

# Market Focus

## General terms and conditions



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### 1 Purpose

The CCIG offers diplomatic representations in Switzerland the possibility of organising “Market Focus” events aimed at presenting the business prospects, investment opportunities and specific features (economic, entrepreneurial, legal, administrative, cultural, etc.) of their country, primarily to CCIG Members.

### 2 Liability

The CCIG declines all responsibility for the content of information transmitted during a Market Focus event. The CCIG reserves the right, at its discretion, to refuse to organise a Market Focus event for other reasons. Such refusal does not entitle the client to any compensation. The CCIG’s acceptance to organise the event is evidenced by the signature of this document.

### 3 Organisation

Following this initial contact, the CCIG’s Project Manager for International Trade or Event Project Manager will meet with the diplomatic representation concerned to define the details of the event. Its organisation will be the responsibility of the diplomatic representation. The CCIG only acts as a support for the organiser; in this context, the diplomatic representation undertakes to provide all the documents and information required to set up the event within the given deadlines.

### 4 Programme

The diplomatic representation is responsible for drawing up the programme. The recommended format is:

- Introduction by the Ambassador
- Macro-economic overview
- Promising sectors, projects, trends, challenges, etc.
- Sharing the experience of one or more Swiss (or foreign) entrepreneurs
- Q&A
- Cocktails and networking

**Total length: 2h   Language: French or English**

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## 5 CCIG services and billing

For its part, the CCIG provides the following services for a fixed fee of de **CHF 2,000.-** (excl. VAT):

- Promotion of the event to CCIG Members
- Welcoming participants
- Words of welcome by CCIG's Director General or, if he/she is unable to attend, by another member of the management team
- Presence of a CCIG employee until the end of the event
- Conference rooms depending on the number of participants expected
- Room set-up and cleaning
- Audio-visual equipment: computer, large screen
- Coffee, tea and water

As culinary specialties are generally very popular with participants, we suggest that diplomatic representations organise their own cocktail parties. However, on request, the CCIG is happy to organise a classic cocktail party. This service will be invoiced **according to actual costs**.

The CCIG is duly authorised to publish any photos and/or comments relating to the event on its communication media.

On request, the CCIG can draw up a report on the event and publish it on its website and in its International Trade newsletter. Cost: **CHF 800.-** (excl. VAT).

## 6 Registration fees

The CCIG charges participants a registration fee of **CHF 35.-** per person for CCIG Member companies and **CHF 70.-** for non-Members. Cancellation is possible free of charge up to 48 hours (working days) before the seminar date. Late cancellations or no-shows will be billed in full. These amounts remain the property of the CCIG.

## 7 Cancellation

**If the diplomatic representation decides to cancel the seminar after this document has been signed** (insufficient number of participants, inappropriate timing, change of mind, etc.), a fixed fee of **CHF 500.-** (excl. VAT) will be charged. Variable costs incurred will be invoiced according to actual costs.

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## 8 CCIG Member status

Diplomatic representations that are Members of the CCIG benefit from a 20% discount on the rates set out in clause 5. Information on benefits reserved for Members and membership application forms are available on request from [membres@ccig.ch](mailto:membres@ccig.ch).

## 9 Diligence

In addition to complying with the above clauses, the diplomatic representation undertakes, within the framework of this event, to (please tick boxes):

- ☐ not promote activities that run counter to international law and human rights;
- ☐ not promote activities that would run counter to the direct economic interests of Geneva and Switzerland;
- ☐ provide information in line with reality;
- ☐ designate a contact person to follow up on this event, in particular to respond to any requests arising from it.

Date and place:

Date and place:

Company signature:

Signature of the CCIG:





Geneva Chamber of Commerce  
Industry and Services

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