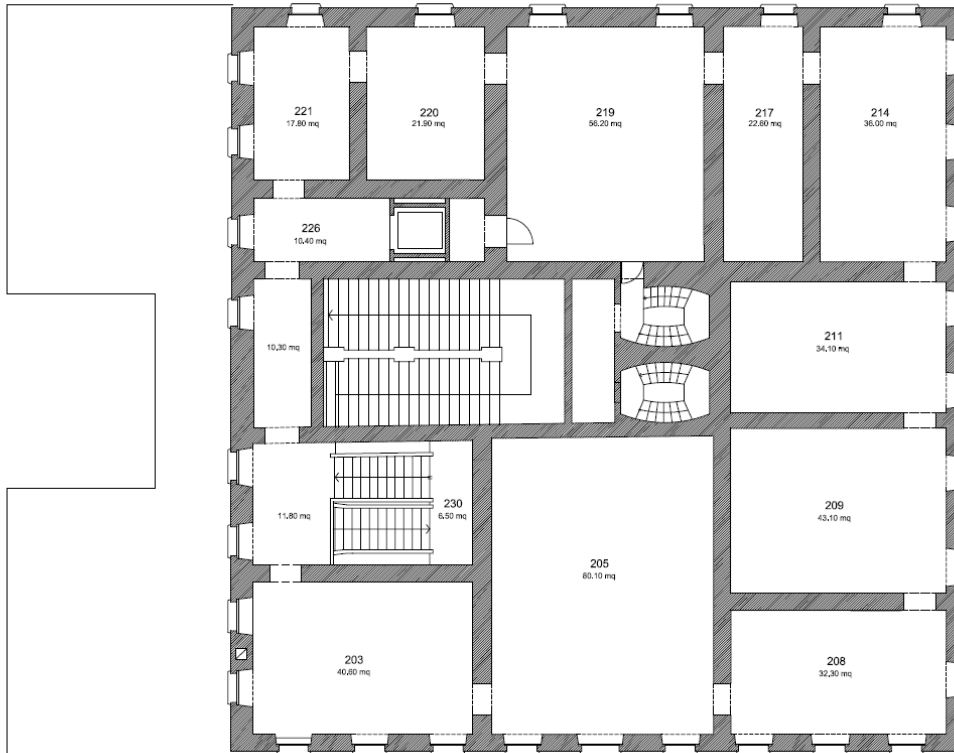
## VILLA CIANI GROUND FLOOR



## VILLA CIANI FIRST FLOOR



## VILLA CIANI SECOND FLOOR



## EX-ASILO CIANI

