Show Management Forms

Important Documents
Please read the general exhibitor information carefully and keep as a reference. All Exhibitors are contractually required to abide by these rules.
General Exhibitor Information

Location:
Austria Center Vienna
Bruno-Kreisky-Platz 1
1220 Wien, Austria
Phone: +43 1 260690
website

Exhibit Hall Information*:
Austria Center Vienna
Hall X - Part 1-3

Exhibitor Move-In:
Tuesday, June 9, 2020.................................................................8:00 a.m. to 5:00 p.m. (08:00 to 17:00)

Show Hours:
Wednesday, June 10, 2020.......................................................12:00 pm to 9:00 p.m. (12:00 to 21:00)
Welcome Reception with Exhibitors/Poster Session.................................5:30 p.m. (17:30)

Thursday, June 11, 2020..............................................................9:00 a.m. to 6:00 p.m. (09:00 to 18:00)

Friday, June 12, 2020...................................................................9:00 a.m. to 2:00 p.m. (09:00 to 14:00)

Exhibitor Move-Out:
Friday, June 12, 2020.................................................................2:00 p.m. to 10:00 p.m. (14:00 to 22:00)
Saturday, June 13, 2020...............................................................8:00 a.m. to 12:00 p.m. (08:00 to 12:00)

*Times are subject to change
Main Contacts

Exhibit Sales
440-338-5495
exposales@asminternational.org

Exposition Logistics
Christina Sandoval
440-338-5422
Christina.Sandoval@asminternational.org

General Service Contractor & Decorator
SYMA
+43 2245 2497 0
Email: office@syma.at
www.syma.at

Signage & Rigging
SYMA
+43 2245 2497 0
Email: office@syma.at
www.syma.at

Audio Visual
AV-Pro
Mr. Robert Ranzinger
+43 (0)1 252 10 30
r.ranzinger@avpro.at

Internet
H82
Hans Weck
+43 (0)1 494 15 44
johann.weck@h82.at

Exhibitor Catering
MOTTO-Catering
Philip Ulamec
+43 (0)1 585 23 03 20
p.ulamec@mottogroup.at

Electrical
SYMA
+43 2245 2497 0
Email: office@syma.at
www.syma.at

Registration – Exhibitor Personnel ONLY
RCS
805-677-4297
ITSC2020@rcsreg.com

Registration – FULL CONFERENCE Exhibitor Badge
DVS – All Full Conference Badges
tagungen@dvs-hg.de

Shipping & Freight
IML
Mr. Wolfgang Unzeitig
+43 (0) 660 264 7582
Email: office@iml-vienna.at
## Important Dates to Remember

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Ad Deadline</strong></td>
<td>April 24, 2020</td>
</tr>
<tr>
<td>Submit to: <a href="mailto:Christina.Sandoval@asminternational.org">Christina.Sandoval@asminternational.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Submit Show Directory Listing Deadline</strong></td>
<td>April 27, 2020</td>
</tr>
<tr>
<td>ITSC: <a href="http://expo.asminternational.org/ITSC2020/Public/e_login.aspx">http://expo.asminternational.org/ITSC2020/Public/e_login.aspx</a></td>
<td></td>
</tr>
<tr>
<td><strong>Ordering Exhibitor Services from Decorator Deadline</strong></td>
<td>April 30, 2020</td>
</tr>
<tr>
<td><strong>Arrangements &amp; Orders with Shipping Company Deadline</strong></td>
<td>April 30, 2020</td>
</tr>
<tr>
<td><strong>Hotel Discount Deadline</strong></td>
<td>Until Sold Out</td>
</tr>
<tr>
<td><strong>Exhibitor Personnel ONLY Registration Deadline</strong></td>
<td>June 1, 2020</td>
</tr>
</tbody>
</table>
Exhibitor Badge, Rental Information & Complimentary Expo Only Passes

EXHIBITOR BADGES AND WORK PASSES:
Exhibitor badges and work passes are acceptable during specified exhibit move-in and move-out hours. Only exhibitor badges, not work passes, are acceptable during show hours.

EXHIBITOR BADGES:
Exhibitors are highly encouraged to take advantage and pre-register your exhibit personnel online using the following registration link:


*All pre-registered badges are to be picked up on-site at Registration.*

Questions? ITSC Exhibitor registration questions can be sent to: [ITSC2020@rcsreg.com](mailto:ITSC2020@rcsreg.com)

3x3 METER STALL RENTAL INCLUDES:
- 3x3 Meter Stall with Octonorm Structure with White Panels
- (2) Discounted Full Technical Conference Badges – CONTACT: [tagungen@dvs-hg.de](mailto:tagungen@dvs-hg.de)
- Unlimited Exhibitor Personnel Badges (Link to register is above)
- Stall Fascia *(company name & stall number)*
- Company Description Online & in Final Program
- Complimentary e-Invite Pass for Customers
- Post-Event Attendees List *(complete mailing address, name and title – No email addresses)*

COMPLIMENTARY EXPO ONLY PASSES:
The exhibitor registration page offers you the ability to invite guests to visit you at your booth with a Complimentary Expo Pass by clicking on the "Invite a Guest" button. You may also distribute your company’s complimentary guest pass code or URL located under the button. Either way allows you to easily track who has responded to your invitation.

Complete directions on registering exhibitor personnel or inviting customers is listed in your custom email from the registration company, Registration Control System (RCS).
Hotel Information

OFFICIAL CONFERENCE HOTELS:
Main Conference Dates: Wednesday, June 10, 2020 – Friday, June 12, 2020
Group Sleeping Room Rates (in Euros, Per Person). The listed rates below are per room and night incl. breakfast, service and VAT. In case of tax changes they reserve the right to adjust the rates accordingly.

HOTEL RESERVATIONS:
To make your hotel reservations online, please click one of the links below or click HERE:

Arcotel Kaiserwasser: Click HERE
Single Room: 199,00 euros
Double Room: 221,00 euros

Park Inn by Radisson Uno City: Click HERE
Single Room: 129,00 euros
Double Room: 149,00 euros

Notes:
The listed rates are per room and night, include breakfast, service and VAT. In case of tax changes they reserve the right to adjust the rates accordingly.

Beware of Room Poachers!
Unauthorized third-party housing companies have been contacting members to get them to reserve their sleeping room through them. This is a scam! You will NEVER receive a phone call directly from ITSC organizers or vendors on their behalf. In order to make a legitimate sleeping room reservation with the Headquarters Hotel, please use the links on the Hotel Information link.

Reservations made through any housing services company cannot be guaranteed by ASM International and could result in additional charges, incorrect hotel placement, or inflated room rates for ASM International participants.
Visa Information

Meeting attendees from countries that require a visa to enter Austria are reminded that the process of obtaining a visa may take several months. You are strongly encouraged to plan ahead and begin the application process early. Visa applications should be submitted for processing as early as possible, but no later than 90 days prior to travel.

Please note, the event organizers do not have any influence over the issuance of a Visa. The determination is at the sole discretion of the Embassy/Consulate. Should your application be denied, the event organizers cannot change the decision of the governmental agency.

For more information on obtaining a visa to Austria, please click on the following link or copy/paste into your web browser: https://www.schengenvisainfo.com/austria-visa/

If you have any questions, please contact Lindy Good at lindy.good@asminternational.org
Exhibitor Work Pass Badges

EXHIBITOR WORK PASS
This badge permits the bearer to enter the exposition hall for the purpose of installing and dismantling his exhibit.

VALID ONLY DURING OFFICIAL INSTALLATION/DISMANTLING PERIODS
Hospitality Form

ITSC 2020 HOSPITALITY FORM
If your business or function requires a hotel suite or meeting room for a hospitality event, please complete this form. Please be advised that hospitalities can only be scheduled by an Exhibitor of this event and must occur only during Non-Exhibiting hours. The event or meeting must not conflict with any technical sessions or other event functions. The hours must be approved by Show Management prior to the event. Failure to comply with this process is grounds for removal from this event.

Company Name ____________________________________________________________________________________

Stall# _______________________________________________________________________________________________

Address ____________________________________________________________________________________________

City _________________________________ State ________________ Zip Code  _____________________________

Contact Name _____________________________________________________________________________________

Phone _____________________________________________    Fax __________________________________________

Email Address _____________________________________________________________________________________

SUITE REQUEST
Purpose for Reserving Suite:

____________ Hospitality _____________ Meeting ______________Personal Use

Hotel ____________________________ or Convention Center ____________

Number of Attendees for Event ______ Date _________ Time_______

Please complete this form and email to: Christina.Sandoval@asminternational.org
NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR (EAC)

Please email form to:

Christina Sandoval, Global Exhibition Manager
christina.sandoval@asminternational.org

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and email to Show Management at the email address listed above.

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate to Freeman no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. Also provide your Exhibitor Appointed Contractor with work passes to enter the show floor for designated move-in and move-out dates and times.

Email General Liability Certificate to:

Show Management
Christina Sandoval, Global Exhibition Manager
christina.sandoval@asminternational.org

It is the responsibility of the exhibitor to see that each representative of the Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

Name of Show__________________________ ITSC 2020 – June 10-12, 2020

Company Name______________________________________________________________

Stall Number_______________________________________________________________

Contact Name at Show________________________________________________________

Contact Phone______________________________________________________________

Exhibitor Appointed Contractor________________________________________________

Contractor Address _______________________________________________________________________________________________________

City, State, Zip Code________________________________________________________________________________________________________

Country____________________________________________________________________________________________________________________

Type of Service to be Performed______________________________________________________________________________________________
ITSC 2020 EXPOSITION RULES & REGULATIONS
This section includes general show policy as well as installation, dismantle, and operational rules, display rules, exhibit hall rules, and Stall configuration guidelines. Most misunderstandings can be avoided by reading this section carefully.

Age Limit
Children under 18 years of age will not be allowed in the Exhibit Hall; including set-up and tear-down.

Alcoholic Beverages
Alcoholic beverages are prohibited in the Exhibit Hall during setup and dismantle for safety and insurance reasons. Alcoholic beverage service (bars) can be arranged during the event by contacting Show Management. Show Management reserves the right to limit alcohol consumption by exhibitors and remove exhibitors as necessary from the show floor.

Amendments
These regulations have been formulated for the best interest of the exhibitors as well as this exposition, Show Management and the cooperating groups. All matters and questions not covered by these regulations are subject to the decisions of Show Management. The regulations may be amended at any time by Show Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.

Anti-Harassment Policy
Prevention of Harassment and Discrimination
ASM believes that everyone should be afforded an environment free of unlawful harassment or discrimination. Harassment or discrimination is a form of misconduct that undermines the employment relationship. ASM strives to maintain an environment that fosters mutual respect and promotes harmonious, productive professional relationships. Actions, words, jokes, or comments based on an individual's sex/gender, race, color, national origin, ancestry, age, religion, disability, sexual orientation, gender identity, genetic information, military/veteran status, lactation/breastfeeding, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws and ordinances is prohibited and will not be tolerated.

ASM's prevention of harassment and discrimination policy applies to all individuals involved with ASM, including employees, vendors, customers, contractors, officers & trustees, committee members, volunteers and members.

Sexual Harassment
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's status within ASM;
2. Submission to or rejection of such conduct by the individual is used as the basis for decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with the Associates’ work or creating an intimidating, hostile or offensive environment.

This definition includes many forms of offensive behavior including gender-based harassment of a person of the same sex as the harasser.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that debilitates morale.

**Other Prohibited Harassment**
ASM prohibits harassment on the basis of sex/gender, race, color, national origin, ancestry, age, religion, disability, sexual orientation, gender identity, genetic information, military/veteran status, lactation/breastfeeding, pregnancy, childbirth and related medical conditions, or any other classification protected by law. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing and other similar verbal or physical conduct.

Examples of conduct that may be harassment in violation of this policy and/or the law include but are not limited to hostile or demeaning behavior, repeated verbal abuse, bullying, uninvited physical contact, such as touching, patting or pinching, display of suggestive objects or pictures or jokes or remarks based upon sex/gender, race, color, national origin, ancestry, age, religion, disability, sexual orientation, gender identity, genetic information, military/veteran status, lactation/breastfeeding, pregnancy, childbirth and related medical conditions, or any other classification protected by law.

If you experience or witness what you believe to be harassment or discrimination in violation of this policy, you must report it immediately to the CEO or any member of management. You may also report such conduct to the Ethics Hotline.

All ASM representatives are required to report all allegations of unlawful harassment to the CEO immediately. All allegations of unlawful harassment or discrimination will be promptly and thoroughly investigated. To the extent possible consistent with a thorough investigation, ASM will keep any reports of harassment or discrimination made under this policy confidential. ASM will take appropriate corrective action to stop any harassing or discriminatory conduct. Anyone found to have engaged in any form of harassment or discrimination in violation of this policy will be dealt with appropriately.

ASM prohibits any retaliation against anyone who brings forward in good faith a complaint of harassment or who speaks as a witness in the investigation of a complaint of harassment or discrimination.

**Badge Control**
Exhibit Hall attendance is restricted to qualified exhibitors, attendees, and service suppliers as monitored by Show Management. In the Exhibit Hall, Badges are required at all times. Any person(s) on the exhibit floor who are not registered as stated above will be promptly evicted. Without prior consent from Show Management, only exhibitors and service suppliers will have
access to the exhibit floor on move-in and move-out days, and be allowed entrance one hour prior to show opening on show days. Exhibitor badges and work passes are acceptable during the specified exhibit move-in hours and exhibit move-out hours. Only exhibitor badges are acceptable during show hours.

False certification of any individual as an exhibitor’s representative, misuse of exhibitor badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and its representatives from the exhibit hall and/or banning them from future entrance to the exhibit floor and/or removing the exhibitor’s exhibit from the floor without obligation on the part of the event for refund of any fees. The exhibitor, its employees, agents, and anyone claiming a right to be on the exhibit floor through the exhibitor, waive any right or claims for damages arising out of the enforcement of this rule. Any exhibit staff requiring admittance to the exhibit hall at any other time must make prior arrangements with Show Management.

**Balloons/Blimps**

Balloons/blimps of any kind will not be allowed on the show site. See Decorations for additional restrictions.

**Banners/Signs**

Banners/Signs of any kind will not be allowed on the show site. See Decorations for additional restrictions. See IAEE Guidelines for hanging signs.

**Stall Display**

Show Management has the authority to determine whether placement, arrangement, and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any Stall, and no liability shall be held against Show Management for costs that may thereby be incurred by exhibitor.

All exposed areas of the display must be finished surfaces, including back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor’s Stall at the expense of the exhibitor. Please review the IAEE Guidelines for additional information regarding the specific restrictions for your Stall. Any displays not conforming to the exhibit specifications outlines in the IAEE Guidelines must have Show Management approval in writing 60 days prior to show move-in.

**ASCAP**

ASCAP (American Society of Composers, Authors and Publishers) Licensing:” Under the United States Copyright Law, public performances of copyrighted musical works, including performances during a convention, exposition, industrial show, meeting, trade show or similar event, require a license from the copyright owners of the musical works performed or their representative.

Copyright Permission and Indemnification: Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either “live” or “mechanical” means by or on behalf of the Exhibitor unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. Exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations to report data and to pay royalty fees. Exhibitor agrees to indemnify, save, and hold harmless the ITSC events and its directors, officers, agents, employees, and each of them, from and
against any and all claims, costs, and expenses (including legal fees and expenses), demands, actions and liabilities of every kind and character whatsoever with respect to any breach of the foregoing representations and warranties.

**Cameras/Photography**

Photography and/or the recording of the exhibit hall or contents of any exhibitor Stall are strictly prohibited at all times. Photography inside any exhibit space is limited to only the company that has contracted for the exhibit space or to ITSC (or its contracted agent) with the consent of the exhibitor. Violation of the photography policy may result in penalties which will be decided upon by Show Management; these penalties may include expulsion from the event, bans from future ITSC events and confiscation of film, cameras and/or other recording equipment.

**Cancellation of Exhibit Contract**

a.) Exhibitor qualifies for a 25% refund on final payment if (1) Exhibitor has paid-in-full and (2) Exhibitor notifies ASM International® of cancellation, in writing, by September 13, 2019. No other refunds will be granted to Exhibitor.

b.) NO REFUNDS WILL BE GRANTED FOR ANY CANCELLATION RECEIVED AFTER SEPTEMBER 13, 2019 AND EXHIBITOR WILL REMAIN LIABLE FOR THE TOTAL SPACE RENTAL FEE, INCLUDING ANY REMAINING SUMS OWED TO ASM INTERNATIONAL®. If in the sole opinion of Show Management which shall be conclusive, the presentation of the Exposition is prevented either prior to or during the period of the Exhibitor’s occupancy, or use or access to the facilities and equipment of the Exposition is impeded by fire, strikes, other than strikes of the Exhibitor, acts of God, national emergency or for any other cause beyond the control of Show Management, Show Management may cancel this contract. The Exhibitor waives any claim against ITSC for damages by reason of such cancellation, except that ITSC shall return to the Exhibitor the amount already paid for space in the Exhibit Hall for this specific event or such portion thereof as shall represent the proportionate part of said Exposition not held, less a pro-rata share of the pre-exposition expenses. In no event shall Show Management be liable for any lost profits or incidental, consequential or punitive damages, even if advised of the possibility of same.

**Construction of Exhibits**

Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Complete exhibit construction information and guidelines can be found in the “Guidelines for Display Rules and Regulations” provided by the International Association of Exhibitions and Events (IAEE), which will be followed by all exhibitors and Show Management. Exhibitors desiring to use anything other than standard Stall equipment, signs or materials conflicting in any way with any rules and regulations should submit two copies of a detailed sketch of the proposed layout at least 60 days before the show to Show Management for written approval. No glass containers are permitted on the exhibit floor.

**Crates**

Crates should be well-constructed to prevent damage in transit or during handling, and labeled with exhibitor name. Due to the no-storage policy behind exhibitor Stalls, empty crates and boxes will be removed and stored by the decorator, and returned at the conclusion of the show. “Empty” stickers are available at the decorator service counter for your use. Store smaller boxes inside larger crates to keep your materials together and allow for timely delivery during breakdown. Crates used internationally must comply with the recent regulation changes implemented by the United States Customs and Department of Agriculture with respect to treatment for harmful insect infestations. See “Import Regulation Change-Wood Packaging Materials” in this section for more information.
Decorations
All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used in exhibits shall be non-combustible or flame resistant to the satisfaction of the local Fire Marshall. In addition, decorations, signs, banners, etc., may not be taped, nailed, stapled, or otherwise affixed to any building surface, including, but not limited to, ceilings, walls, painted surfaces, and columns. Exhibitors may not bring or permit any decorative material in or about the Exhibit Hall including, but not limited to: balloons, crepe paper; cellophane; confetti; cotton; cornstalk; leaves; evergreen boughs; sheaves of grain; glitter, streamers; straw; paper; vines or moss. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic material that is not flame retardant is prohibited.

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any Stall, and no liability shall be held against Show Management for costs that may thereby be incurred by the exhibitor.

All exposed areas of the display must be finished surfaces, including the back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor’s Stall at the expense of the exhibitor. Any displays not conforming to the exhibit specifications outlines must have Show Management approval in writing 60 days prior to move in.

Demonstrations
Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitor’s Stalls. Demonstrations must be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the Stall boundaries. Equipment, including furniture, may not be in the aisle at any time. Show Management reserves final decision on all demonstrations.

Display Move-in/Move-out
Information on installation and dismantling of exhibits has been provided in detail in the Exhibitor Service Manual. The Exhibitor understands that all exhibit equipment and/or displays must be completely set by published opening of the show and that no exhibitor shall dismantle or start to dismantle their exhibit equipment and/or displays prior to the published closing of the show, without prior permission from Show Management.

Electrical Wiring
All electrical wiring on Stalls or display fixtures must be UL approved and must meet local fire department regulations. This applies to all Stall construction and equipment used in the exhibit. Please ensure these specifications are met before sending your Stall to the show. Electrical services are provided through the convention center facility and require a written order – see the Electrical Service Form in the Exhibitor Service Manual.

Use of another exhibitor’s electrical hookup is strictly prohibited due to the potential fire and hazard risks. In the event that the Exhibit Hall is damaged or destroyed due to negligence or failure
on the part of the exhibitor to comply with the local fire agency and fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

**Equipment Displays**
Any display using heat-producing equipment (welding equipment, soldering devices, ovens, hot plates, etc.) may require a permit from the Fire Marshal. All demonstrations, using heat-producing equipment and placed in the front half of the Stall, must be protected with an 18” high, thick, clear plastic shield. This shield must protect the front and sides of the demonstration area. Approved welding screens are required for any welding equipment. Any display using electrical, mechanical, or dust producing equipment that incorporates moving parts may require a permit from the Fire Marshal. A safeguard may also be required for the attendee’s protection. Permits will not be required for normal electrical appliances such as lamps, computers, radios, etc. Any equipment that emits vibrations, fumes or noise above normal conversational levels as to disturb neighboring exhibitors or attendees is prohibited. Show Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operation equipment can be scheduled with Show Management during off-show hours. This policy is strictly enforced. For additional permit information, please contact Show Management.

**Exhibitors’ Personnel and Other Considerations**
Distribution of advertising matter and souvenirs must be confined to the exhibitor’s Stall (trade publications excepted) and shall not be distributed in the aisles, areas outside of the immediate Stall boundaries, or elsewhere inside or outside the convention center’s property. In keeping with the technical education purpose of the event, giveaways such as balloons, TV sets, sporting equipment, etc., will not be permitted. Giveaways such as metric rulers, pens or pencils, imprinted with the display sponsor’s name are permitted. Questions as to the eligibility of giveaway items should be directed to Show Management for approval before the event.

Undignified methods of attracting attention will not be permitted. Show Management reserves the right to prohibit an exhibit or part of an exhibit, which in its judgment, may detract from the character of the exposition. This restriction includes persons, side-show tactics, conduct, printed matter, or anything of a character which might be considered objectionable to the exposition as a whole. Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden. Personnel recruiting in any form are not permitted.

**Failure to Occupy Space**
Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by exhibitor and this space may be resold, reassigned, or used by Show Management. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract.

**Failure to Pay**
Exhibitor Stalls will not be allowed to be erected unless full payment for the Stall space has been received by Show Management prior to the final payment date stated on the contract. In addition, inclusion in the Final Program and any other promotional show material will be at Show Management’s discretion for unpaid exhibitors.

**Film, Sound Devices and Lighting**
If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. If, sound movies, loud speakers or sound devices are used, they should be tuned to conversational level and must not be objectionable to neighboring exhibitors. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either “live” or “mechanical” means, (by or on behalf of exhibitor) at the exposition unless exhibitor has notified ASM International of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP Rules and Regulations.

**Fire Regulations**
Exhibitors, service contractors and event promoters must comply with all Federal, State and local fire and building codes that apply to places of assembly. Displays are subject to inspection, and any exhibits judged to be unsafe, for any reason, may be summarily shut down until sufficient corrective modifications have been made. However, acceptance of the exhibit does not constitute a guarantee that the exhibit meets all safety standards or is safe under all conditions.

All materials used in the construction and decoration of an exhibit must be flame-retardant. All carpeting and floor covering must have a Class 1 flame spread rating and UL between 0 and 25. No storage of any material is allowed in the utility area behind individual displays. A maximum of one day supply of operational and advertising material may be stored in a closed container within the Stall. Stall must be cleaned of combustible rubbish on a daily basis.

Written authorization is required for display and operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of an exhibit. Written authorization is also required for display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by the local fire authority, and for all toxic and hazardous materials, including flammable liquids, compressed gas, dangerous chemicals and any fireworks or pyrotechnics used in the facility. Please speak with Show Management regarding this authorization procedure.

**Handouts**
No adhesive-backed (stick-on) decals or similar items may be distributed in, or used on, any part of the convention facility. All handouts must be distributed from the exhibitor’s Stall only; nothing may be distributed from aisles, areas outside of immediate Stall boundaries, or elsewhere inside or outside the Hotel property. All items, samples, souvenirs, etc., distributed by the exhibitor must be from within the confines of the exhibitor’s Stall and approved by Show Management. Show Management reserves the final decision on what can or cannot be distributed from an exhibitor’s Stall.

**Hanging Signs**
Hanging Signs must follow the IAEE Guidelines. See Decorations for additional restrictions.

**Hazardous Materials**
All hazardous items used in displays must be properly safeguarded, protected, and registered in accordance with applicable City, State, and Federal regulations. Submission of required documentation is the sole responsibility of the exhibiting company. Hazardous items include, but are not limited to, the following: evacuated containers or components, radioactive material, x-ray producing equipment, high-voltage equipment, particle accelerators, flammable and explosive
materials. Equipment demonstrations must not, in the judgment of Show Management, pose a radiation hazard. If the equipment has energy beams that might be hazardous, such energy beams must be deviated or made inoperable before installation. Any hazardous items that will be present in a display must be approved by the local fire department/agencies in writing with copies to Show Management 60 days prior to the show.

**Hospitalities/Social Functions/Special Events**
Any company scheduling a hospitality suite/social function/special event must be an exhibitor. Hours for any social function, special event or hospitality must be approved by Show Management. A Hospitality Form, located in the Exhibitor Service Manual, must be filled out prior to the exposition and sent to Show Management for approval. Social functions are allowed only during Non-Exhibit hours and must not conflict with technical sessions or other event functions. Exhibitors wishing to hold hospitality functions are required to coordinate the scheduling of these events with Show Management. Any Exhibitor who fails to comply with said policies relating to hospitality suites and/or social functions risks immediate removal from the exhibition.

**Import Regulation Change-Wood Packaging Materials**
Exhibitors who are importing equipment or exhibits material should be informed that a new requirement has been implemented by United States Customs and the Department of Agriculture requiring any wood packaging materials (WPM) such as pallets, crates, and boxes, used in international trade to support or brace cargo, be treated to prevent harmful insect infestations in the United States. The new regulation further requires WPM to be marked with the approved International Plant Protection Convention (IPPC) logo.

Unmarked WPM will be considered untreated and non-compliant and will be turned away if the Port Director determines it is not feasible to separate merchandise from the volatile WPM. For more information, please visit [http://www.aphis.usda.gov/](http://www.aphis.usda.gov/).

**Inability to Perform**
If the Management should be prevented from holding the exhibition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, the Management will refund to the exhibitor the amount of the rental paid, less a proportionate share of the exposition expenses, and Show Management shall have no further obligation or liability to the exhibitor. If the exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

**Installation & Dismantle of Exhibits**
The Exhibit Hall’s closure date and time will be communicated in the Exhibitor’s Service Manual. Packing crates/boxes will not be returned to the exhibit Stall(s) until all visitors have left the Exhibit Hall floor and all aisle carpet has been lifted. No dollies or carts will be allowed on the floor until carpet is removed. All dismantling must be finished and all exhibit materials must be out of the exhibit area no later than the specified date and time communicated in the Exhibitor’s Service Manual or Exhibitor may be liable to a penalty. It is the responsibility of the Exhibitor to arrange for the return shipment of properly labeled exhibit material before departure. Otherwise, it will be necessary to store such material at the expense of the Exhibitor or return by common carrier at Exhibitor’s expense. The Exhibitor is responsible for notifying the respective service contractor in advance. Exhibits may not, to ANY extent, be dismantled before the specified date and time listed in the exhibitor Service Manual. Any early dismantling or packing shall be considered a breach of this
agreement and may affect future contracts. No materials may be taken out through the main entrance unless they are carried by hand. ALL exhibitor freight and display materials must enter the exhibiting facility through the Loading Docks and be handled by the General Service Contractor. All items entering through the loading docks will be considered Material Handling (see Material Handling section of the service kit for applicable charges).

Liability and Insurance
The Exhibitor shall save and keep harmless and indemnify ITSC and its members, officers, directors, employees and agents of and from all suits, claims, damages, loss or liability (including attorneys’ fees) arising out of any bodily loss of, or damage to, products, equipment, or decorations due to fire, water accident, theft, or any other cause while they are on the premises or in any of its outbuildings or through any act, omission or negligent conduct of the Exhibitor, its agents, employees or contractors; and said Exhibitor agrees, at its own cost and expense, to defend and protect ITSC and Exhibit Hall, their members, officers, directors, employees and agents against any and all such suits, claims, demands and expenses, including attorneys’ fees. The Exhibitor shall maintain and have in full force and affect the following insurance policies:

a.) Policies of comprehensive general liability insurance including protective liability, contractual liability and product liability coverage with a single limit of liability of $1,000,000.00.

b.) Policies of public liability and property damage insurance covering all motor vehicles owned by the Exhibitor and all motor vehicles not owned by the Exhibitor while such vehicles are being used in connection with the activities of the Exhibition with a single limit liability of $1,000,000.00. ITSC shall be named as an additional insured as its respective interests may appear in respect to all the aforementioned insurance policies. Prior to the date of the preparation of its display, the Exhibitor shall furnish to Show Management evidence satisfactory confirming the Exhibitor’s compliance in full with provisions of Section (a) and Section (b) hereof, and requiring thirty days’ notice to ITSC prior to any expiration of or change in coverage.

Exhibits and exhibit equipment are brought into the building, maintained, and removed from the building at the exhibitor’s risk. Exhibitor shall indemnify the Show Management against and hold it harmless from any claims, suits or liabilities resulting from negligence of the exhibitor in or in connection with the exhibitor’s use of exhibit space.

Labor Rules & Regulations
Labor rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contract requirements, it will be necessary for the exhibitor to comply with the regulations.

Lighting
Overstatement in lighting design is to be avoided. Devices that flash, rotate, or blink (strobe lights, beacons, etc.) in an exhibit are strictly prohibited. Show Management will monitor exhibitor lighting displays and may ask that lighted displays be disabled if it becomes an annoyance to surrounding exhibitors or attendees.

Move-out
Exhibitor may not break down their Stall until after the show closes on the final day. An exhibitor who has not left the premises by the appointed time may be liable to a penalty. No crates may be taken out of storage and no dollies will be allowed in the hall before the carpeting in the aisles has been removed by the decorator. No materials may be taken out through the Main Entrance Hall unless they can be carried by hand (dollies are not allowed in the Main Entrance)
**Music, Photographs and other Copyrighted Material**
Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either “live” or “mechanical” means, (by or on behalf of an exhibitor) at the exposition unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP rules and regulations.

**Noise**
Disturbing noises of any kind should be avoided. Show Management will monitor noises and demonstrations and may ask the exhibitor to turn off the machine or device if noise levels become annoying to surrounding exhibitors or attendees. Use of microphones and noise enhancing devices will only be allowed if it is not disturbing to other exhibitors. Show Management reserves the right to determine whether or not an exhibitor may use such devices. At no time may the sound level exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

**Obstruction of Aisles/Demonstrations**
Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitors’ Stalls. Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the Stall boundaries. Equipment, including furniture, may not be in the aisles at any time. Show Management reserves the final decision on all demonstrations.

**Official Contractors**
Where an official contractor has been designated to perform services for an exhibitor such as the rental of furniture, erection of exhibits, electrical work, plumbing, labor, or any other service – no exhibitor or representative shall contract for such service with other than the said official contractor unless permission has been secured in writing from Show Management in advance of the event.

**Operating Equipment**
No exhibitor shall operate any such equipment that emits vibrations, fumes, or noise above normal conversational levels as to disturb neighboring lessees or the overall show. Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operating equipment can be scheduled with Show Management during off-show hours. Show Management shall strictly enforce this regulation.

**Security**
General perimeter show security in the facility is provided during setup, show days, and dismantle; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Security personnel will monitor the Exhibit Hall at opening and closing each show day. Only exhibiting personnel will be allowed in the hall during pre-show hours. After the exhibit area closes, the doors will be locked, and if applicable, the area will be patrolled by a roving security guard. Access during pre-show hours will be controlled by a badge checker. Arrangements to enter the Exhibit Hall prior to one (1) hour before show opening can be made through Show Management. Please report any thefts or damages immediately to both Security and Show Management. While
Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security contractor, nor any of their officers, agents, or employees assumes any responsibility or liability for loss, damage, or theft. Exhibitors should therefore include in, or have a rider attached to, their insurance policies covering their merchandise during shipment to the exposition, the exposition period, and the return shipment from the exposition.

**Smoking**
This is a non-smoking building, and smoking is therefore not permitted in the Exhibit Hall, restrooms, corridors, etc.

**Solicitation**
Soliciting allows those individuals and companies who do not exhibit at the show to take advantage of the benefits. It also takes buyers’ attention away from your products and encourages buyers to leave the show floor. We need your help to stop these practices. Companies are not allowed to solicit business in the trade show aisles or other public areas of the show, in another company’s Stall and/or representing their services or soliciting participants for activities which conflict with the show. Additionally, Show Management does not permit the distribution of literature or marketing materials of any kind on the trade show floor without having purchased Stall space. Please note that any exposition participant, who is observed to be soliciting any business in the aisles or other public space, including another company’s Stall, is in violation of the Exhibition Policy and will be escorted from the show. Additionally, conducting meetings with exposition participants off the show floor (in hotels, restaurants, parking lots and other venues) without having purchased Stall space is a violation of the Exhibition Policy and will not be tolerated. We are committed to supporting our exhibitors. Please contact a Show Management representative or stop by the Show Office to report any violations that you observe.

**Sound**
Levels may not exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

**Storage**
Included in space rental is the storage of packing boxes and crates during the exhibit. Wherever possible, crates and boxes will be stored under cover. If it is necessary for outside storage, Show Management will endeavor to cover the packing boxes and crates with tarpaulin or other material. However, Show Management assumes no responsibility for damage or loss of boxes or crates. No storage is permitted behind the exhibitor Stall/draping.

**Subletting of Space**
The exhibitor shall not assign, sublet, or apportion the whole or any part of the space as assigned or have representatives, equipment, or materials from other firms than his own in the exhibit space without written consent of Show Management. In the name of company divisions or affiliates, only one division or affiliate shall be considered the exhibiting company. Multiple divisions or affiliates will not be identified separately on signs and/or printed materials without previous permission from Show Management.

**Union Jurisdiction**
If applicable, please read the Union Jurisdiction information in the Exhibitor Service Manual.
**Utility Areas**
Utility areas, located behind every Stall (with the exception of island configurations and some perimeter locations), are to be left completely free and clear at all times in accordance with the Fire Marshal regulations. Any items (empty or full) found in the utility area will be sent to empty storage. Additionally, exhibitor may be given – and will be held responsible for, a citation and/or fine from the Fire Marshal.

**Utilities**
It is mutually understood and agreed that Show Management shall use proper and reasonable care to have all utility services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of these services during the exposition. However, Show Management shall not be held responsible for late installation or interruption of any service that may occur. Please note that utilities such as electric, gas, plumbing, etc., are not included in the exhibit rental fee and must be ordered separately if needed.
# Austria Center Vienna exhibition manual

## Contacts for order sheets

| **H82:** Wired internet connections, WIFI, computer hardware, monitors and printers | H82 medientechnik GmbH  
Donau-City-Strasse 1, 1220 Vienna, Austria  
Mr. Johann Weck  
Phone: +43 (0)1 494 15 44  
Mobile: +43 699 11152726  
E-mail: johann.weck@h82.eu |
|---|---|
| **AV Professional:** Projection, Video/Filming, LED walls, screens etc. | AV Professional  
Mr. Robert Ranzinger  
Hetzendorfer Straße 53, 1120 Vienna, Austria  
Phone: +43 (0)1 252 10 30  
Mobile: +43 664 1036066  
E-mail: r.ranzinger@avpro.at |
| **IML:** Delivery services, inhouse transport, shipping, shipping instructions, empty storage etc. | IML – Messe Logistik GmbH  
Bruno-Kreisky-Platz 1, 1220 Vienna, Austria  
Mr. Wolfgang Unzeitig  
Mobile: +43 (0)660 264 7582  
E-mail: office@iml-vienna.at |
| **cPoint:** Branding/Signage, design and printing | cPoint Webges GmbH  
Nussdorfer Strasse 20/22, 1090 Vienna, Austria  
Mr. Christian Kempny  
Phone: +43 (0)1 319 69 99 26  
Mobile: +43 676 83437326  
E-mail: christian.kempny@webges.net |
| **Impacts (Cateringsolutions):** Hosts/hostesses | Cateringsolutions GmbH  
Erdberger Lände 26/Gebäude B, 1030 Vienna, Austria  
Ms. Katharina Buresch  
Phone: +43 (0)1 402 08 08 310  
Mobile: +43 (0)664 886 37 534  
E-mail: buresch@impacts.at |
| **MOTTO Catering:** Catering services at the exhibition are provided exclusively by MOTTO Catering | MOTTO - Catering  
Schönbrunnerstrasse 35, 1050 Vienna, Austria  
Mr. Philip Ulamec  
Phone: +43 (0)1 585 23 03 20  
Mobile: +43 664 88226376  
E-mail: p.ulamec@mottogroup.at |
| **Stand builders SYMA:** Furnishings and equipment, stands, power cabling (inside stands), carpeting, flowers  
Services provided by ACV but invoiced by StandOut/SYMA: Power connections, water supply, rigging, cleaning, waste disposal and security | SYMA-SYSTEM GmbH  
Industriestrasse 3, 2120 Wolkersdorf, Austria  
Mr. Richard Schuster  
Phone: +43 (0)2245 2497-0  
Mobile: +43 664 2497001  
E-mail: richard.schuster@syma.at |
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.

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 IML upon arrival at Austria Center Vienna, as in-house delivery is generally handled by IML.
If the exhibitor is working with IML, 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” in front of a height barrier of 2,20m. You will then come to a goods vehicle parking area and the sign for the IML office (Tor 1/Gate 1).
Delivery is possible via the IML 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 3,90m). 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: About 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 10pm and 6am and on Sundays and public holidays. Restrictions on the movement of goods vehicles apply on Saturdays between 3pm and midnight and on Sundays and public holidays between midnight and 10pm.
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. Exibitors 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, Gate 4 and downstairs below Hall X3 to deliver the goods to the correct level. IML 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 freight elevators**
The Austria Center Vienna has 6 freight elevators available. Four of them are located inside the building, two in the exhibition halls leading from level -3 to Halls X3 and X4. Exhibition materials may be brought into the freight elevators, each with a maximum payload of 3,000kg. Two freight elevators allow delivery of materials directly to Halls X3 and X4 from the truck and vehicle parking area. Materials are brought into Halls X1, X2 and X3 also at street level. Freight elevators 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. All 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 heavy freight, goods or equipment.

**Storage of empties**
Empties should generally be stored directly with IML, 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 IML 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 IML directly for your loading and unloading slots. Exhibitors must respect and consider delays or waiting times if no slots are agreed with IML.

**Parking**
Trucks and vehicles **higher than 2m**: parking spaces are available at the Parking lot West (located next to Gate 1) on a first come, first serve basis. All other vehicles and cars **lower than 2m** must 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](https://www.acv.at/teilnehmen/anreise-und-verkehr/travelling-by-car.html)
General information

**Wifi** is generally included in the room rental contract in all rented areas. However, the bandwidth is limited and devices are being dropped out after 15 minutes of inactivity to allow a better coverage and bandwidth. For exhibitors needing stable internet connections, it is therefore strongly recommended to order extra Wifi or wired connections via H82.

Maximum construction heights

In the exhibition within the building:

- **Entrance Hall I/II/III:**
  - Construction height low area: **2.80m**
  - Construction height lowest area: **2.60m**

- **Entrance Hall IV:**
  - Construction height: **5.00m**

- **Hall E/F:**
  - Construction height high area: **5.00m**
  - Construction height low area (below technical booths and balcony): **2.50m**

- **Halls D/G/K:**
  - Construction height high area: **4.00m**
  - Construction height low area (below technical booths): **2.50m**

- **Foyers A/B/C:**
  - Construction height: **2.50m**

- **Foyer D/G/K:**
  - Construction height high area: **4.00m**

- **Corridors Level 1:**
  - Construction height: **2.00m**

- **Corridor between Foyer D and Hall X2:**
  - Construction height: **2.50m**

- **Foyers E/F:**
  - Construction height high area: **2.80m**

- **Corridors Level 2:**
  - Construction height high area: **2.30m**

- **Gallery:**
  - Construction height: **2.50m**

- **Foyers M/N:**
  - Construction height: **2.80m**

- **L 1-8:**
  - Construction height: **2.80m**

In the exhibition halls:

- **Hall X1:**
  - Construction height 3.50m (at smoke barrier: 2.50m)

- **Hall X2:**
  - Construction height 3.50m

- **Hall X2 entrance:**
  - Construction height 4.00m

- **Hall X3:**
  - Construction height 5.50m

- **Hall X4:**
  - Construction height 6.50m

**Halls X1, X2, X3 and X4:**

- All exhibition halls have pillars – for exact positions and measurements please see the official floor plans.

- There are areas with daylight, limited daylight and no daylight in all exhibition halls.

- The floor in all exhibition halls with asphalt. It is recommended that exhibition spaces are carpeted.

- Tapes used to fix carpeting must be fully removable. If tape is not fully removed or leaves residues, additional cleaning costs will be incurred.

- In Halls X1, X2 and X3, 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.
General information on stand construction

Load-bearing capacity is 500kg/m² in all areas (incl. the forecourt). In exceptional cases that require the approval of the Austria Center Vienna and the engagement of a structural engineer, the costs of this must be borne by the exhibitor.

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 regards to safety, permitted furnishings and general appearance.

The construction of double-story stands is permitted in Halls X3 and X4, but subject to permission. Detailed stand drawings and structural reports are required.

Roofs may be built on single-story stands provided that the roofing complies with the fire regulations.

ONLY for events and exhibitions which are subject to the Vienna Events Act and/or the Vienna Event Venue Act:
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.

Liability and responsibility
Exhibitors are wholly responsible for all displays and demonstrations they organise.
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. **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 which is not completely removable.

**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 their earliest convenience. With the exception of shell scheme stands, this regulation applies to all self-constructed stands and all stand assemblies that include rigging. Two-story constructions are only possible in Halls X3 and X4. For approval (when not handled through the organiser or the organiser’s Exhibition Service Partners) please contact Marion Lüftenegger (marion.lueftenegger@acv.at).

**Suspension points/rigging - general**
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. The organiser as well as the exhibitor is obliged to use the venue’s ceiling grid for the preparation of the rigging points. **All suspended objects need to be inspected and approved on-site by a structural engineer (at the organiser’s expense) once mounting is completed.** The appropriate date and time will be agreed between the Austria Center Vienna and the structural engineer. The Austria Center Vienna reserves the right to deny rigging requests in case the instructions and rules are not followed. For more detailed information please see the separate Information kit for rigging points.

**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.
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 Austria Center Vienna staff 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 employees of the Austria Center Vienna. Water connections are only available at a selected number of locations. 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.

For all locations the positions for the water connections must be agreed with the Austria Center Vienna well in advance. For large stands, a platform has to be built, so that water connections remain available to other exhibitors.

The flat rate includes the costs of providing a connection, water supply costs and drainage connection charges for one device/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 exhibitor is responsible to bring all the equipment, necessary siphons, fittings and materials for their devices etc. The Austria Center Vienna cannot guarantee for availability of different materials onsite. A flat rate per connection will be invoiced (for supply and drainage) for the duration of the event.

Please note the following important points:

- In order to prevent blockages, food waste and coffee grounds must not be disposed of in sinks.
- 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 generally prohibited. 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 must be submitted together with the order for the connections.

**Compressed air**

Compressed air connections are only provided upon request. The organiser or the exhibitor must provide detailed specifications and information for the devices which require compressed air as well as the stand sketch with exact position of the required connection.

**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. 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.
Special waste disposal requirements such as medical waste etc. must be announced in advance by the organiser or exhibitor and comes at additional costs.
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 / Pyrotechnics**
The use of open fires is prohibited, as are naked flames. 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 / Heating/cooking**
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. 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.

**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.

**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.

Version: November 2017
RENTAL PRICE LIST
RENTAL PRICE LIST

DEADLINE: 30. APRIL 2020

MA 05
Carpet Rips
2.0 m wide
incl. film for protection and orderly disposal
sqm € 14,80

MA 06
Velour Rips
4.0 m wide
incl. film for protection and orderly disposal
sqm € 28,50

MA 08
Substructure
flake board 19 mm
incl. orderly disposal
sqm € 8,40

MA 11
Laminate 8mm
incl. film for protection and orderly disposal
sqm € 24,90

MA 12
Aluminium bracket
for flake board 19 mm & floor cover
Ifm € 5,80

MB 01A
Wall element
Panel white/white
H 2500 mm
Ifm € 37,20

MB 01 D
multiplier for oversized booth height
H 3.0 m → € x 1.3
H 3.5 m → € x 1.8
H 4.0 m → € x 2.0
H 5.0 m → € x 2.5
Ifm

MB 02
Wall element
one side lining coloured foil
H 2500 mm
Ifm € 79,30

The customer gives hereby the order to the contractor and accepts the terms and conditions of SYMA SYSTEM GmbH.

30% Last Minute Surcharge for all orders placed after the deadline.
Please consider our general terms of payment and delivery.

Contact: office@syma.at, T: +43 2245 2497 0, www.syma.at
# Rental Price List

**Deadline:** 30. April 2020

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Details</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB 06 A</td>
<td>Acrylic glass element</td>
<td>Clear, H 2500 mm</td>
<td>€ 162,50 pc.</td>
</tr>
<tr>
<td>MB 09</td>
<td>Wall element for exhibit objects</td>
<td>Thickness 18 mm, white/white H 2500 mm</td>
<td>€ 80,80 Ifm</td>
</tr>
<tr>
<td>MB 14</td>
<td>Wall element</td>
<td>Boarded 3 mm, one side coloured H 2500 mm, incl. headwall</td>
<td>€ 71,30 / € 100,40 Ifm</td>
</tr>
<tr>
<td>MB 17 A</td>
<td>Rasterwall</td>
<td>H 2500 mm - 3000 mm</td>
<td>€ 49,30 / € 67,20 Ifm</td>
</tr>
<tr>
<td>MB 40 A</td>
<td>Door element lockable</td>
<td>Panel and fascia white 1000 x 1900 / H 2500 mm</td>
<td>€ 44,30 / € 67,40 / € 80,30 pc.</td>
</tr>
<tr>
<td>MB 50 A</td>
<td>Curtain grey</td>
<td>Fascia white 1000 x 1900 / H 2500 mm</td>
<td>€ 71,00 / € 78,30 pc.</td>
</tr>
<tr>
<td>MB 60</td>
<td>Ceiling raster element</td>
<td>Open 1000 x 1000 mm</td>
<td>€ 20,70 sqm</td>
</tr>
<tr>
<td>MB 74</td>
<td>Beam fascia</td>
<td>White panel height 240 mm, total H 400 mm (without lettering)</td>
<td>€ 25,40 Ifm</td>
</tr>
</tbody>
</table>

The customer gives hereby the order to the contractor and accepts the terms and conditions of SYMA SYSTEM GmbH.

Standnumber | Area size | Date | 30% Last Minute Surcharge for all orders placed after the deadline. Please consider our general terms of payment and delivery.

| Name | Signature |

Contact: office@syma.at, T: +43 2245 2497 0, www.syma.at
RENTAL PRICE LIST

DEADLINE: 30. APRIL 2020

MB 98
Aluminium support profile
30 x 30 mm
H 2500 mm.

pc. € 10,70

MB 99
Aluminium rectangular profile
30 x 100 mm
For raster and spots

Ifm € 10,70

MB 170
XWall element
headwall straight and smooth

sqm € 43,70 / €119,00

MC 10
Podium
1000 x 500 mm
top and sides white

Height
O 500
O 750
O 950

pc. € 72,60

MC 12
Podium
1000 x 1200 mm
top and sides

Height
O 500
O 750
O 950

pc. € 82,90

MC 20 A
Info desk
1000 x 500 mm, H 1150 mm
panels white, backside open
one shelf H=140mm,

pc. € 102,80

MC 20 B
Info desk
1000 x 500, H 1150 mm
panels white, backside with lockable sliding door,

pc. € 127,50

MC 26 A
Info desk
front backlit
1100 x 500mm, H 1100 / 950 mm
top and sideboards anthracite
2x neon tube 30W

pc. € 349,20

The customer gives hereby the order to the contractor and accepts the terms and conditions of SYMA SYSTEM GmbH

Standnumber
Area size
Date

Name
Signature

30% Last Minute Surcharge for all orders placed after the deadline.

Please consider our general terms of payment and delivery.

Contact: office@syma.at, T: +43 2245 2497 0, www.syma.at
RENTAL PRICE LIST

DEADLINE: 30. APRIL 2020

MC 27 A
Bent info
fern backrest
size of acrylic glass: 1997 x 1144 mm, opal
3mm 2070 x 500mm, H 1175/650mm
6x neon tube 35W
top and skidboards anthracite
foldable open optional slide doors lockable
(+ € 20,00 per slide door)

pc. € 624,40

MC 28 W
Bar stool LEM
frame chrome, seat white adjustable

pc. € 76,40

MC 32
Conference table Quadro
desk top MAX
frame aluminium
790 x 780 mm, H 720 mm

pc. € 34,00

MC 39 HG
High table
desk top ø 600 mm, glass
legs aluminium
H 1150 mm

pc. € 119,40

MC 28 B
Bar stool "Sit-up"
frame chrome, 620 x 520 x 990mm
(Wx DxH)
height of seating 760mm
resinpool seat
pearl white coloured

pc. € 60,60

MC 33
Conference table RECDRO
desktop MAX
frame aluminium
1300 x 780 mm, H 720 mm

pc. € 49,00

MC 39 HE
High table (Stand-up)
desk top ø 600mm,
ivory white
legs aluminium, foldaway.
H 1150 mm

pc. € 89,90

MC 39 NE
Coffee table (Sit-down)
desk top ø 700 mm,
ivory white
legs aluminium, foldaway
H 740 mm

pc. € 89,90

The customer gives hereby the order to the contractor and accepts the terms and conditions of SYMA SYSTEM GmbH.

30% Last Minute Surcharge for all orders placed after the deadline.

Please consider our general terms of payment and delivery.

Contact: office@syma.at, T: +43 2245 2497 0, www.syma.at
RENTAL PRICE LIST

DEADLINE: 30. APRIL 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 39 NG Coffee table</td>
<td>€ 119,40</td>
</tr>
<tr>
<td>MC 39 CO Couch table oval</td>
<td>€ 152,70</td>
</tr>
<tr>
<td>Conference chair with arm sets</td>
<td>€ 71,50</td>
</tr>
<tr>
<td>Conference chair</td>
<td>€ 26,30</td>
</tr>
<tr>
<td>Leather single armchair</td>
<td>€ 89,30</td>
</tr>
<tr>
<td>Leather Fauteuil 2-er</td>
<td>€ 170,60</td>
</tr>
<tr>
<td>Table showcase</td>
<td>€ 142,90</td>
</tr>
<tr>
<td>Showcase with cabinet</td>
<td>€ 162,90</td>
</tr>
</tbody>
</table>

The customer gives hereby the order to the contractor and accepts the terms and conditions of SYMA SYSTEM GmbH.

30% Last Minute Surcharge for all orders placed after the deadline.

Please consider our general terms of payment and delivery.

Contact: office@syma.at, T: +43 2245 2497 0, www.syma.at
RENTAL PRICE LIST

DEADLINE: 30. APRIL 2020

MC 53
Showcase with cabinet
1 cabinet, glass case H 1000 mm, cabinet lockable
1000 x 500 mm, H 2050 mm
pc. € 275,40

MC 55A
Showcase
500 x 500 mm / H 2050 mm
 carcass closed, incl. 2 shelves white
pc. € 213,30

MC 56
Extra glass shelf
for Showcase MC53 and MC54
(W=1000 mm) or MC55A and MC55B (W=600 mm)
pc. € 34,90 / € 25,50

MC 60
Refrigerator
130 l door fastened right
590 x 610 mm, H 860 mm
130 W (without installation)
pc. € 83,80

MC 61
Kitchenette grey
(without installation)
Sink and boiler
Fridge 970 x 620 mm, H 970 mm
2.2 kW
pc. € 297,30

MC 70
Cabinet with sliding doors
lockable, one shelf, white
1000 x 500 mm / H 950 mm
pc. € 84,50

MC 71
Cupboard
white, 5 shelves
1000 x 500 mm H 2050 mm
pc. € 74,60

MC 74
Clothes hook
3 or 5 coat hook, 970 mm wide
O 3 coat hook
O 5 coat hook
pc. € 21,80

The customer gives hereby the order to the contractor and accepts the terms and conditions of SYMA SYSTEM GmbH.

30% Last Minute Surcharge for all orders placed after the deadline.

Please consider our general terms of payment and delivery.

Contact: office@syma.at, T: +43 2245 2497 0, www.syma.at
# Rental Price List

**Deadline:** 30. April 2020

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Model</th>
<th>Dimension</th>
<th>Price (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 80A</td>
<td>Shelf board</td>
<td>Light grey</td>
<td>1000 x 300 mm, horizontal</td>
<td>23.10</td>
</tr>
<tr>
<td>MC 80B</td>
<td>Shelf board</td>
<td>Light grey</td>
<td>1000 x 300 mm, 45 degree</td>
<td>23.10</td>
</tr>
<tr>
<td>MC 83E</td>
<td>Brochure display stand</td>
<td>Clear acrylic glass, 3 boxes, A4 upright format</td>
<td>W 220mm / H 1540mm</td>
<td>58.10</td>
</tr>
<tr>
<td>MC 85A</td>
<td>Brochure displays</td>
<td>Acrylic glass clear, A4 upright format</td>
<td></td>
<td>17.50</td>
</tr>
<tr>
<td>MC 90</td>
<td>Wastepaper basket</td>
<td></td>
<td></td>
<td>7.70</td>
</tr>
<tr>
<td>Plant bowl with bamboo sticks</td>
<td>Bowl of decor open</td>
<td>W 270mm, H 400mm</td>
<td>white</td>
<td>153.50</td>
</tr>
<tr>
<td>MD 20</td>
<td>Spot SYMA-Solo</td>
<td>incl. illuminant</td>
<td></td>
<td>37.40</td>
</tr>
<tr>
<td>MD 22</td>
<td>HQI 70W arm spot</td>
<td>Arm length 500mm, highly efficient reflector with a wide angle of radiation, rotatable chrome box, incl. illuminant (OS: HLDTC)</td>
<td></td>
<td>64.10</td>
</tr>
</tbody>
</table>

The customer agrees hereby the order to the contractor and accepts the terms and conditions of SYMA SYSTEM GmbH.

<table>
<thead>
<tr>
<th>Stand Number</th>
<th>Area size</th>
<th>Date</th>
</tr>
</thead>
</table>

30% Last Minute Surcharge for all orders placed after the deadline.

Please consider our general terms of payment and delivery.

Contact: office@syma.at, T: +43 2245 2497 0, www.syma.at
## RENTAL PRICE LIST

### DEADLINE: 30. APRIL 2020

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Price per unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD 70 C</td>
<td>HQI spotlight 70W, square white box, adapter for conductor incl. filament</td>
<td>€84,10</td>
<td></td>
</tr>
<tr>
<td>MD 50</td>
<td>Triple plug socket incl. mounting plate</td>
<td>€33,20</td>
<td></td>
</tr>
<tr>
<td>ME 06</td>
<td>4C-print on stretch fabric as per data provided incl. tailoring excl. frame</td>
<td>€75,30</td>
<td></td>
</tr>
<tr>
<td>ME 05</td>
<td>4C-print as per data provided incl. lamination</td>
<td>€56,80</td>
<td></td>
</tr>
<tr>
<td>ME 01</td>
<td>Facia beam lettering on white board, 20 letters, black Text:_________________</td>
<td>€96,80</td>
<td></td>
</tr>
<tr>
<td>MZ 01</td>
<td>Assembly</td>
<td>€58,10</td>
<td></td>
</tr>
</tbody>
</table>

On demand, we would like to offer you individually achievements out of our price list achievements (such as coloured light elements,...).

The customer gives hereby the order to the contractor and accepts the terms and conditions of SYMA SYSTEM GmbH.

30% Last Minute Surcharge for all orders placed after the deadline.

Please consider our general terms of payment and delivery.

Contact: office@syma.at, T: +43 2245 2497 0, www.syma.at
1. GENERAL TERMS OF BUSINESS FOR SYSTEM TECHNOLOGY AND THE CONSTRUCTION OF EXHIBITION STANDS

1.1. Scope
On all business relations of SYMA-SYSTEM GmbH, Industriestraße 3 2120 Wolkersdorf, FN 60874x, "SYMA", only the following terms apply. Any deviations or provisions of a general terms of business only apply if they have been agreed upon in writing. Customers' general terms of business are not accepted.

1.2. Awards and offers
All offers are non-binding unless they are expressly marked as binding and will remain valid for a period of 30 days as of the offer's date. Costs estimates are chargeable.

1.3. Force majeure, unforeseen events
Events of force majeure (political turmoil, fire, environmental disasters, etc.) or other unforeseen events entitle SYMA to extend the term of delivery (section 2.5) by the duration of the event or to withdraw from the contract. In any case, SYMA is entitled to provide alternative solutions due to such events. Claims for damages are excluded.

1.4. Contract of goods
No warranty is assumed for colourfastness as well as specific weights and measurements unless a specific feature is expressly agreed in writing. Customer deviations are permitted. Fluctuations in the material composition as well as in pore size and colour deviations are reserved as customary in this Industry sector.

1.5. Labelling/ Copyright Protection
Drafts, layouts, illustrations, drawings, designs and know-how are intellectual property of SYMA and belong to a protected construction-system. SYMA may ask for return of such construction documents at any given time. Subject to the written revocation of the customer, SYMA is entitled to refer to an existing or former business relationship (reference) with a customer on SYMA's construction documents, on their own advertising media, in particular on their internet website with names and company logos.

1.6. Compensation and liability
SYMA is in all considered cases, with the exception of personal injuries, solidly obligated to compensate in cases of intent or gross negligence. The liability is time-barred within 6 months from the date of knowledge of the damage and injuring party. The liability is limited to the order value. SYMA is not liable for collateral damages to profit.

1.7. Customers' duty of cooperation
The customer is obliged to provide SYMA with all information and documents required to render the agreed performance. Additional costs due to subs-quent amendments, incomplete or incorrect information have to be borne by the customer. The customer shall ensure that the documents provided to SYMA are free of any third party rights and shall indemnify and hold SYMA harmless in regard to any third party claims.

1.8. Right of withdrawal SYMA
SYMA reserves the right to demand reasonable security or advanced payment, if the customer is (i) in default with payments already due for more than 14 days or (ii) there are reasonable doubts as to the creditworthiness of the customer, in particular when there has been an out-of-court restructuring or where insolvencies or collection proceedings are imminent, applied for, opened or rejected due to lack of assets.

1.9. Applicable Law / Place of performance and jurisdiction
Any agreement shall be governed by the laws of Austria, without reference to or application of any effect of law rules and excluding the UN sales law (UN-Kaufrecht). The place of performance/delivery is the corporate seat of SYMA in Wolkersdorf. The competent court for civil matters at SYMA's corporate seat shall have exclusive jurisdiction to settle any disputes.

2. SYSTEMTECHNOLOGY – SALES

2.1. Prices
All prices are net in Euro "ex works" (INCOTERMS 2010). VAT and fees according to § 33 TP 5 Austrian Fees and Duties Act ("Gebührengesetz") are charged additionally for packages. For special transport, packaging, e-distributor, connection fees and power consumption are not included in the offer. Additional costs for installation will be invoiced separately at cost. The actual prices apply for a one-time use at normal, customary duration of a fair, however for 10 days at most. Costs for subsequent project changes are charged at cost. For orders placed only 15 days prior to the start of the event, a "last-minute" surcharge of 30% will be charged.

2.2. Terms of payment
Payment on account in the amount of 50% of the order value must be made within 10 days from order placement. At initial orders, the remaining amount has to be paid not later than by goods acceptance, and is otherwise due within 14 days from the date of invoicing with a 2% cash discount within 30 days. For orders with an order value of less than EUR 300, the full amount shall be paid at delivery. Bank expenses (transfer, cheque, etc.) shall be borne by the customer.

2.3. Small quantities
A processing fee of EUR 14.00 will be charged for orders up to an order value of EUR 75.00.

2.4. Return of title and dunning
SYMA retains title of ownership to goods until the entire purchase price is paid. In case of delayed or deferred payment (pure deferral) interest of 9.2% above the base rate p.a. from the date following the due date is due. Any operating expenses are to be borne by the customer.

2.5. Delivery period, delivery date
The agreed delivery period runs from the receipt of the payment on account (sections 2.2 and 3.2) or order value below EUR 300.00 the agreed delivery begins with the date of the order confirmation. Unless explicitly stated, delivery dates shall be non-binding and understood as the expected date of delivery. In case of withdrawal from the contract due to delay in delivery shall only be possible after announcement of at least a two-week grace period by means of a registered receipt. In any case, the period of time assumed required cooperation of the customer. The customer has to ensure that necessary information or services, also from third parties, are provided in time.

2.6. Packaging, shipping and transfer of risk
SYMA only ships goods at the cost and risk of the customer. Damages in connection with the transport must be directed to the carrier immediately upon receipt of the delivery by the customer. Damages shall then be confirmed by the carrier through the establishment of the facts.

2.7. Defects, warranty and compensation
Notifications of defects shall be reported immediately but in any case within 3 days from the delivery of goods for non-manufactured immediately replace- ment of any defects discovered that were unable to be detected even by careful inspection within this period, but no later than one month after delivery of goods. SYMA is entitled to provide the defective item by itself, § 524 Austrian General Civil Act ("Allgemeines Bürgerliches Gesetzbuch") does not apply. For compensation claims section 1.6 applies.

2.8. Withdrawal by the customer
In case of a withdrawal from the contract due to reason, 50% of the order value is charged as cancellation fee. In case of a withdrawal within 4 weeks from the agreed date of delivery, 70% of the agreed price will be charged. In any case, SYMA withdraws from the contract within 3 weeks from the agreed delivery date or if customized products were ordered, 100% of the order value is charged. In case of subsequent modifications to the order by the customer, additional costs will be charged.

2.9. Redemption of goods
Goods may only be returned in goodwill with prior written consent and subject to a value reduction which will be determined by SYMA. Credit notes are only issued after the verified goods' receipt. Returns cannot be set off against receipts prior to the submission of the credit notes. Customized products, used or edited goods cannot be returned. Returns will be carried out at the customer's expense and risk and have to be insured.

3. EXHIBITION STANDS—Rental

3.1. Prices
All prices are net in Euro "ex works" (INCOTERMS 2010). VAT and fees according to § 33 TP 5 Austrian Fees and Duties Act ("Gebührengesetz") are charged additionally for packages. A one-time use at normal, customary duration of a fair, however for 10 days at most. Costs for subsequent project changes are charged at cost. For orders placed only 15 days prior to the start of the event, a "last-minute" surcharge of 30% will be charged.

3.2. Terms of payment
Payment on account in the amount of 50% of the order value must be made within 10 days from order placement. For orders with an order value of less than EUR 300, the full amount shall be paid at delivery. Bank expenses (transfer, cheque, etc.) shall be borne by the customer. In the case of delayed or deferred payment (pure deferral), interest of 9.2% above the base rate p.a. from the date following the due date is due. Any operating expenses are to be borne by the customer.

3.3. Small quantities
A processing fee of EUR 14.00 will be charged for orders up to an order value of EUR 75.00.

3.4. Use and third-party rights
Any processing and modification of rented goods is prohibited. Any use deviating from the contract is prohibited. The customer is entitled to use the rented goods solely with care and for its own purposes. A sublease to third parties is not permitted. The rented goods are to be kept free of third-party rights. The customer bears all costs incurred for the cancellation of actions by third-parties.

3.5. Defects and warranty
Defects must be notified immediately or immediately upon detection in writing. SYMA is entitled to determine the warranty remedies by itself. § 924 Austrian General Civil Act ("Allgemeines Bürgerliches Gesetzbuch") does not apply.

3.6. Compensation and liability
We use periodically maintained, reusable material for the intended use, in a usable and suitable condition. If neither the customer nor a representative of the customer is present in case of an agreed delivery at the exhibition stand, the rented goods shall be deemed to be handed over correctly as a result of placing or setting up of the exhibition stand. From this point onwards the customer is liable for any harm or defect, such as theft, damage or loss. The customer can be held liable by SYMA for all necessary repairs, which are not attributable to ordinary wear of the rented goods. Section 1.6 applies mutatis mutandis.

3.7. Withdrawal by the customer
If the customer withdraws from the contract without reason, 50% of the order value is charged as cancellation fee. In case of withdrawal within 4 weeks from the agreed date of delivery, 70% of the agreed price will be charged. In any case, SYMA withdraws from the contract within 3 weeks from the agreed delivery date or if custom- ized products were ordered, 100% of the order value is charged. In case of subsequent modifications to the order by the customer, additional costs will be charged.

3.8. Return of rented goods
The rental ends with the end of the fair. The customer is obliged to return the rented goods to SYMA as agreed immediately after the end of the fair. SYMA is authorized to obtain the exhibition stand by the end of the fair. SYMA is not liable for objects belonging to the customer or to third parties, which happen to be present at the exhibition stand at the time of collection. The customer is liable for any fee in the amount of 150% of the rental price for each day begun. This provi- sion is not subject to the judicial deduction. Any further damage can be claimed additionally.