



## PRICE LIST – TECHNICAL AND ADDITIONAL SERVICES

### TECHNICAL AND ADDITIONAL MATERIALS

Description	Details	CHF
<b>Cordless hand microphone</b>	per unit	120.-
<b>Cordless headset microphone</b>	per unit	120.
<b>Table microphone</b>	per unit	40.-
<b>Electrical consumption</b> For shows, events and special equipment	Daily rate	250.-
<b>Mobile screen 3.0 x1.7 m</b>	per unit	80.
<b>Easel – if rented separately with own projector</b>	per unit	30.-
<b>Kit Multimedia Mobile</b> Projector LCD 5'000 ANSI Lumen 16:9 mobile on a table (incl. screen)	per unit	390.-
<b>Presenter</b> Presenter with laser pointer	per unit	30.-
<b>Flipchart with 10 sheets 90 x 70 cm and markers</b>	per unit	40.-
<b>Felt panel 90 x 150 cm</b>	per unit	30.-
<b>Hooks - for exhibitions, in Villa Ciani</b> In case of loss	per piece	3.-
<b>Reading stand</b> excluding microphones	per unit	80.-
<b>Customisable magnet for reading stand</b>	per unit	50.-
<b>Modular wooden platform</b> (200x100cm, h 20cm) – 12 elementi	Al pezzo	30.-
<b>Table name place 15 x 42 cm</b> incl. support and printed name	per unit	2.-
<b>Hydraulic hoist (up to 7m)</b> Only available at Palazzo dei Congressi and Centro Esposizioni	1/2 day full day	150.- 200.-
<b>Digital totem – single or double-sided</b> Digital screen 55" e 65" See document "Promotional spaces"	per unit	100.-
<b>Digital display - 21.5" e 43"</b> See document "Promotional spaces"	per unit	30.-
<b>Wireless network*</b> Dedicated Wi-Fi connection with support Customisable SSID and password	Flat rate	360.-
	Flat rate for each additional line	100.-
<b>Wired network*</b>	Flat rate for each line	100.-
<b>Parking ticket (Autosilo Piazza Castello / Campo Marzio)</b> Max. 50 ticket – extra request via local Police	per unit	17.-



<b>Double-sided adhesive tape</b>	per roll	17.-
<b>Patafix</b>	per box	6.50.-
<b>Divider posts</b>	per piece	free
<b>A3/A4 stands</b>	per piece	free
<b>Music stand for concerts</b>	per piece	5.-
<b>Tickets</b> Set of numbered tickets – mandatory for shows	per serie	270.-
<b>Tickets</b> Preparation of the set (date and price)	per serie	80.-
<b>Dance floor carpet 5 rolls   12 m x 1.6 m</b>	per roll	50.-

(\*) We recommend the set-up of a paid Wi-Fi or wired connection for conferences, secretarial services, press rooms and exhibitions. This service is unlimited and includes support from our staff. External telephone lines are available on request.  
An HDMI plug is provided for connecting a projector to a PC (adapters for other types of connections are not provided)

## SUPPORT SERVICES

Description	Rate min. 3 hours CHF/p.p.	Extra hour CHF/p.p.
<b>Specialized technician</b> for conferences/shows/spotlighting	270.-	90.-
<b>IT technician</b> Internet line picket	360.-	120.-
<b>Technician for changes</b> New set-up, room layout change	min. 1 ora	90.-
<b>Creation of event's floor plan</b> Draft layout developed in CAD	90.- / per version	
<b>Additional site-inspections</b>	-	35.-
<b>Guardian</b> Mandatory at Palazzo dei Congressi from 18.00 and 07.00 Always mandatory at Villa Ciani and Asilo Ciani	105.-	35.-
<b>Security guards surveillance of entrances*</b> min. 1 agent per door (2-3 doors)	141.- **	47.- **
<b>Security guards surveillance *</b> Agent for parking/exhibition/dressing room surveillance	165.- **	55.- **
<b>Servizio assistenza vigili del fuoco*</b> Obbligatorio per spettacoli in Sala A, Palazzo dei Congressi	450.- / forfait	
<b>Secure cloakroom service*</b> Staff coordinated via Lugano Convention & Exhibition	105.-	35.-
<b>Usher service*</b> Mandatory, min. 1 usher per door (2-3 doors)	105.-	35.-

(\*) Mandatory services for shows. Security is also mandatory on set-up/take-down days for exhibitions at the Palazzo dei Congressi.

(\*\*) From 11 p.m. to 6 a.m., on Sundays and public holidays, there is a 10% surcharge on the rates indicated.



## 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).

Description	Details	CHF
Bag 35 liters	Price per bag	0.85*
Bag 60 liters	Price per bag	1.45*
Bag 110 liters	Price per bag	2.65*
Container 1'000 liters	Price per container / emptying	30.-

(\*) Prices include VAT. The bag tax is updated by the City of Lugano and the amount is adjusted accordingly. [www.lugano.ch](http://www.lugano.ch)

## GENERAL INFORMATION

All rates are in Swiss francs and subject to VAT (not included). Rates and taxes are subject to change.

The equipment provided by Lugano Convention & Exhibition is subject to availability. All additional costs arising from the use of equipment not provided (including transport and assembly) or from services provided by third parties will be invoiced to the customer.

The General Terms and Conditions apply to the current price list.