

Austria Center Vienna exhibition manual

Contacts for order sheets

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<p>European International: Official freight forwarder</p>	<p>EUROPEAN INTERNATIONAL (FAIRS) LTD Contact: Jim Callaghan & Christian Andrews Units 6&10, Skitts Manor Farm, Moor Lane Marsh Green, Edenbridge, Kent TN8 5RA, UK Mobile: and EU +44 (0) 7730 435 411 Mobile: North America +1 702 366 3417 Skype: EURopean_jc Tel: +44 1732 860331; Cell UK/EU: +44 (0)7730 435 411; North America +1 702 366 3417 Fax: +44 1732 860331 Project Leader Email: christian.andrews@EURopean-intl.com Operations Director Email: jim.callaghan@EURopean-intl.com</p>
<p>MOTTO Catering and M*Eventcatering (Catering services at the exhibition are provided exclusively by MOTTO Catering and M*Eventcatering)</p>	<p>MOTTO – Catering Schönbrunnerstrasse 35, 1050 Vienna, Austria Mr. Walter Heinrichsberger Tel: +43 (0)1 585 23 03 38 E-mail: w.heinrichsberger@mottogroup.at</p>
<p>H82: Wired internet connections, computer hardware, monitors and printers</p>	<p>H82 medientechnik GmbH Donau-City-Strasse 1, 1220 Vienna, Austria Mr. Johann Weck Tel: +43 (0)1 494 15 44 E-mail: johann.weck@h82.eu</p>
<p>cPoint: Design and printing</p>	<p>cPoint Webges GmbH Nussdorfer Strasse 20/22, 1090 Vienna, Austria Mr. Christian Kempny Tel: +43 (0)1 319 69 99 26 E-mail: christian.kempny@webges.net</p>
<p>Impacts (Cateringsolutions): Hosts/hostesses</p>	<p>Cateringsolutions GmbH Erdberger Lände 26/Gebäude B, 1030 Vienna, Austria Ms. Katharina Buresch Tel: +43 (0)1 402 08 08 310 Mobile: +43 (0)664 886 37 534 E-mail: buresch@impacts.at</p>
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Conference venue

Austria Center Vienna
Bruno-Kreisky-Platz 1
1220 Vienna, Austria

Conference venue web site <https://www.acv.at/index.en.html>

Austria Center Vienna is part of the Internationales Amtssitz- und Konferenzzentrum Wien Aktiengesellschaft (IAKW-AG). The Austria Center Vienna is Austria's largest conference centre, with 24 halls, 180 meeting rooms and some 22,000 square metres of exhibition space, and is one of the top players on the international conference circuit.

Catering

Catering services at the exhibition are provided exclusively by MOTTO Catering.
Please contact:

MOTTO - Catering

Schönbrunnerstrasse 35, 1050 Vienna, Austria
Mr. Walter Heinreichsberger
Tel: +43 (0)1 585 23 03 08
E-mail: acv@mottogroup.at

Technical guidelines and general information

The following technical guidelines shall only apply where the Contractual Partner has hired rooms and facilities for exhibition purposes. An exhibitor in the meaning of these technical guidelines shall mean every exhibitor who is active on the premises of Austria Center Vienna by reason of the event described in the Agreement Concerning the Event. Where the exhibitor is not the Contractual Partner, the Contractual Partner is obliged to require each exhibitor to comply with these technical guidelines and ensure compliance. The Contractual Partner shall, in particular, ensure that these technical guidelines are complied with in practice, and shall be liable to Austria Center Vienna for any damages arising from non-compliance.

Deliveries, in-house transportation and shipping instructions

Transport of stand construction materials and exhibits to and from the premises

- The exhibitor is responsible for the transportation of exhibits and any stand construction materials to and from the premises at its own expense and risk. Deliveries must arrive shortly before scheduled unloading, and must depart promptly after loading. If exhibition material is delivered by the exhibitor's own freight forwarding partner, the freight forwarder must contact EUROPEAN INTERNATIONAL (FAIRS) LIMITED upon arrival at Austria Center Vienna, as in-house delivery is generally handled by EUROPEAN INTERNATIONAL (FAIRS) LIMITED.
- If the exhibitor is working with EUROPEAN INTERNATIONAL (FAIRS) LIMITED, companies delivering materials will be directly advised by them. If delivery is arranged by the exhibitor or by the exhibitor's exhibition stand builder themselves, the official set-up time for the event must be observed. The following access route should be used:

After entering the "Leonard-Bernstein-Strasse" tunnel, do not take the first illuminated exit on the right to "Austria Center Vienna". Continue to the end of the tunnel and turn right at the sign for "Saturn Tower". You will then come to a goods vehicle parking area and the sign for the EUROPEAN INTERNATIONAL (FAIRS) LIMITED office (Tor 1/Gate 1).

- Delivery is possible via the EUROPEAN INTERNATIONAL (FAIRS) LIMITED delivery entrance (Tor 1/Gate 1) and must be announced in advance.

- In exceptional cases, delivery is also possible via the delivery entrance (Tor 4/Gate 4) on the other side of the building (height limit of 4m). Please request access for delivery with the according project manager of Austria Center Vienna through the congress organiser and respect the clearway around this entrance.
- Night-time noise regulations: with regard to the use of Exhibition Halls X1, X2, X3 and X4, attention is expressly drawn to the need for the Contractual Partner to comply strictly with the night-time noise regulations. Noise restrictions generally apply between 10 p.m. and 6 a.m. and on Sundays and public holidays. Restrictions on the movement of goods vehicles apply on Saturdays between 3 p.m. and midnight and on Sundays and public holidays between midnight and 10 p.m.
- Vehicles may only use the access ramp to Bruno-Kreisky-Platz one at a time and with a gross vehicle weight of under 25 tonnes
- Austrian traffic regulations must be observed. It is forbidden to leave engines running. Exhibitors shall not be entitled to compensation for any waiting times. Goods vehicles may only be parked on Austria Center Vienna's premises in exceptional cases, and with the written permission of Austria Center Vienna. Instructions given by Austria Center Vienna must be followed at all times.
- Freight elevators are located at Gate 1 and Gate 4 to deliver the goods to the correct level. EUROPEAN INTERNATIONAL (FAIRS) LIMITED should be contacted if forklift rental is required and for any other in-house transportation services, as well as for storage of empty crates.

Use of goods-only lifts

Exhibition materials may be brought into the Austria Center Vienna building using four goods lifts, each with a maximum payload of 3,000kg. Two goods lifts allow delivery of materials directly to Hall X4 from the goods vehicle parking area. Materials are brought into Halls X1, X2 and X3 at street level. Goods lifts may not be used to transport people. Instructions given by Austria Center Vienna staff must be followed at all times. Austria Center Vienna accepts no liability in the event of any contravention of these regulations. The **freight elevators** inside the Austria Center Vienna and in the exhibition halls can only be operated from outside, with a key. Freight needs to be stored and secured within the yellow lines in the elevator. The elevator must be called from the level to which the freight needs to be delivered. All freight elevators have the following dimensions: 6.20m (length) x 3.20m (width) x 3.10m (height).

Use of passenger lifts and escalators

Passenger lifts and escalators may not be used to transport goods or equipment.

Storage of empties

Empties should generally be stored directly with EUROPEAN INTERNATIONAL (FAIRS) LIMITED, an external partner of Austria Center Vienna. In exceptional circumstances Austria Center Vienna will allocate storage space, for which a fee will be charged.

Vehicles and forklifts are not allowed inside exhibition areas. Only forklift trucks operated by EUROPEAN INTERNATIONAL (FAIRS) LIMITED are permitted within the loading bay. Only pallet jacks and trolleys are permitted in the exhibition areas.

Halls X1, X2 and X3 are accessible at street level. In light of the limited number of delivery entrances, please respect the clearways and waiting times. All exhibitors, including those that prefer to carry out unloading themselves, must apply for loading and unloading slots.

Please contact:

EUROPEAN INTERNATIONAL (FAIRS) LTD

Contact: Jim Callaghan & Christian Andrews

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Project Leader

Email: christian.andrews@EUropean-intl.com

Operations Director

Email: jim.callaghan@EUropean-intl.com

Parking

Goods vehicles: parking spaces are available at the West car park (next to Gate 1) on a first come, first served basis.

Cars: please use the Austria Center Vienna's parking garages.

Information regarding access and fees can be found online:

<https://www.acv.at/teilnehmen/anreise-und-verkehr/travelling-by-car.html>

Exhibition area technical services

General information

- Load-bearing capacity is 500kg/m² in all areas (incl. the forecourt). In exceptional cases that require the engagement of a structural engineer, the costs of this must be borne by the exhibitor.
- Water connections are only available at a selected number of locations. It is therefore recommended that for large stands, a platform is built, so that water connections remain available to other exhibitors.
- The construction of double-storey stands is permitted in Halls X3 and X4, subject to permission. Stand drawings and structural reports are required. (not applicable for EACTS 2017)
- Roofs may be built on single-storey stands provided that the roofing complies with the fire regulations. (not applicable for EACTS 2017)
- All exhibition halls have pillars – for exact positions and measurements please see the official floor plans.
- The exhibition halls have areas with limited daylight and areas with no daylight.
- The floor in exhibition halls X1, X2, X3 and X4 is covered with asphalt. It is recommended that exhibition spaces are carpeted. Tape used to fix carpet must be fully removable. If tape is used that is not fully removable or leaves traces, additional cleaning costs will be incurred.
- Oil, grease, paint and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it.
- In the exhibition halls, power supplies and other utilities are supplied to stands via the ceiling, from the hall walls or along the pillars. They are only supplied from the floor in Hall X4.

Maximum construction heights in the exhibition spaces:

Entrance Hall I/II/III:

Construction height low area: 2.80m

Construction height lowest area: 2.60m

Entrance Hall IV:

Construction height high area: 5.00m

Hall E/F:

Construction height high area: 5.00m

	Construction height low area (below technical booths and balcony): 2.80m
Hall D:	Construction height high area: 4.00m
	Construction height low area (below technical booths): 2.50m
Hall G/K:	Construction height high area: 4.00m
	Construction height low area (below technical booths): 2.50m
Foyer A:	Construction height 2.30m
Foyer B:	Construction height 2.30m
Foyer C:	Construction height 2.30m
Foyer D/G/K:	Construction height high area 3.90m
	Construction height low area: 2.00m
Corridors Level 1:	Construction height 2.00m
Corridor between Foyer D and Hall X2:	Construction height 2.30m
Foyer E/F:	Construction height 2.80m
Corridors Level 2:	Construction height 2.30m
Gallery:	Construction height 2.30m
Foyer M:	Construction height 2.80m
Foyer N:	Construction height 2.80m
L 1-8:	Construction height 2.80m
Hall X1:	Construction height 3.00m (at smoke barrier: 2.50m)
Hall X2:	Construction height 3.50m

General information on stand construction

Build-up of stands – General

Austria Center Vienna makes the stand area allocated to the exhibitor available without structures, technical or furnishings. The exhibitor is responsible for assembly and furnishing of the stand and for all required technical equipment. The construction and furnishing of the stand is at the exhibitor's discretion, subject always to Austria Center Vienna's regulations and instructions with regard to safety, permitted furnishings and general appearance. Exhibitors wishing to construct their own pavilions on the premises must obtain the permission of the Baupolizei (building inspectors). The proposed location, construction and design of such structures must be agreed with Austria Center Vienna before application to the Baupolizei. Austria Center Vienna accepts no liability for the safety of the design or construction of exhibition stands or the equipment contained therein.

Any requirements for alterations to the structure, furnishings and equipment of the stand and any special operating requirements imposed in the interests of public safety by the external and/or internal authorities during the official inspection must be complied with by the exhibitor promptly, before the start of the event, and at the latest before the subsequent final inspection.

Stand assembly guidelines

All entrance and exit doors to the halls, including emergency exits, escape routes, passageways, staircases, etc., must be kept completely free and unobstructed at all times. Fire safety equipment such as portable fire extinguishers, fire alarms and hydrants must be visible and accessible at all times. Fire safety equipment may not be obstructed or enclosed by structures. Stands may be constructed using the exhibitor's own materials, as described in section XIII.1.1. of the General Terms and Conditions of Contract. It is not permitted to drill, insert screws or hammer nails into the building's walls, ceilings, floors or pillars. Stands and exhibits may not impose loads on walls, pillars, windows or doors, nor may adhesives be used on these features of the building. The hanging of lightweight

suspended ceilings, advertisements, banners and light fittings, etc. is not possible in all exhibition areas, and is only permitted subject to written request and approval by Austria Center Vienna. The necessary wall or ceiling mounts for hanging such items must be installed by IAKW staff or their assistants; the exhibitor shall bear the costs incurred. Pillars may be covered up to the maximum permitted construction height, provided that they are not damaged in the process. Combustible materials such as jute, crepe paper, cardboard, corrugated cardboard, reed mats or flammable plastics may not be used to construct or cover stands, or for decorative purposes. All items brought onto the premises must comply with the applicable fire safety regulations. Special protective measures must be taken in the aisles of the exhibition space, during build-up and breakdown, or otherwise special care must be taken to prevent damage to floors. Wood cutting and shaping tools must have dust collector bags. Painting and wallpapering is only permitted in the exhibition halls if the floors are first covered using PVC sheeting.

Utilities

Special requirements for electrical, telecommunications and water connections can only be met where permitted by the official regulations and the technical services in the exhibition halls. Such services shall be provided at the exhibitor's expense. Requests must be made in writing. The installation of all such connections requires Austria Center Vienna's permission, and may only be undertaken by skilled personnel employed by Austria Center Vienna, or by approved Austria Center Vienna specialist subcontractors on behalf of and for the account of the exhibitor. No changes to such connections by the exhibitor are permitted. The exhibitor must comply with the rules and regulations of IAKW-AG and the telecommunications, electricity and water companies. Austrian safety regulations must be complied with. Infringements of regulations will result in the immediate disconnection and removal of the connection, and the exhibitor shall not be entitled to claim damages. A three-phase power supply with approx. 3 x 400/230V and alternating current with 230V and 50Hz frequency with TN earthing are available. There are residual current circuit breakers in the exhibition halls. Austria Center Vienna shall not be liable for any loss or damage resulting from technical defects. In the event of non-compliance with these regulations and instructions Austria Center Vienna may, after expiry of due notice given for remedy of the breach, make any improvements or modifications it deems necessary, at the exhibitor's expense.

Approval of construction

It is the exhibitor's responsibility to send a drawing of the proposed stand construction (floor plan and elevation) for approval, at its earliest convenience. Except for shell scheme stands, this regulation applies to all self-constructed stands and all stand assemblies that include rigging. Please send your plans to the organisers as instructed in the EACTS exhibitor manual. EACTS will collate all booth plans and send to the ACV for approval. For approval by Austria Center Vienna please contact Marion Lüftenegger (marion.lueftenegger@acv.at).

Suspension points/rigging

Suspension points may be mounted in the exhibition halls and in the centre of the Entrance Hall. All suspension points must be inspected and approved by Austria Center Vienna. The weights of suspended objects must be supplied for this purpose. All Exhibition Halls are equipped with a ceiling grid, from which objects can be suspended by a rigging master employed by Austria Center Vienna. Suspension points outside this grid need to be constructed, which means they will be positioned lower than points directly on the grid. Different rates are charged for rigging suspension points outside the grid. All suspended objects need to be inspected and approved on-site by a structural engineer once mounting is completed.

Connection to electricity supply

A power package is required in order for any kind of power connection to be supplied. The type of connection required should be indicated on the order form, and all the connections required for electrical devices, lighting, etc. should be listed.

To make sure that power connections are available at the right locations, a sketch must be provided together with the order form, indicating the required connections on the service sheet for the technical layout.

For connections of over 6 kW, consumption cost is determined by the actual installed load, which is recorded by the inspecting electrician in the course of the event.

Electrical installation work can be ordered from our external partners or from a licensed electrical firm of the exhibitor's choice, which must submit a report on the electrical wiring installed („*Elektrobefund* VD 390“) to the hall manager on the last assembly day at the latest (see House Rules & Regulations), including details of all connections installed.

Water

Water pipe installations to and from the service pipes may only be carried out by the external partner contracted by Austria Center Vienna. Water connections cannot be installed in areas with parquet flooring. In the entrance hall, the total number of water connections is limited to four, and these may only be along the wall (two connections on each side). Water connections in the gallery are also limited to four connections along the walls. Other locations must be approved by Austria Center Vienna.

The flat rate includes the costs of providing a connection, water supply costs and drainage connection charges for one tap at the stand. Connection of a sanitary fitting (e.g. sink) provided by the customer is possible upon request and by arrangement. Repairs to equipment provided by the exhibitor will be charged at cost. Please be advised that such repair work cannot be performed on the last move-in day. The equipment and necessary siphons, fittings and materials will be invoiced separately. A flat rate per connection will be invoiced (for supply and drainage) for the duration of the event.

Please note the following points:

In order to prevent blockages, food waste and coffee grounds must not be disposed of in sinks.

Please observe the following important instructions:

- All branch pipes must have a main stopcock, which must be accessible at all times and appropriately protected against unauthorised tampering by means of a special lock.
- Installation of water connections is dependent on the existence of a direct sewerage connection for the water used. Drainage of waste water into natural springs is normally prohibited and may require an official permit. In some cases mud traps and grease extractors must be properly fitted ahead of the junction of the drain with the sewer system.
- All plumbing work must comply with current regulations, and will be examined at the time of the official inspection of the event.
- To ensure that the taps are installed at the position where they are required, a sketch of the water connections ordered should be submitted together with the order for the connections.

Dismantling and removal

Removal of exhibits and breakdown of stands before the end of the event is prohibited. After removing exhibits and dismantling the stand, the exhibitor must leave the hired space in the same condition it was in when it was first placed at the exhibitor's disposal. Any damages or failure to leave the premises in a clean state will be rectified by Austria Center Vienna, and the related costs will be charged to the Contractual Partner. In the event that the stand is not vacated on time, Austria Center Vienna shall be entitled, at the Contractual Partner's expense:

- a. to have any materials, objects or packaging belonging to the exhibitor removed from the site and stored;
- b. to return the area to the condition it was in when placed at the exhibitor's disposal.

In such case Austria Center Vienna is entitled to charge the exhibitor for any storage or other costs. The exhibitor bears the risk for any materials, goods and packaging stored on the Contractual Partner's behalf.

Materials, goods and packaging material not collected by the exhibitor within three months of the end of the exhibition shall become the property of Austria Center Vienna unless the exhibitor has reached an agreement with Austria Center Vienna for the safekeeping and storage of such materials, goods or packaging. The exhibitor shall have no claim to compensation by the Austria Center Vienna on his own behalf or that of third parties if the Austria Center Vienna becomes the owner of the goods in the manner described above.

Cleaning and waste disposal

Cleaning of the aisles will be arranged by the venue once a day. Exhibitors must order cleaning services for their stands separately.

Services include cleaning of the floor, tables and chairs and all horizontal surfaces up to a height of 1.70m (not including exhibits and locked cabinets). Prices are quoted per square meter of exhibition space and include a thorough clean once before the start of the event, as well as daily cleaning (not including exhibits). Daily cleaning on event days takes place before the event opens. Complaints about cleaning services can only be considered if made on the same day as the inadequacies are noticed.

Waste separation and waste disposal

The exhibitor is required to separate waste strictly in accordance with the provisions of the *Abfallwirtschaftsgesetz* (Waste Management Act) and accompanying regulations, and is required to appoint a special waste disposal representative. Additional costs resulting from improper waste disposal will be charged to the Contractual Partner.

We would like to point out that it is not permitted to deposit waste of any kind on the exhibition premises. Any materials left behind will be disposed of, without ascertaining their value, at the exhibitor's expense.

Austrian packaging regulations that entered into force in 1993 introduced a statutory obligation to separate refuse into individual, recyclable materials. Organisers, exhibitors and stand builders are therefore required to contribute towards the avoidance of waste, and the recycling and proper disposal of waste materials at all stages of an event.

Exhibitors are requested to prepare unavoidable waste for disposal by separating it by type during the move-in and move-out periods and the event itself. Please find more information on licence agreements with ARA AG under <http://www.ara.at/e/clients/compliance-and-license-partnership.html>.

Damage and insurance

No part of the premises may be damaged or disfigured in any way. Should any damage occur, the exhibitor will be invoiced for the costs of repairs.

Exhibitors are kindly asked to acquire sufficient insurance, such as public liability insurance covering all injuries to persons and damages that might occur in connection with the exhibition. It is also recommended that exhibitors take out additional coverage against loss or damage to exhibition materials during transportation and during the exhibition itself. Austria Center Vienna shall not be liable for any loss or damage to exhibition materials.

Fire and safety regulations

Any goods on exhibitors' stands will constitute part of their stand and will be subject to these regulations.

General materials

Stand construction, installation of materials and structures supporting posters should be sufficiently stable to ensure public safety. Exhibit cases and displays should be sanded down/finished to ensure that they will not inflict cuts. Clear glass elements should display warning signs at eye level.

Stand walls

Stand walls must be made of classified fire-retardant materials, i.e. as good as or better than wood. Particle board, non-porous fibreboard and plywood are acceptable.

Decorative materials

Fire-retardant materials have to be approved in accordance with one or more of the following classifications:

SS 02 48 21, SIS 65 00 82, Euroclass A1, A2 or B-s1 d0.

Type approvals or certificates must be available at the stand, unless it is made clear in some other way that the material is approved. Cloth ceilings and other decor must be impregnated against fire. All approvals and certificates must be available in German or English, or an approved translation must be provided. Please also find below/attached the security regulations for decoration and materials.

Equipment brought onto the premises

If an exhibitor intends to exhibit, use, demonstrate or store flammable, explosive, burning or red-hot items, or items that emit radioactivity or ionising rays, or liquid gas or other pressurised gas bottles on the premises managed by the IAKW-AG (Austria Center Vienna), Austria Center Vienna must be given adequate advance notice. Exhibiting, using, demonstrating and storing such items is in all events subject to Austria Center Vienna's approval and, where necessary, dependent on official authorisation. Austria Center Vienna reserves the right to have items removed from the premises at any time at the exhibitor's expense. The exhibitor or freight forwarder must obtain information in good time as to the characteristics, load-bearing capacity and dimensions of the transportation routes, lifts, doors, etc., and ensure that the size and weight of exhibits is appropriate. If exhibits are particularly large or heavy, notice of this must be given in the application for approval, so that on-site inspection can take place for the purposes of approval pursuant to section XIII.1.2. of the General Terms and Conditions of Contract. Austria Center Vienna may require that protective matting or a weight distribution plate be placed on the transportation surfaces; the costs of such measures shall be borne by the exhibitor. Austria Center Vienna accepts no liability whatsoever for damage to persons or property caused by items of any kind (including machinery and equipment) brought onto the premises.

Motor vehicles in the exhibition area

If motor vehicles are to be brought into the exhibition space, all technical safety precautions must be complied with and evidence of compliance in the form of the necessary official and technical permissions must be submitted to Austria Center Vienna. All such events require prior authorisation by the Austria Center Vienna's fire safety representative or one of his/her deputies. For petrol or diesel driven motor vehicles older than three years, the requirements are as follows: the fuel tank is to be drained and flooded with nitrogen, and the battery is to be disconnected. For each motor vehicle, the relevant Austria Center Vienna form detailing the work done is to be completed and signed by the Contracting Partner. For petrol or diesel driven motor vehicles less than three years old, the requirements are as follows: the fuel tank may contain no more than 3 litres of fuel. The battery need not necessarily be disconnected. Flooding the fuel tank with nitrogen is only required under certain circumstances and only if the authorities or Austria Center Vienna require it.

Smoking ban

Smoking is prohibited in all public indoor areas, including private areas of exhibition space.

Flammable products

Notification of the handling and installation of flammable products should be given well before the event. This must be submitted in writing, quoting the name of the event and the stand number, to the exhibition organiser or directly to Austria Center Vienna. The storage and use of compressed gas and/or liquid gas in the exhibition halls or elsewhere on the premises is not allowed. Balloons filled with flammable gas are not permitted within halls (the only authorised gas is helium). Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises.

Open fire

The use of open fires is prohibited, as are naked flames.

Pyrotechnics

Explosive or pyrotechnic articles may not be used on or taken onto the premises of Austria Center Vienna, either indoors or outdoors, without written permission from the organiser and Austria Center Vienna.

Hot work

Hot work such as welding, soldering, cutting, and circular-motion grinding, drying, heating or work over a naked flame is not allowed within the Austria Center Vienna without special permission from Austria Center Vienna.

Emergency exits

Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and kept in full view at all times. Fire safety signs, emergency alarm buttons, emergency exits and exit signs may not be covered by any products/company signs, decorations or stand roofs.

Heating/cooking

Stoves, heaters and open fires may not be used for any purpose, including cooking, frying or baking. This also applies to demonstrations. Stoves and heaters can only be used in designated catering areas, which can be rented upon request.

Goods not allowed

The following goods are not permitted on the premises of the Austria Center Vienna:

- Goods causing nuisance by their smell or otherwise, or appliances emitting objectionable noises or radiating disturbing light; any hazardous objects that have not been mentioned in the stand construction design but have been introduced by the exhibitor.
- Wireless communication devices (walkie-talkies, handheld microphones, etc.) may be used as long as they do not interfere with Austria Center Vienna's technical services or appliances. Exhibitors wishing to use these devices must include the brand name and frequencies to be used when submitting their stand design for approval.

Combustion engines

Any machine (generating sets, compressors, etc.) with an internal combustion engine, whatever the use, is forbidden inside the Austria Center Vienna, with the exception of exhibited motor vehicles, subject to the guidelines above.

Storage of flammable goods

Empty packaging, refuse, wood, paper, straw, cardboard and other flammable material must not be stored in the halls.

Responsibility

Exhibitors are wholly responsible for all displays and demonstrations they organise.

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