

Registration for logistics tool

Dear Sir or Madam

To ensure that all deliveries and collections for swiss interior expo 2024 run smoothly, it is necessary to book a timeslot in advance for access to the exhibition halls for all vehicle types.

Login Logistics Tool

Your personal login for using the online logistics tool is as follows:

Link to Logistics Tool:	https://smartlog.sfeag.com/smartlog51 www
Login name:	email address (= Recipient of this letter)
Initial password:	Siex2024

When you log in for the first time, you will be asked to change the initial password to a personal password.

You can now book your **timeslots** directly in the logistics tool and immediately receive your notification number and an access pass.

Timeslots can only be booked directly in the logistics tool **up to 48 hours before** access at the latest. If you require an access pass within these 48 hours, please contact our helpline.

Please plan your journey to the trade fair checkpoint according to the reserved timeslot. After successful registration you will be granted access to the delivery zone.

Please **do not book any 'reserve' time slots**. This leads to delays in the general schedule and hinders the planning of other exhibitors. If you have booked a timeslot that you no longer wish to use, you can cancel it free of charge in the logistics tool up to 24 hours before the booked slot time. Otherwise a **no-show fee** of CHF 287.50 will be charged.

Subsequent cancellations on site at the checkpoint will be charged at CHF 230.

If you use a service provider for your deliveries/collections, please inform them in advance that a timeslot must be booked for all access routes. You can make the bookings via your login or ask the service provider to contact the Logistics Helpline. Every journey, regardless of the vehicle type, must be registered.

Our logistics helpline staff will be happy to answer any questions you may have:

Email: helpline@sempex.com

Phone: +41 (0)58 307 77 20

We wish you a smooth process for all deliveries and collections and a successful **swiss interior expo 2024** in Bern!

Best regards

Your Helpline – Logistics Team