

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

**MEETINGS AND
CONGRESSES
PRICE LIST**

Palazzo dei Congressi | Eventi e Congressi

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ROOMS AND EXHIBITION SPACE

PLENARY ROOMS

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

Technical features:

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

	Theatre	Classroom	Banquet	
Room B 1 st floor (830 m ² 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	CHF 2'400.-
Room B – Section 1 (330 m ² 15x22m)	200	140	300	CHF 1'100.-
Room B – Section 2 (143 m ² 6.5x22m)	80	54	-	CHF 600.-
Room B – Section 3 (360 m ² 16x22m)	150	120	200	CHF 1'100.-
Room B – Section 1-2 (470 m ² 22x22m)	300	228	450	CHF 1'500.-
Room B – Section 2-3 (495 m ² 22.5x22m)	-	-	450	CHF 1'500.-

Technical features:

Fixed motorized screen	B1: 9x4m	B2: 3.9x2.9m	B3: 3.9x2.9m
Goods lift Access to the room (1 st 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	
Room C 1 st floor (110 m ² 18x6m h 3.3m) Room can be divided into 3 sections. Sound, light and recording control room. Darkened room.	100	50	80	CHF 600.-
Room C – Section 1 (54 m ²)	40	20	-	CHF 250.-
Room C – Section 2 (27 m ²)	20	12 (block)	-	CHF 200.-
Room C – Section 3 (35 m ²)	32	14	-	CHF 250.-
Room C – Section 1-2 (81 m ²)	60	30	-	CHF 350.-
Room C – Section 2-3 (62 m ²)	45	30	-	CHF 350.-
Room D 1 st floor (26 m ² 6.5x4m h 3.3m)	25	20 (block)	20	CHF 200.-
Room E ground floor (108 m ² 14.5x7.5m h 2.6m)	100	75	70	CHF 600.-
Room G basement (70 m ² 10x7m h 2.45m)	90	50	-	CHF 600.-
Room H basement (36 m ² 9x4m h 2.5m)	30	28 (block)	-	CHF 200.-

Technical features:

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

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

Rates for exhibitions:

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

ASILO CIANI

	Theatre	Classroom	Banquet	
Ground floor (ca. 580 m ²) Patio and side rooms Inc. 8 hours of caretaker	-			CHF 3'000.-
Patio (284 m ²) No darkened space.	140	-	160	CHF 1'000.-
Room 1 ground floor (41 m ² 9.1x4.5m)	35	-	-	CHF 300.-
Room 2 ground floor (49 m ² 9.1x5.4m)	40	-	-	CHF 300.-
Room 3 ground floor (32 m ² 6 x5.4m)	25	-	-	CHF 300.-
Room 4 ground floor (66 m ² 10.25x6.5m)	60	-	-	CHF 500.-
Room 5 ground floor (35 m ² 6.5x5.5m)	30	-	-	CHF 300.-
Room 6 ground floor (31 m ² 5.7x5.5m)	20	-	-	CHF 300.-
Room 5+6 ground floor (65 m ² 11.8x5.5m)	60	-	-	CHF 500.-
Room 7 ground floor (41 m ² 9.1x4.5m)	35	-	-	CHF 300.-

Technical features:

Screen Patio	4 x 4 m
Screen side rooms	2.4 x 1.8 m
Air conditioned rooms	
Historical building (1892)	separate building
Maximum allowed capacity	400 people

VILLA CIANI

	Theatre	Reception	Banquet	
Ground floor (500 m ²) 10 connected rooms of different sizes and a cloakroom	-	200	200	CHF 4'500.-
First floor (380 m ²) 10 sale collegate di diverse dimensioni	-	100	100	da CHF 1'500.- a CHF 3'000.-
Second floor (420 m ²) 10 sale collegate di diverse dimensioni	-	100	100	da CHF 1'500.- a CHF 3'000.-
Main rooms (from 54 to 80 m ²) Only for congresses. Mobile AV system.	50-70	-	-	da CHF 600.- a CHF 1'000.-
Accessory rooms (da 15 a 45 m ²) Only for congresses. Mobile AV system.	16-45	-	-	da CHF 300.- a CHF 500.-

Technical features:

Mobile screen	3.0 x 1.7 m
Air conditioned rooms	
Elevator Access form all floors	width 1.1m depth 1.38m height 2.12m maximum load 630kg, door size 2 x 0.8m
Guardian/surveillance	Mandatory service to be defined depending on the use CHF 55.-/per hour per guardian
Historical building	separate from Convention Centre, but connected by an internal corridor.
Maximum allowed capacity	Ground floor: 200 people 1 st and 2 nd 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 8.1% (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.- m³ 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 1st 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	
KIT audio 1* PA system - Audiorack, 3 table microphones speakers, CD/MP3-Player	Set-up up to 200 people		X	X	X			CHF 390.-
KIT audio 2* PA system - Audiorack, 3 table microphones speakers, CD/MP3-Player	Set-up up to 300 people					X		CHF 490.-
KIT audio 3* PA system - Audiorack, 3 table microphones speakers, CD/MP3-Player	Set-up up to 550 people						X	CHF 590.-
KIT audio 4* PA system - Audiorack, 3 table microphones speakers, CD/MP3-Player	Set-up up to 550 people	X						CHF 690.-
KIT audio 5* PA system - LineArray System + delay Audiorack, 3 microphones, MP3-Player	Set-up up to 1'100 people	X						CHF 1'290.-
ROOM C-D		C1	C2	C3	C1-2	C2-3	C1-3	
KIT audio 6* PA system - Audiorack, 3 table microphones, speakers, MP3-Player	C1 – 40 pax C2 – 20 pax C3 – 40 pax	X	X	X	X	X		CHF 290.-
KIT audio 7* PA system - Audiorack, 3 table microphones, speakers, MP3-Player	Set-up up to 100 people						X	CHF 390.-
ROOM E-G and dressing room		E	G	DR				
KIT audio 8* PA system - Audiorack, 3 table microphones, speakers, MP3-Player	E – 80 pax G – 90 pax	X	X					CHF 390.-
KIT audio dressing room Soundtrack dressing room and foyer (only for room A and technical staff)	Set-up included			X				CHF 200.-

Audio equipment and staff for all rooms::

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

(*) 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		
KIT Multimedia 1 - Congress Projector LCD 5000 ANSI Lumen 16:9 (incl. screen) on table	single screen (set-up included)			X				CHF 590.-	
KIT Multimedia 2 - Congress Projector LCD 5000 ANSI Lumen 16:9 (incl. screen)	single screen (set-up included)		X		X			CHF 590.-	
KIT Multimedia 3 - Congress Projector DLP 10000 ANSI Lumen 16:9, video selector (incl. screen)	single screen (set-up included)	X	X		X	X	X	CHF 990.-	
KIT Multimedia 4 - Congress Projector DLP 10000 ANSI Lumen 16:9, video selector (incl. screen)	single screen (set-up included)	X						CHF 1'890.-	
ROOM C-D		C1	C2	C3	C1-3	D	E		
KIT Multimedia 8 - Congress Projector LCD 3500 ANSI Lumen16:9 (incl. screen)	single screen	X		X	X		X	CHF 490.-	
KIT Multimedia 9 – Congress mobil Projector LCD 5000 ANSI, wiring, 1 mobile screen 3.0 x 1.7 m / 16:9	single screen		X			X		CHF 390.-	
KIT Multimedia 10 – Plasma Plasma 65", sound, wiring	set-up included					X		CHF 590.-	
KIT Multimedia Mobile	single screen	In all rooms							CHF 390.-
Digital totem/display 55" e 65" 4K Android		In all rooms							CHF 100.-
Digital display 21.5" e 43" Android		Room C, Room D and Room E							CHF 30.-
IT monitor Monitor for speakers on table or carriage. VGA or HDMI signal distribution	+ set-up costs	In all rooms							CHFfrom150.-
IT Congress Congress notebook Centrino DUO, XP Ram 2GB, HDD 120GB, TFT 15.4" DVD±RW	+ set-up costs	In all rooms							CHF 250.-
Conference technical staff for assistance (additional), minimum 3 hours		1 hour							CHF 90.-
IT staff for conference (PC management), min. 3 hours		1 hour							CHF 120.-
Changes , new set-up		1 hour							CHF 90.-

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	
KIT Lights 1 Control panel, dimmer, projectors (ask for detailed sheet)	Set-up standard		X			X	X	CHF 390.-
KIT Lights 2 and 3 2: moving lights front + backlight 3: moving lights rear	Set-up standard	X						On request

CONGRESS TECHNIQUES

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

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.

Simultaneous translation with translation booths	Interpreters' contacts available	In all rooms	On request
Video conference Video conference MultiPoint with Plasma		In all rooms	On request
Teleconference Table telephone, SoundStatio	Excluded telephone fees.	In all rooms	On request
Video Totem 46" FHD screen touch screen version		Depending on needs	On request
Conference System	Included installation	In all rooms	On request
Voting system 200 TED	Included installation	In all rooms	On request
Slide check preview Changes, new set-up	+ installation on request	Depending on needs	On request
Internet Kiosk 4 PC / Notebook		In all rooms	On request
Translation system without booth 40 receivers			On request
Video registration service TV shooting for projection		In all rooms	On request
KIT Multimedia 6-7 - 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
Mobile Congress App – 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
E-Congress Basic service with fixed videocamera		In all rooms	On request

SUPPORT SERVICES

TECHNICAL STAFF

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

(*) 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
- cleaning
- 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. 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

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

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.

WASTE DISPOSAL

For the disposal of waste left by the tenant, exhibitors or other companies, the Palazzo dei Congressi applies the municipal ordinance on the tax on the bag. The disposal of 1000l containers for paper, cardboard and plastic is also charged. For more important disposals, the rental and transport of a bucket or compactor is billed (on request).

Bag 17 liters	Rate in CHF per bag, VAT excluded	CHF 0.50
Bag 35 liters	Rate in CHF per bag, VAT excluded	CHF 0.79
Bag 60 liters	Rate in CHF per bag, VAT excluded	CHF 1.35
Bag 110 liters	Rate in CHF per bag, VAT excluded	CHF 2.46
Container 1000 liters	Rate in CHF per container/emptying, VAT excluded	CHF 30.-

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

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 advise in handling 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

TOURIST INFORMATION

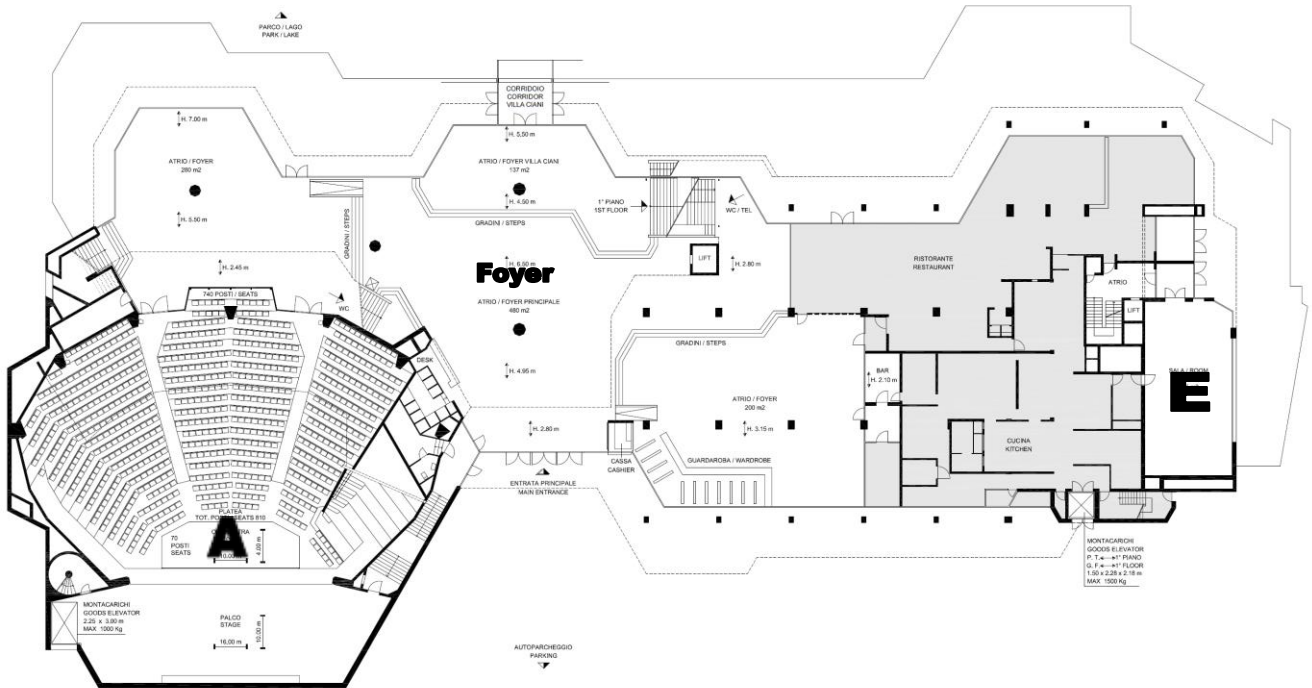
The Lugano Tourism Office offers a big range of activities for every period of the year. Information about events, excursions and all kind of activities throughout the destination are always updated on the web site:

www.luganoregion.com

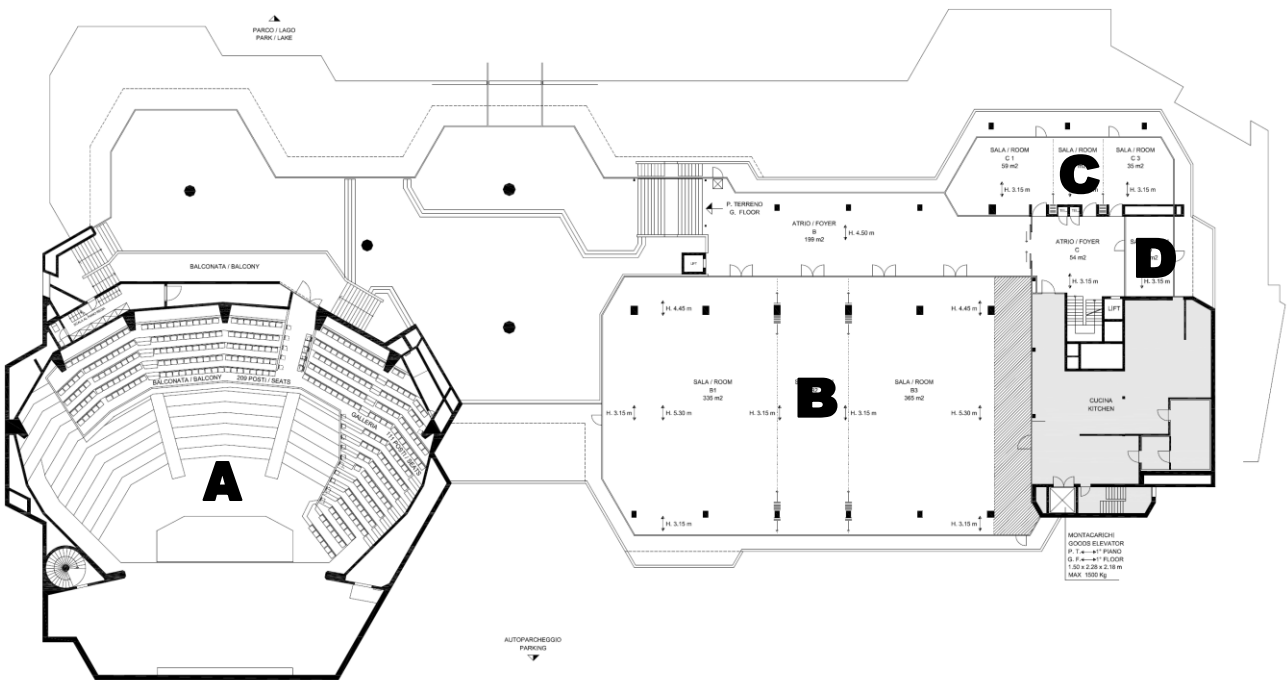
PLANIMETRIES

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

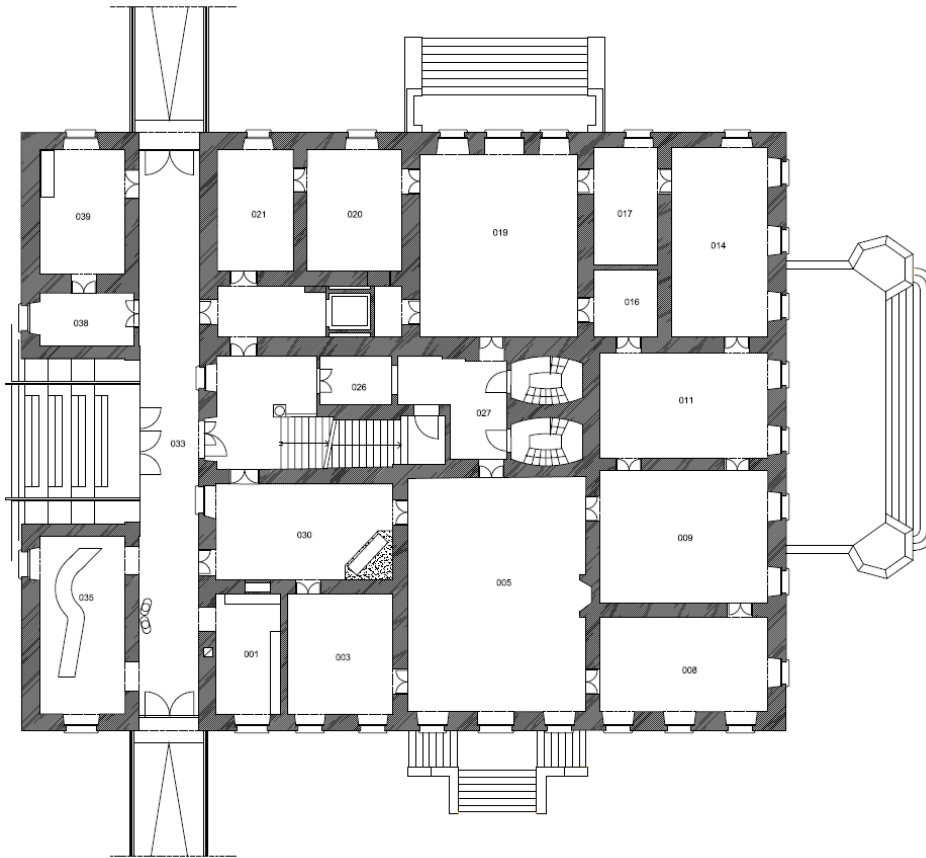
PALAZZO DEI CONGRESSI GROUND FLOOR



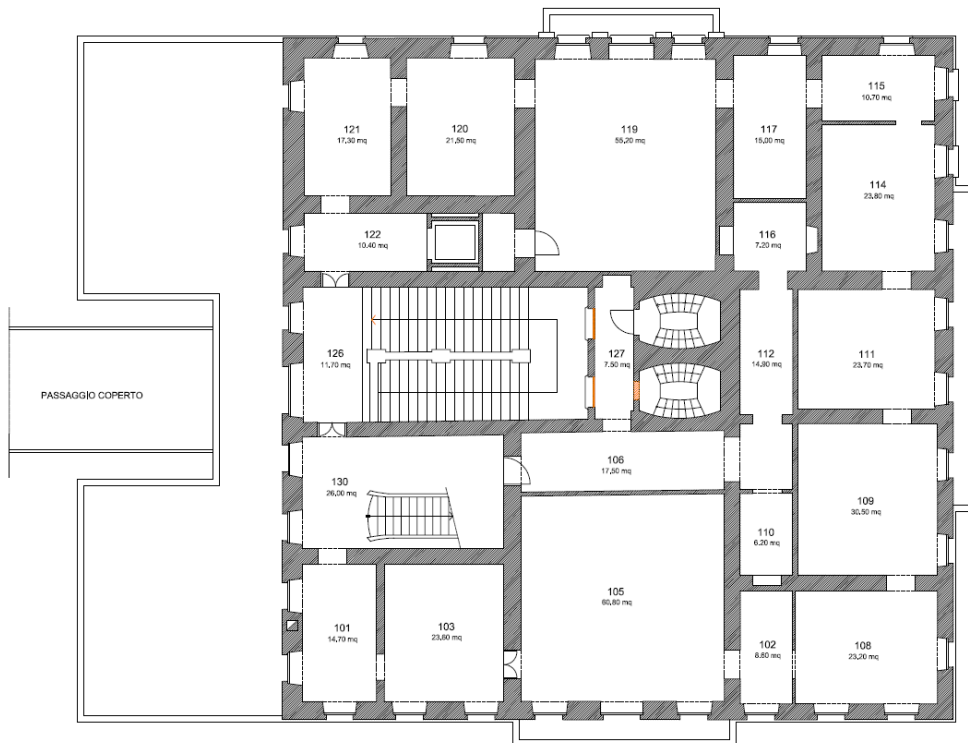
PALAZZO DEI CONGRESSI FIRST FLOOR



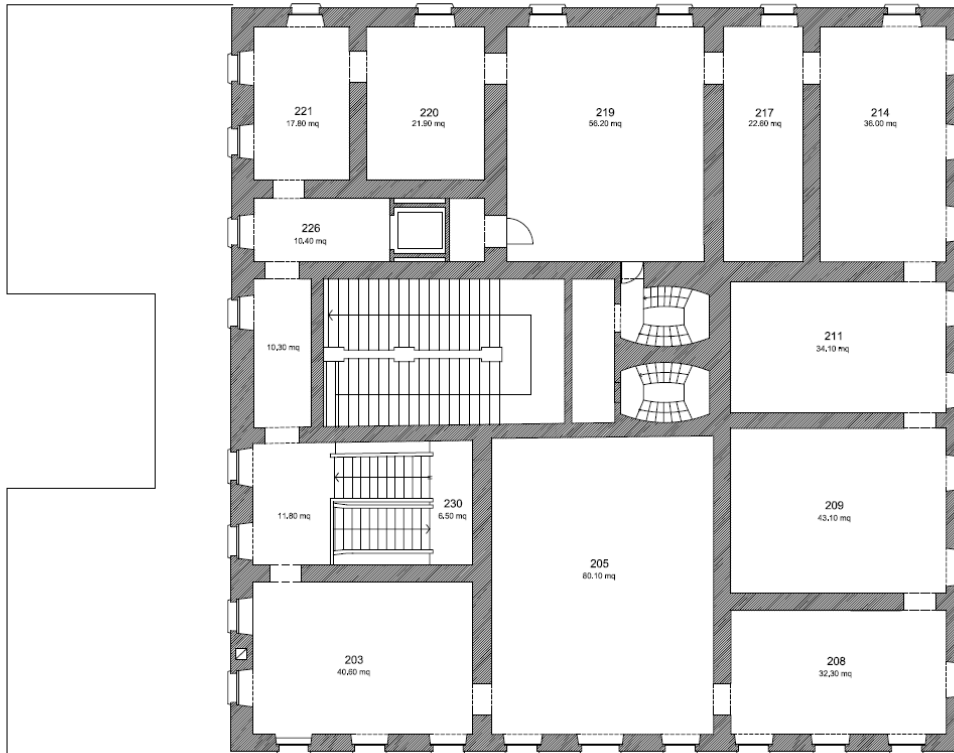
VILLA CIANI GROUND FLOOR



VILLA CIANI FIRST FLOOR



VILLA CIANI SECOND FLOOR



ASILO CIANI

