



THE EUROPEAN
LOTTERIES

FOR THE BENEFIT OF SOCIETY

12th EL CONGRESS &
TRADE SHOW
SEP 14-17 2025
BERN

Building
*a better
world*



EXHIBITOR MANUAL

Hosted by



SWISSLOS

EL Level 1 partners



EL Level 2 partner



Welcome

The European Lotteries (EL), Loterie Romande and Swisslos have the great pleasure to invite you to be an exhibitor at the 12th EL Congress and Trade Show, taking place in Bern, Switzerland from September 14-17, 2025.

We invite you to take this opportunity to participate in showcasing your company products and services to key industry players from Europe and across the world. We hope that you will join us at the Congress, and we look forward to welcoming you to Bern.

In order to assist you with your preparations for the Trade Show, we have designed this dedicated manual to simplify your arrangements. We strongly recommend a careful study of its content.

If you have any questions please contact us here: elcongress2025@evenjo.ch

Exhibition venue

The congress will be taking place at Kursaal Bern, the perfect location for national and international events. While the oval shape of the Arena is designed for congresses, gala evenings and stage shows, the Forum is the perfect base for receptions, exhibits and extraordinary parties.

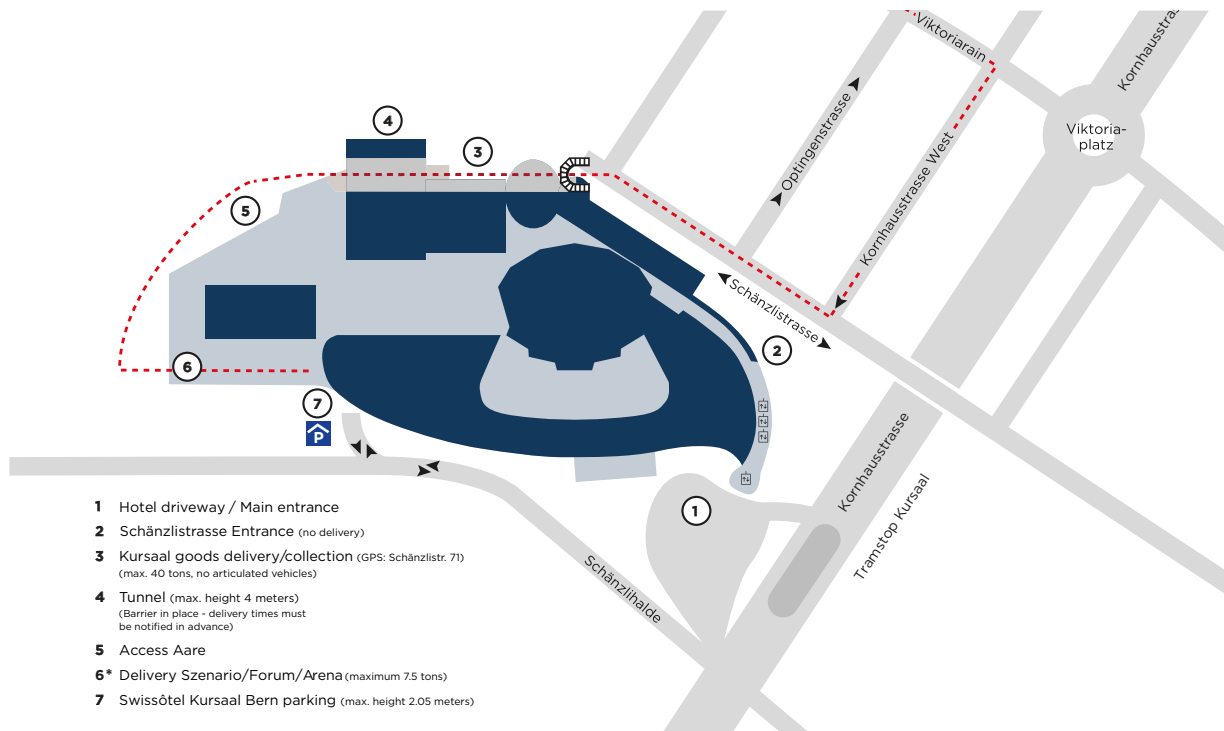
General exhibition regulations

This floor plan is binding. The import of flammable materials (a fire protection certificate must be presented upon request), live animals etc. must be authorised by evenjo in advance. In the case of vehicles, weight must be clarified with evenjo in advance. Wheels must be furnished with protective covers in order to conserve the flooring. Smoking is prohibited throughout all areas of Kursaal Bern.

Delivery & removal

The delivery and removal of materials by exhibitors occurs exclusively between 07:00am and 22:00pm. Exceptions require the permission of evenjo and must be requested by the organiser with evenjo at least four weeks prior to the event, and accordingly must be applied for by the exhibitor with the organiser. Any expenses, e.g. the collection of extra permits, will be invoiced to the organiser in full. The exhibitor is solely responsible for the transportation, construction and dismantling of their stand, including any associated materials. Following unloading, vehicles must be immediately driven out of the goods receiving zone. Unloading at the main and hotel entrance is prohibited. The requirements relating to the unloading points for delivery and the time frames given by the organiser for delivery and removal must be strictly adhered to.

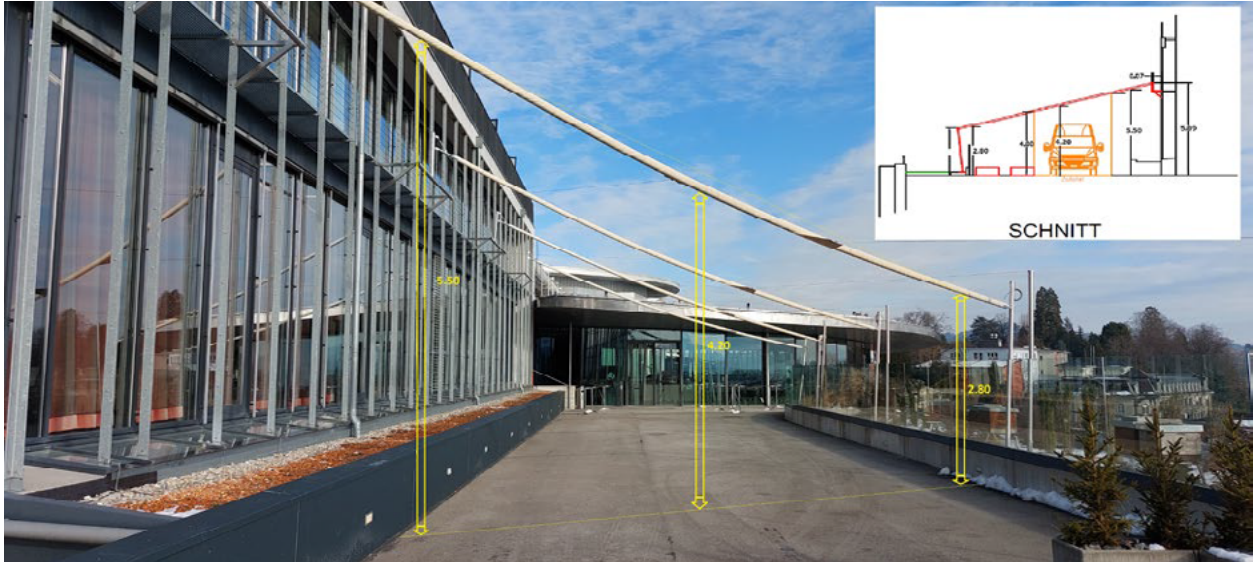
Delivery & route map for Kursaal Bern



Delivery & storage of exhibition materials

Materials may be delivered at the earliest two days prior to the event. In the case of postal deliveries, please use our package label so that deliveries may be assigned accordingly. In the case of deliveries from other countries, the exhibitor must ensure that all necessary customs and transportation documents are in place. All transportation and customs-related expenses must be borne by the exhibitor. Deliveries payable upon delivery will not be accepted. Kursaal Bern assumes no liability for items brought in by exhibitors. On account of its inner-city location, Kursaal Bern cannot make any storage compartments available for empty containers. Empty containers which cannot be stored within the exhibitor's rented area must be stored outside of Kursaal Bern, at the expense of the organiser/exhibitor. The delivered materials for exhibitions must be collected within two working days after the end of the event. If collection does not occur within this period, we reserve the right to charge storage fees. Storage fees amounting to CHF 50.00 per cubic meter per day will apply from the third working day after the event ends. If the materials are not collected within 14 working days, we reserve the right to dispose of or otherwise use the materials at the exhibitor's expense (or at the organizer's expense if payment is not made). In such cases, any liability claims are excluded. Disposal costs will be charged at CHF 3.00 per kilogram. We do not accept liability for damage, loss, or other impairments to the materials during storage after the event has ended, unless caused by gross negligence or intentional misconduct on our part.

Delivery Szenario / Forum / Arena



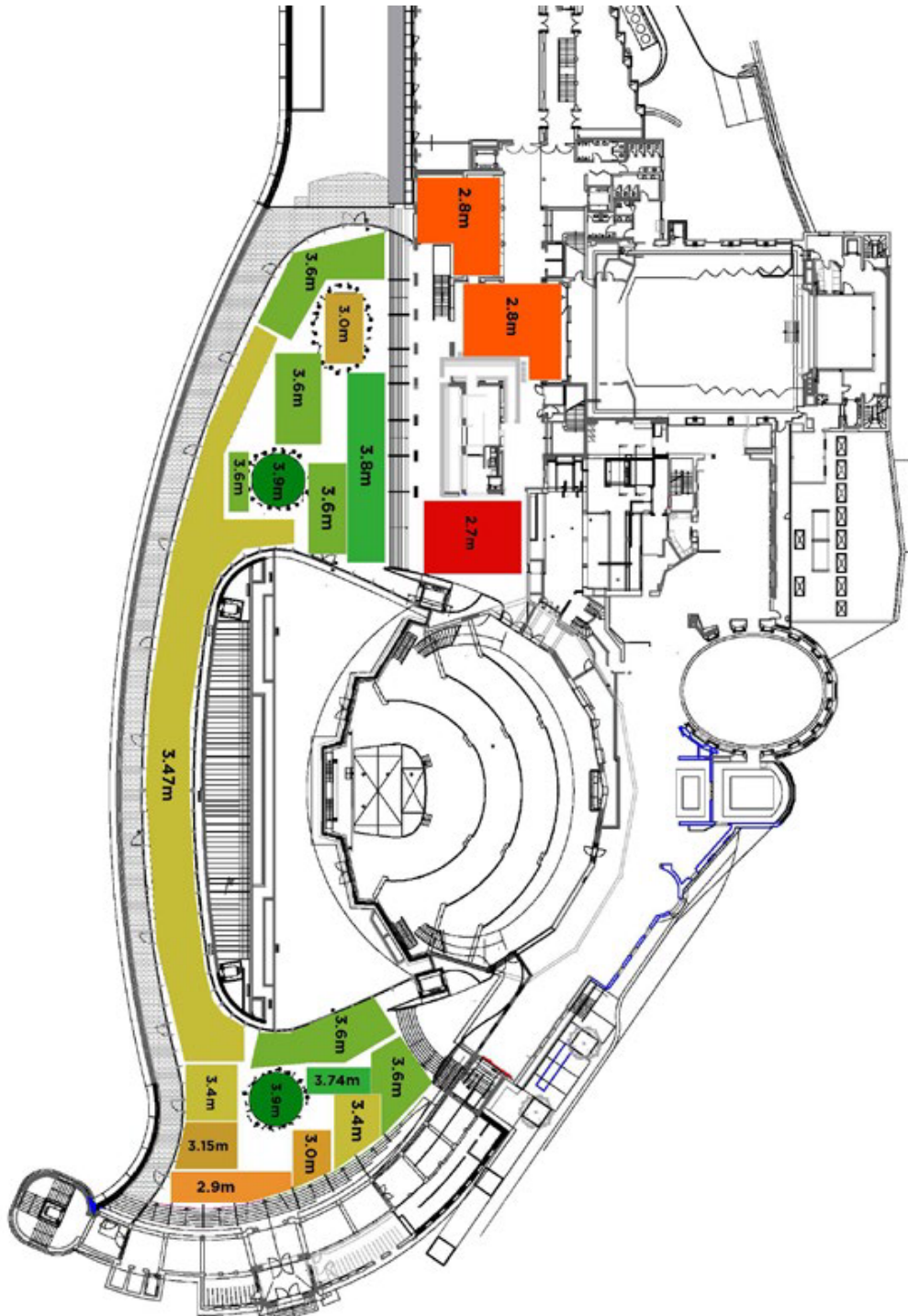
Parking

Kursaal Bern does not have any delivery/lorry parking spaces. Parking spaces are available through advanced reservation and subject of the availability of BERNEXPO (Tel.: +41 31 348 56 30). The exhibitor is solely responsible for organisation and reservation. For passenger cars, Kursaal Bern operates a pay-and-display car park with 240 parking spaces.

Stand construction / Equipment

Please adhere in particular to the ceiling heights specified for the exhibition area; the ceiling height inside the Kursaal Bern forum is not the same throughout. The stand area booked by the exhibitor will be indicated on the base. No materials are provided for the assembly of the stand. The covering over of walls, doors, bases, columns and panes as well as damage caused by nails, screws and brackets are prohibited. The stand constructor must only use the adhesive tape specified by Kursaal Bern with the numbers 389 and 6910 from 3M for covering the forum floor. These can be purchased in advance. The cost of damage to flooring which results from the assembly process will be invoiced to the exhibitor. Images of the damage will be taken and made available to individual exhibitors for insurance purposes. For stand/solid constructions it must be ensured that there are no trip hazards (edges, offsets). Floor coverings of 8mm or more are subject to approval. The sides and back wall for stand construction must be neutral (white) to neighbours and must not contain any logos or markings. Ceiling suspensions are only possible in certain areas, and upon request. The maximum load capacity per m³ is 400kg.

Overview of forum exhibition area incl. ceiling heights



6

Organized by



THE EUROPEAN
LOTTERIES
FOR THE BENEFIT OF SOCIETY

Hosted by



SWISSLOS

EL Level 1 partners



EL Level 2 partner



Forklifts / Pallet trolleys

As there are no forklifts in Kursaal Bern, the appropriate equipment must be present on the vehicle (lifting platform). Forklifts must be brought by the stand constructor/exhibitor. These forklifts must be fitted with inflated rubber/solid rubber tyres. Other forklifts with polyamide/hard plastic or cast/metal wheels are not permitted within any areas of Kursaal Bern. Any damage resulting from non-observance of this requirement will be invoiced to the stand constructor/exhibitor.

Catering

All food and drink which will be offered on stands must be obtained exclusively from Kursaal Bern and may be ordered using the appropriate catering order form up to two weeks prior to the event. Third party deliveries, third party catering and the preparation of food is not permitted in any areas of Kursaal Bern. In the case of infringements, the relevant goods must be disposed of by the exhibitor. In the event that a coffee machine is brought in, a service charge of 50.00 - 100.00 CHF per day is payable. Snacks (give-aways) which bear the exhibitor's logo, and which are designed to be given away to visitors may be distributed without cost implications.

Safety

Emergency exits, escape routes, transport routes and safety equipment (fire detectors, fire hydrants, fire extinguishers and such) must at no time be blocked, restricted or have their mode of action impaired. Access roads must be completely clear and accessible at all times for emergency personnel (paramedics and fire brigade). First aid boxes are available throughout the premises. Access and visibility must be assured at all times. The instructions of Kursaal Bern concerning this matter must be adhered to. In the case of infringements, the person responsible shall be liable.

Insurance / Security / Liability

Materials insurance is the responsibility of the exhibitor and Kursaal Bern or evenjo does not assume any liability. In the absence of stand personnel, it is recommended that valuables be securely locked away. The exhibition area is accessible to the public. To secure the exhibition area outside of opening times, the organiser may request Kursaal Bern security and paramedic services. Should the organiser opt not to do this, they are obliged to inform exhibitors and highlight the potential risk for theft. Kursaal Bern or evenjo assumes no liability for items brought in. Compensation claims made by exhibitors relating to personal, material or financial damages will be rejected. Likewise, no liability shall be assumed for compensation claims which were caused by exhibitors and incurred by third parties. It is recommended that the appropriate insurance policy be taken out.

Payment Conditions

Prepayment, 100 % of the total amount for space rental, must be sent within 30 days after application for the exhibition space. Bank transfers should be made to the Exhibition Organiser's bank account:

Association Européenne des Loteries et Totos d'Etat AISBL
IBAN: BE29 3632 3685 7064
Swift: BBRUBEBB

Please, fill in the comment field with the text: Invoice number.

Note: Payment for stand must be made within 30 days after application.
Any cancellation of the exhibition should be notified by a letter to the Exhibition Organiser.
Cancellations are not refundable.

Official Exhibition Contractor

To ensure a seamless and professional experience for all exhibitors, the Official Exhibition Contractor for the EL Congress 2025 is:

evenjo ag
Weyermannsstrasse 34 | 3008 Bern
Laura Wyss, Project Manager | +41 31 529 60 08
Email: elcongress2025@evenjo.ch

Responsibilities of the Official Exhibition Contractor:

Booth Setup & Dismantling: Coordination of stand construction, furniture, and signage.

Technical Services: Provision of electricity, lighting, internet, and audiovisual equipment.

Logistics & On-Site Support: Assistance with freight handling, storage, and exhibitor requests.

Branding & Customization:

Ensuring all booths and branding elements align with event guidelines.

Exhibitor Support & Requests

For any technical or logistical inquiries, including booth specifications, custom setups, or additional service requests, please contact the Official Exhibition Contractor directly at elcongress2025@evenjo.ch.

Nova Package

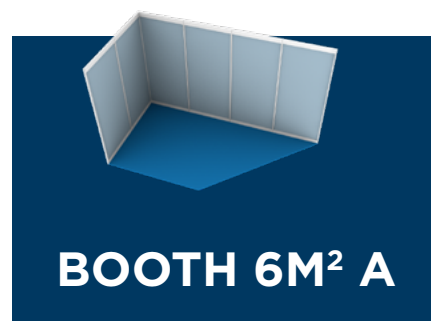


Meeting Room Atrium 3

Floor 1st Floor

Space 6m²

Duration 1/2 day (morning)
for 3 days



Carpet Flat Rewind, charcoal

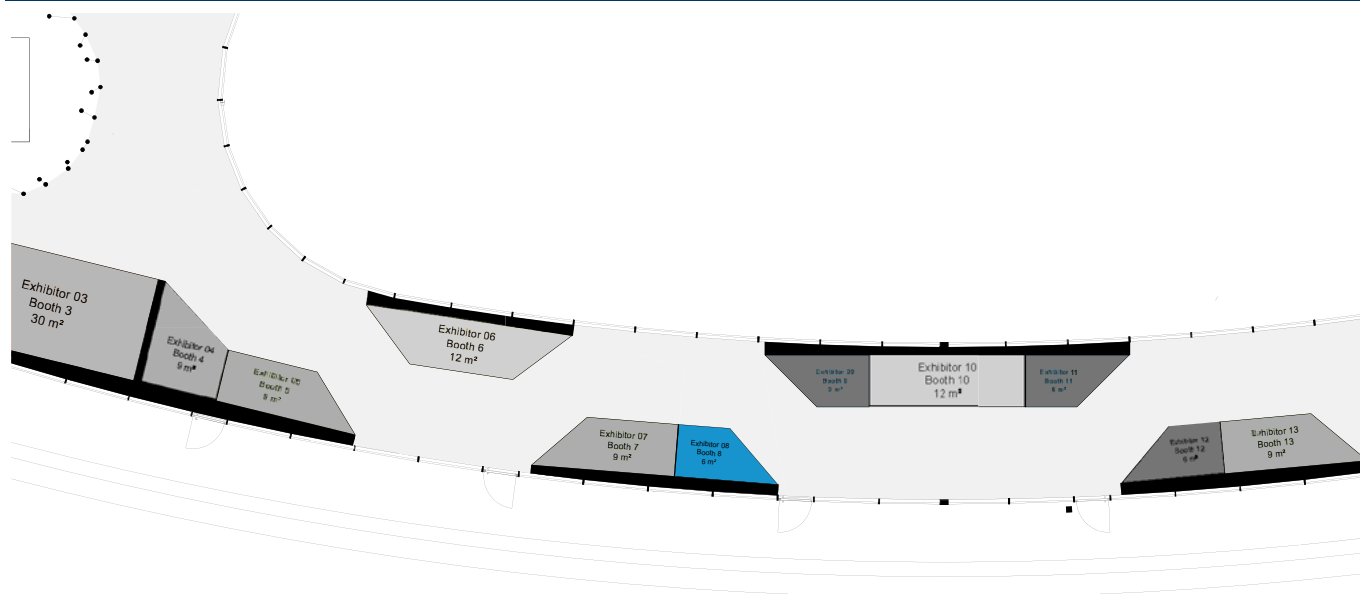
Lightning Flourescent Lights

Electrical Sockets T 13 230 V

Wifi access included

Add-ons Check Page 17

Price
4'000 EUR (+reverse charges)



9

Organized by



Hosted by



SWISSLOS

EL Level 1 partners



EL Level 2 partner



Quartz Package

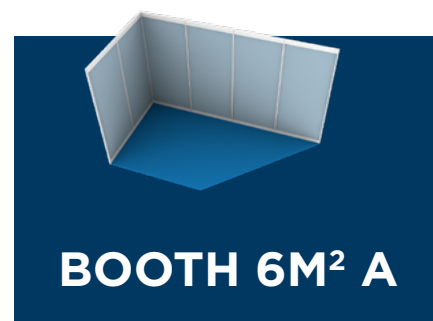


Meeting Room Atrium 4

Floor 1st Floor

Space 6m²

Duration 1/2 day (morning)
for 3 days



Carpet Flat Rewind, charcoal

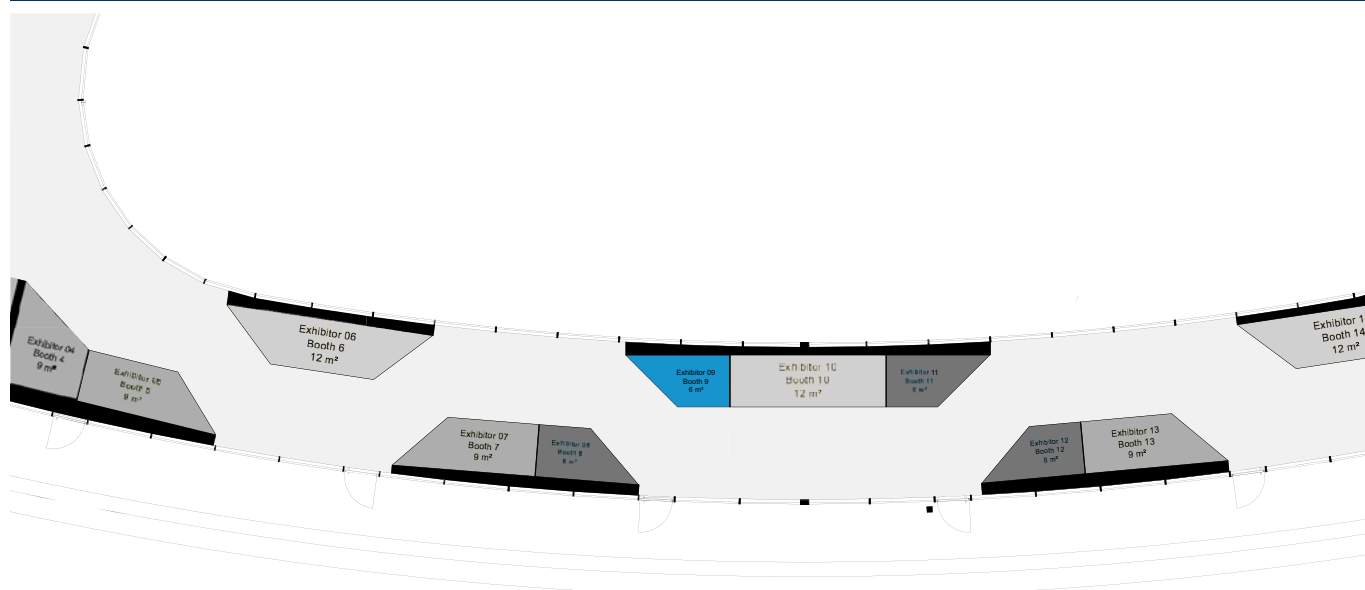
Lightning Flourescent Lights

Electrical Sockets T 13 230 V

Wifi access included

Add-ons Check Page 17

Price
4'000 EUR (+reverse charges)



Organized by



Hosted by



SWISSLOS

EL Level 1 partners



EL Level 2 partner



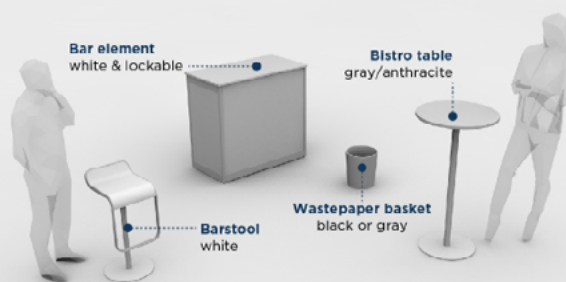
Standard Booths

 <p>BOOTH 6M²</p>	 <p>BOOTH 9M² A</p>	 <p>BOOTH 9M² B</p>
Carpet Flat Rewind, charcoal	Carpet Flat Rewind, charcoal	Carpet Flat Rewind, charcoal
Lightning Flourescent Lights	Lightning Flourescent Lights	Lightning Flourescent Lights
Electrical Sockets T 13 230 V	Electrical Sockets T 13 230 V	Electrical Sockets T 13 230 V
Wifi access included	Wifi access included	Wifi access included
Add-ons Check Page 17	Add-ons Check Page 17	Add-ons Check Page 17
Price 2'800 EUR (+reverse charges)	Price 4'200 EUR (+reverse charges)	Price 4'200 EUR (+reverse charges)

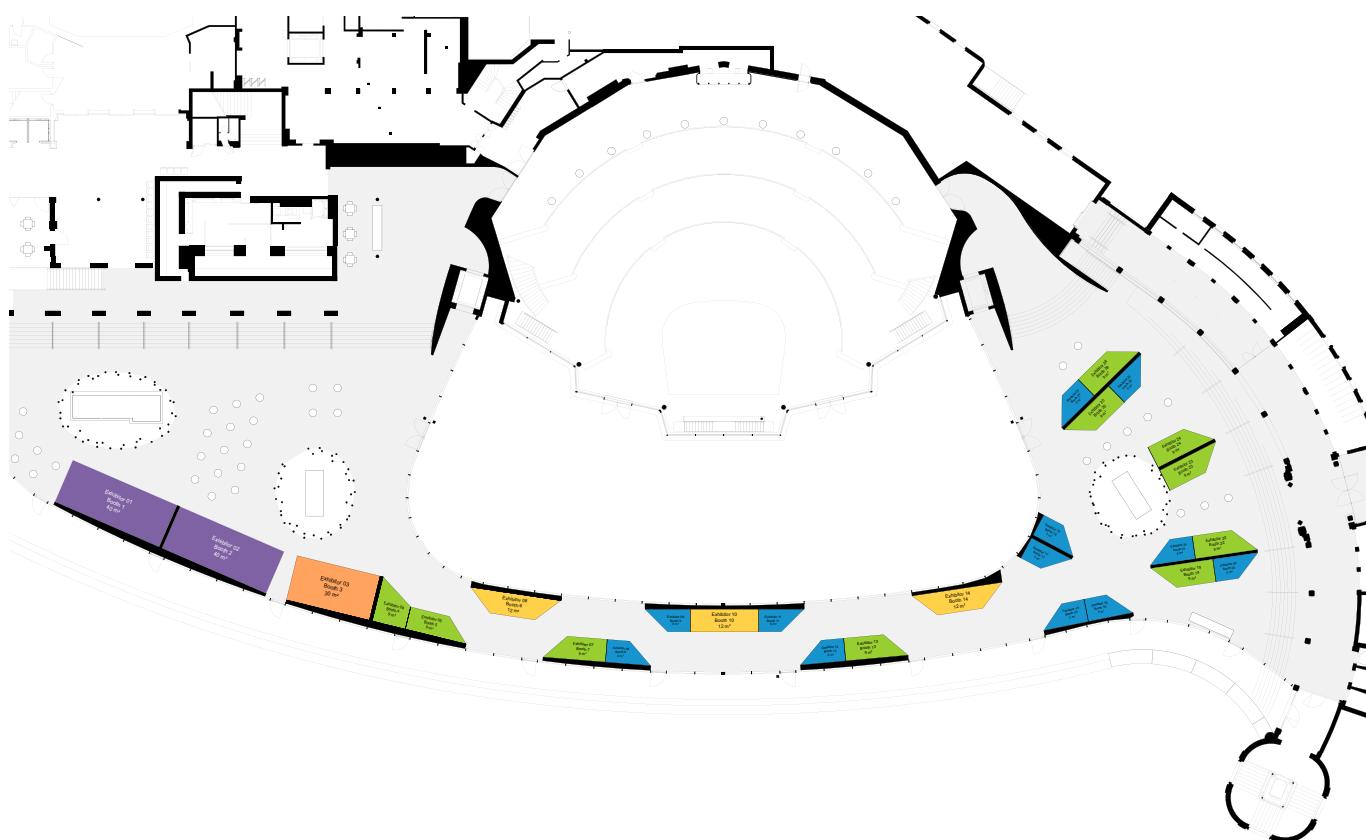
Additional Equipment (at extra costs)

Some additional equipment is already listed on the registration form.

If you need more equipment such as special carpets/wooden floor, furniture, decoration, signage, audio visual equipment, extra internet lines, lighting, etc, please contact us at elcongress2025@evenjo.ch when your registration is confirmed.



Exhibition



Exhibition Dates and Hours

September 13, 2025 – Saturday

Stands Installation 07:00 – 18.00

September 14, 2025 – Sunday

Registration & Check-in for all Exhibitors 07:00 – 18.00

Exhibitor should confirm time of check-in at elcongress2025@evenjo.ch

Trade Show Opening: 17.00 – 20.00

September 15, 2025 – Monday

Trade Show Opening: 09.00 – 18.00

September 16, 2025 – Tuesday

Trade Show Opening: 09.00 – 18.00

September 17, 2025 – Wednesday

Exhibition Removal & Dismantling of Stands 08.00 – 12.00

Exhibitors will have an access to the Kursaal for set-up of displays and stands on the date and time shown above. The access to the Exhibit Hall will be granted to the staff of the company who have been registered.

Note:

The Organisers and the venue are not held responsible for any items left at the stands Overnight.

Rights in Intellectual Property

Use of Name

Exhibitor grants to The European Lotteries a fully paid-up license to use, display and reproduce Exhibitor's name, trade name, or product name in every advertising medium utilized for the Conference and also for use by The European Lotteries to promote the Exhibitor's services and/or products for a period of three (3) years from the end of the Conference.

Photography and recording

Exhibitor grants The European Lotteries the right to take photographs and video recordings of Exhibitor's stand space, exhibits, before, during, or after the Conference's scheduled times, and further grants The European Lotteries the right to use such photographs and video recordings for promotional (advertising) purposes for the Conference and also on The European Lotteries web portal for a period of three (3) years from the end of the Conference.