

SWISS BIOTECH DAY



INFORMATION FOR EXHIBITORS

We are excited to welcome you as an exhibitor at the Swiss Biotech Day, taking place on May 5-6, 2025 in Basel, Switzerland. Below you can find all important information regarding logistics and anything else you need in preparation for your attendance:

Timeline

Date	Content	How to
asap	Reserve your hotel room	Book online here
asap	Upload your company profile	Conference office will contact you
from 01.02.2025	Invoice for sponsoring	Conference office will contact you
from 12.02.2025	Register online	Register here
from 12.02.2025	Set up your partnering profile from HelloPartnering	HelloPartnering will contact you
from 24.03.2025	Partnering opens, send meeting requests	HelloPartnering will contact you
until 14.04.2025	Order booth furniture through the online ordering shop of the Congress Center Basel (log-in details received per e-mail)	Please see details below
until 14.04.2025	Submission of print-ready graphic data (if ordered via the online ordering shop)	Details via CCB
from 25.04.2025	Delivery of your material to the Congress Center Basel	Please see details below
until 13.05.2025	Return shipment of your remaining items	Please see details below
from 27.05.2025	Invoice of Messe Basel for online ordering shop	CCB will contact you

General Information

Welcome reception

Sunday, May 4, 2025

Markthalle Basel | Steinentorberg 20 | 4051 Basel | Switzerland

Swiss Biotech Day conference

Monday, May 5 and Tuesday, May 6, 2025

Congress Center Basel | Messeplatz | Hall 1 | South entrance | 4058 Basel | Switzerland

You can find detailed information on how to get to the Congress Center Basel on the venue's website at www.messe-basel.com/en/about-us/getting-to-messe-basel/

Event website

Everything about the Swiss Biotech Day including the program, you can find on our event website www.swissbiotechday.ch.

Hotels

If you need accommodation for the Swiss Biotech Day, we have reserved special contingents in selected hotels. For more information on the available hotels, please visit www.swissbiotechday.ch/hotels/ or book directly with the hotels (and mention Swiss Biotech Day).

Organizers

The event is planned and executed by the Swiss Biotech Association and bamconn GmbH. For all organizational questions, please contact the Swiss Biotech Day organization team:
+41 52 569 82 27 | info@swissbiotechday.ch

Registration

Please register on the conference website at www.swissbiotechday.ch/registration. Be sure to enter the special **promo code provided by email in the designated field**. If you are member of the Swiss Biotech Association, use the **Swiss Biotech Association membership rate** to redeem your tickets. Admission to the conference is granted only to registered participants who have completed payment.

Partnering

You can create your partnering profile as soon as you receive the confirmation email for your registration. Once partnering opens mid-March, you can start sending meeting requests. Exhibitors will schedule partnering meetings at their booth. If you do not want to take advantage of that opportunity, please inform the conference office. You will then use the regular dedicated partnering tables for pre-scheduled one-to-one meetings.

Promotion

You will have the opportunity to display a maximum of 100 advertisement items (brochures, pens, etc.) at the media tables in the foyer at the second floor, in the Eventhall and in the entrance area at the registration. Your materials may only be displayed at those tables or your own booth. Flyers and other marketing items found anywhere else throughout the events grounds are strictly prohibited and will be disposed of immediately.

Social Media

We strongly encourage you to promote your attendance. For this purpose, we have created a social media toolkit including the option **to create your individual promotion banner for your exhibition booth** at www.swissbiotechday.ch/promotion/#exhibitors. Share with your network on [X](#) and [LinkedIn](#), that you will be attending, using the hashtag #SwissBiotechDay.

Pictures

Our event photographers will take pictures of all agenda items in the context of the overall program. Unfortunately, we cannot take any individual photo or video requests. If you would like to have images of specific scenarios or sessions, please make sure to arrange for that accordingly yourself.

Your exhibition space

The exhibition will be located on the second floor (right beside the conference rooms) and in the Eventhall (right beside the entrance). We have reserved a 6 sqm (3m wide x 2m deep) space for you within this area. The floor of the exhibition area at the second floor is covered with parquet floor and the floor in the Eventhall is covered with mastic asphalt (black). Please be careful during set-up and dismantling to avoid damages to the parquet floor.

Included booth equipment

- › Octanorm back panels and side walls (white with silver aluminium framing), W:3m x H:2,50m
- › One electrical outlet (Typ 13, 10A, 230V, 2.3kW, Swiss plug type J)
- › WIFI across the whole area
- › Eventhall: For booths in the Eventhall we will provide a carpet free of charge

Please be aware that the booths #1-#21 at the foyer 2nd floor have a maximum ceiling height of 2,40m.

NOT included booth equipment

- › Carpet at the second floor (not mandatory)
- › Furniture
- › Technical equipment
- › Cleaning services, paper bin, etc.
- › Individual catering

Exhibitors need to order furniture or other equipment at their own cost directly through the online ordering shop.

- › Printed walls.

If you would like to personalize your exhibition booth, please get in contact with the Congress Center Basel directly. The deadline for print-ready graphic data is 14.04.2025.

Online Ordering Shop

Please order any additional equipment directly at the online ordering system of Messe Basel at <https://ccbshop.mch-group.com/osc/go?shop=va028514gb>. Please do not click, but copy the link. Your login data is provided in your email. The order deadline is 14.04.2025 at 23:59.

Parking

For parking during the conference, you can order parking tickets in the online ordering shop. The car park is located at Messe Basel, Riehenstrasse 101, 4058 Basel. You may drive into the parking garage and take a ticket upon entry. During the event, a congress center representative will provide you with the ordered exit ticket.



example of a booth set-up

Delivery of your material

If you would like to ship your material to the venue **before the conference**, please use the following address:

Congress Center Basel
MCH Messe Schweiz (Basel) AG
c/o Swiss Biotech Day 2025
Exhibitor XXX / Booth nr. XXX
Messeplatz 21
CH-4058 Basel, Switzerland

Delivery will be accepted from Monday to Friday between 08:00–12:00 CEST and 13:15–17:00. Please do not send any material before 25.04.2025.

Packaged consignments that are to be returned, accompanied by the corresponding documents, must be brought to the appropriate collection point during dismantling and collected within a week (Monday - Friday from 08:00-12:00 and 13:15-17:00 at the reception on the 2nd floor, Messeplatz 21). Items not stored as instructed will be disposed of.

The Swiss customs also requires certain documents for international consignments. You should contact your courier service for these at an early stage. If needed, you can also download the documents at the online ordering shop. Deliveries requiring cash payment will be refused. The Congress Center Basel does not accept any responsibility or liability for loss, damages and delays. Please note that customs will carry out random checks during the event.

Please contact the Customs Office Basel (Messezollamt) if you have any customs-related questions.

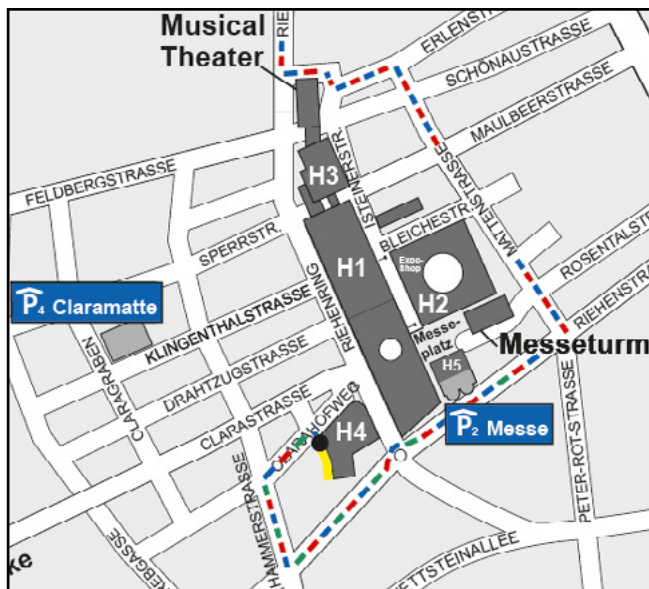
Contact: +41 58 206 21 22 | messe.bs-stjakob-zi@ezv.admin.ch

Setup & dismantling

Depending on the location of your booth, please use the according exhibitor entrance during setup and dismantling.

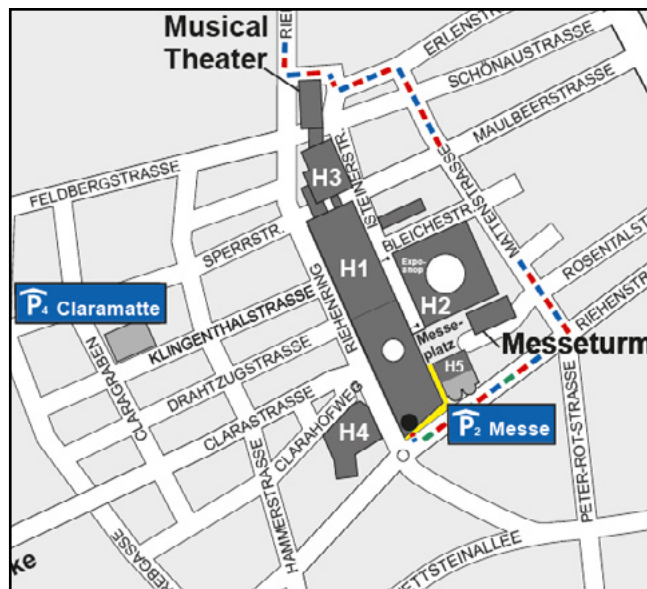
Foyer 2nd floor (booths 1-60):

Delivery zone 4 (opposite of Clarahofweg 39), please use lift 401 to reach the 2nd floor



Eventhall (booths 61-115):

Delivery zone Isteinerstrasse Süd (opposite of Riehenstrasse 70), please use the gate on the side of the hall to access the Eventhall



Timeline

From 25.04.2025

Shipments may arrive at Congress Center Basel

Sunday, 04.05.2025

13:30-16:00 Set-up for exhibitors
Please collect your delivery at the second floor in room Nairobi, for booth #1- #60
Please collect your delivery at the package collection desk near the entrance of the Eventhall for booth #61- #115
17:30-20:30 Welcome reception at Markthalle

Monday, 05.05.2025

09:00 Registration opens for exhibitors
09:00-11:00 Set-up for exhibitors
09:30 Early bird badge pick-up for regular participants
11:00 Registration opens for participants
11:00 Event starts
11:00-18:00 Exhibition throughout the day
11:30-13:00 Lunch

Tuesday, 06.05.2025

07:30 Registration opens
09:00 Event starts
09:00-16:30 Exhibition throughout the day
16:30-20:00 Dismantling
16:30-18:30 Evening reception
Please place your wrapped and labeled material for return shipment at room Nairobi or package collection point near the entrance of the Eventhall

Until 13.05.2025

Shipments must be picked up by the courier from Congress Center Basel

Contact

For all general questions, please contact:

Ms Christin Regner
Manager Events at Swiss Biotech Day conference office
Phone +41 52 569 82 27 | email info@swissbiotechday.ch

For any questions concerning furniture, printed walls or delivery on site, please contact:

Mr Pascal Hürlimann
Exhibition Management at Messe Basel
Phone +41 58 206 30 66 | email exhibition@congress.ch

For any questions relating the partnering system, please contact:

HelloPartnering support team
Phone +41 44 500 38 44 | email support@hellopartnering.com