



A U S T R I A C E N T E R  
V I E N N A

# TECHNICAL GUIDELINES FOR EXHIBITIONS

published by the operation company of the AUSTRIA CENTER VIENNA, i.e. Internationales Amtssitz- und Konferenzzentrum Wien, Aktiengesellschaft, hereinafter shortly referred to as „IAKW“.

The present Technical Guidelines shall form an integral part of the agreement, on the basis of which an exhibition may be held at the AUSTRIA CENTER VIENNA, and they shall also apply to any understanding reached with IAKW regarding an exhibition.

Any amendment to and/or modification of the present Technical Guidelines shall only be valid if in writing. For the interpretation of the Technical Guidelines, the German text shall be the only authentic version.

## 1. SET-UP AND INSTALLATION OF STANDS

### 1.1. GENERAL

If no set-up and installation of a stand has been ordered, or if nothing to the contrary has been agreed upon by a specific or complementary agreement in writing, the assigned stand site shall be made available to the exhibitor without any structures, fittings, installations, furniture and furnishings, or any other technical supplies and facilities. In this event, the exhibitor himself shall take care of the set-up an installation, the equipment, and the furnishings and fittings of the stand. An exhibitor who wishes to retain the services of IAKW for this purpose shall use therefor the standard application forms specified in item 7.

The exhibitor shall be entitled to erect, equip and furnish his stand at his own discretion, taking into account the rules, regulations and instructions issued by IAKW with regard to safety, as well as general and aesthetic design. Multi-storeyed stands shall be prohibited (Exception: see item 1.4. / para 3).

The erection of exhibitor-owned pavilions and exhibition halls on IAKW premises shall only be possible if the necessary permit by the building-inspection authorities has been obtained. Prior to applying for a permit to the respective authorities, an understanding shall be reached with IAKW with regard to the site, the erection, as well as the equipment and furnishings of such constructions.

In case on non-compliance with the above-mentioned rules, regulations and instructions, IAKW shall be entitled to carry out any such improvements or modifications that it may deem necessary, at exhibitor's expense.

All stands shall be numbered. The number shall be attached to the stand in a design and place that IAKW shall determine. Without the consent of IAKW, the exhibitor shall neither remove, nor move to a different place, the stand numbering plate.

IAKW shall not assume any liability for the safety of the stand construction, nor for the erection of the stand, and its equipment and furnishings.

The exhibitor shall carry out immediately and prior to the beginning of the exhibition (at any rate prior to a next inspection by the authorities) any structural or other alterations of the stand equipment and furnishings, as well as specific operating measures that the authorities - in the course of the mandatory inspection prior to any exhibition - may request in the interest of the general public.

The set-up and installation work shall be finished by the deadline fixed for the set-up and installation work, at the latest, and all packaging materials shall be removed from the stand. If IAKW thinks that the equipment and furnishings and/or the set-up and installation of the rented stand site will not be completed on time, prior to the deadline, IAKW shall be entitled to take all measures that it may deem necessary. Any and all costs arising therefrom shall be borne by the exhibitor, who shall not be entitled to any claim for reimbursement that may derive from such an intervention.

### 1.2. STAND DESIGN AND APPROVAL PROCEDURE

Immediately after having been assigned a stand site, every exhibitor shall inform himself in person and on site of the location, as well as the dimensions of any furnishings, such as, in particular, fire-alarm systems, electricity feeder boxes, water supply and drainage connections, columns, etc., and, if applicable, he shall communicate this information to the person responsible for erecting the stand.

The exhibitor shall then submit to IAKW, for review, true-to-scale drawings of the stand in duplicate (floor plan and sectional views, if possible on a 1:50 scale and in metric units). The drawings shall reflect clearly the envisaged layout and design of the stand. Additional drawings and sectional views of the ceiling, as well as a description of the construction shall also be submitted whenever the exhibitor plans to fit ceilings of any kind

After the draft drawings have been reviewed, one copy thereof will be returned to the exhibitor, bearing the „approved“ endorsement by IAKW and, if applicable, the authorities. The stand drawings shall only be deemed to have been released for construction when bearing the above endorsement.

Stand structures that have not been approved or do not comply with the Technical Guidelines shall not be deemed to have been admitted and shall be removed or modified.

### 1.3. GUIDELINES FOR STAND ERECTION

At all times, all hall entrances and exits, including emergency exits, passageways and accesses, staircases, etc. shall be kept free and clear of any obstacles over their full width and shall not be locked.

The fire-protection installations, such as hand-fire extinguishers, fire-alarm systems, hydrants, etc., shall remain visible and accessible at all times. They shall neither be removed nor obstructed.

Pursuant to item 1.1. of the Technical Guidelines, the stands may be erected with the exhibitor's own material. The rear sides of stands shall be decorated by the exhibitor to whose stand they belong, provided that this does not affect the interests of neighbouring exhibitors. Exhibitors shall not drill, put bolts or nails into walls, ceilings, floors or columns of the building. The walls and columns shall not be exposed to the load of stands or exhibited material.

Light-weight intermediate ceilings, advertising objects, banners and posters, lightings fixtures, etc. may not be suspended from the ceiling all parts of the exhibition premises. Their installation shall require a written application and IAKW's approval. In any event, the necessary holding devices shall be mounted on the supporting structures by IAKW staff. All costs incurred in this connection shall be borne by the exhibitor.

Columns may be covered or clad within the limits of the admissible headroom, without causing any damage thereto.

Inflammable materials, such as jute, crepe paper, cardboard, corrugated board, natural fiber mats, and inflammable plastic materials, etc., shall not be used to construct or clad stand, nor for decorative purposes.

Prior to the erection of the stand, all floor surfaces in the area of the rented stand shall be fully covered for protection by non-adhesive carpeting.

During erection and disassembly of the stand, specific protective measures or special care shall be taken in the passageways of the exhibition premises, in order to avoid any damage to the floors. For cutting and shaping wood only machines with a collector shall be used.

Painting and wall covering/upholstering work shall only be permitted in the exhibition halls, if the floors are covered with PVC sheet material.

### 1.4. HEADROOM

The standard height of stands and advertising material shall be 2.50 m. If the exhibitor deems it necessary, for a particular reason, other heights may be approved upon application and after submitting the relevant stand drawings.

If the standard height of 2.50 m is exceeded, a 3.00 m distance shall be observed to the neighbouring stand, or the written consent of the adjoining stand exhibitor shall be obtained in this matter.

In Halls Y and Z two-storey stands may be erected, but have to be approved. Stand drawings and certificates on statics have to be submitted.

### 1.5. ROOFING

One-storey stands may be covered by a roof, provided that the roofing is in compliance with fire-protection regulations.

Since the roof of stands can be seen from the galleries, they shall be part of the stand design. IAKW shall be entitled to request modifications, if necessary, at exhibitor's expense, if this is in the interest of a uniform overall appearance.

### 1.6. FLOOR LOADING CAPACITIES

The floor in the entrance hall, level OE, has a load capacity of 7 kN/m<sup>2</sup>, that of all other areas is 5 kN/m<sup>2</sup>.

The maximum transport weight of individual loads shall not exceed 25 kN when equally distributed on 4 wheels.

The floor of the entrance hall is made of granite slabs, that of the exhibition hall of asphalt, and the floor of all other areas of the exhibition premises are made of oakwood panels which are laid on a counterfloor.

If the exhibited objects exert a bigger load on the floors, the exhibitor shall provide a load-distribution support, the type and size of which shall be determined in agreement with the IAKW. In the exceptional event that a structural engineer must be consulted, his fees shall be borne by the exhibitor.

### 2. USE AND DISPLAY OF OBJECTS

If the exhibitor wishes to exhibit, use, display or store inflammable or explosive objects, or burning or glowing articles, or items emitting radioactive or ionising radiation, or liquid gas bottles and/or other pressurised gas bottles on the premises that IAKW operates, he shall inform IAKW thereof in advance in due time. In any event, the display, use, presentation and storage of such objects shall require the approval of IAKW, as well as of the competent authorities, to the extent necessary.

The rules and regulations, provisions and instructions of IAKW and the authorities shall be observed during every use of the above-mentioned items. The foregoing shall apply, in particular, to rules and regulations, provisions and instructions that were, or may be, issued for safety reasons.

IAKW shall not assume any responsibility whatsoever for objects of any kind (machinery, devices, etc.) that are brought to the Austria Center Vienna.

### 3. DELIVERY AND REMOVAL OF STAND CONSTRUCTION MATERIAL AND DISPLAY OBJECTS

The exhibitor shall deliver and remove the display objects and any stand construction material at his own expense and risk.

Transport vehicles shall access and leave the area only shortly prior to and after loading operations.

Exhibitors will not be reimbursed for waiting times. Transport vehicles may be parked on IAKW premises only in exceptional cases and only with the written approval of IAKW, as well as against a charge.

The exhibition material shall be hoisted by means of the available freight elevator: to halls and foyers of the Centre with 3 elevators for 3 tons each and 1 elevator for 5 tons; to exhibition area Z with 2 elevators for 3 tons each. The loading surface is 6,20 by 3,20 m, the maximum loading height is 3,10 m (3,50 m). Delivery of material to exhibition areas X and Y shall be effected on street level.

The exhibitor and the haulier shall obtain the necessary information on local conditions, loading capacity, dimensions of transport routes, elevators, doors, etc. in due time and shall adjust the size and weight of the exhibited objects accordingly. Exhibition objects of particular size and weight shall be indicated in the application form, and the necessary adjustments shall be made on site. In all cases, IAKW may require that a protective or load-distributing cover is applied to the transport surfaces, the costs of which shall not be refunded.

An official forwarding-agent operates from the Austria Center Vienna. The exhibitor will be informed thereof in due course.

### 4. STORAGE OF EMPTIES

Empties may only be stored in the conditions so permit. Exhibitors shall indicate in the application form that they wish to do so. IAKW shall approve the storage requirements and shall have the sole authorisation to assign storage areas.

The estimated size of the storage area shall be indicated. Objects of special size and weight shall be listed separately.

Empties can be stored only against a charge and at exhibitor's risk. It is stated expressly that highly inflammable empties, in particular, may not be stored on IAKW premises, unless prior approval therefor has been obtained from IAKW.

### 5. STAND REMOVAL

Prior to the end of an event, exhibited objects shall not be removed from the stand, and stand shall not be disassembled.

The exhibitor shall be responsible for leaving the rented site after disassembly and removal of the stand in the same condition that IAKW made it available to him. If IAKW discovers any damage or littering, it shall arrange for all repair and cleaning operations, the costs of which IAKW will charge to the exhibitor.

If the stand is not disassembled and removed in due time, IAKW shall be entitled, at exhibitor's cost,

- a) to arrange for the removal and storage of any materials, objects or packaging materials of the exhibitor that were left on the site,
- b) to restore the stand to the same condition in which it was made available to the exhibitor.

In the above-mentioned cases, IAKW shall have the right to charge all warehousing costs and other expenses to the exhibitor. The exhibitor shall bear the risk for materials, objects and packaging materials during their storage.

If the exhibitor does not collect any materials, objects or packaging materials within three months after the end of the exhibition, they shall become the property of IAKW thereafter, unless the exhibitor has reached a written agreement with IAKW concerning the storage and warehousing of the materials, objects or packaging materials. The exhibitor may not claim from IAKW any reimbursement for himself or third parties, if IAKW becomes the property owner, as described above.

### 6. TECHNICAL SUPPLIES

Special exhibitor requests concerning the connection of electricity, communication and water lines can only be complied with, at exhibitor's costs and if the provisions by authorities and the technical equipment of the exhibition premises permit it, if such requests are indicated on the application forms.

Once the connection of electricity, telephone and water installations has been approved by IAKW, the relevant work may only be carried out by IAKW staff or by engineers approved by IAKW, which the exhibitor shall commission and pay.

IAKW shall supervise the work undertaken by the engineers and shall reserve the right to give the exhibitor and the commissioned engineers all instructions that IAKW may deem necessary.

The exhibitor and persons under his responsibility shall not make any alterations to lines and connections.

The exhibitor shall comply with the terms of IAKW, as well as with the regulations of the Austrian Postal and Telecommunications Administration and the utilities companies. The exhibitor shall observe all safety regulations valid in Austria. Any violations thereof shall result in an immediate cut-off from supply systems, without the exhibitor being entitled to claim damages.

All rooms are fitted with three-phase current, 3 x 400/230 volts, and alternating current, 230 volts, with a frequency of 50 cps, secured by Protective Neutral Earthing (PNE) and in the exhibition halls by Residual Current Device (RDC). IAKW shall not be liable for any loss or damage arising from technical breakdowns.

### 7. APPLICATION FORMS

IAKW can only take account of special requests by exhibitor, regarding the construction of his stand and the technical arrangements for his participation, if the requested option is listed on the application forms, which the exhibitor is sent, and

- a) if the respective requests are indicated on the applications forms, and
- b) if the exhibitor returns the applications forms with his signature until the agreed date, at the latest.

By returning the signed application forms, the exhibitor shall undertake to pay all costs to IAKW which are related to the supply and temporary provision of goods and services to the exhibitor, and which are provided by IAKW or third parties through IAKW's good offices.