

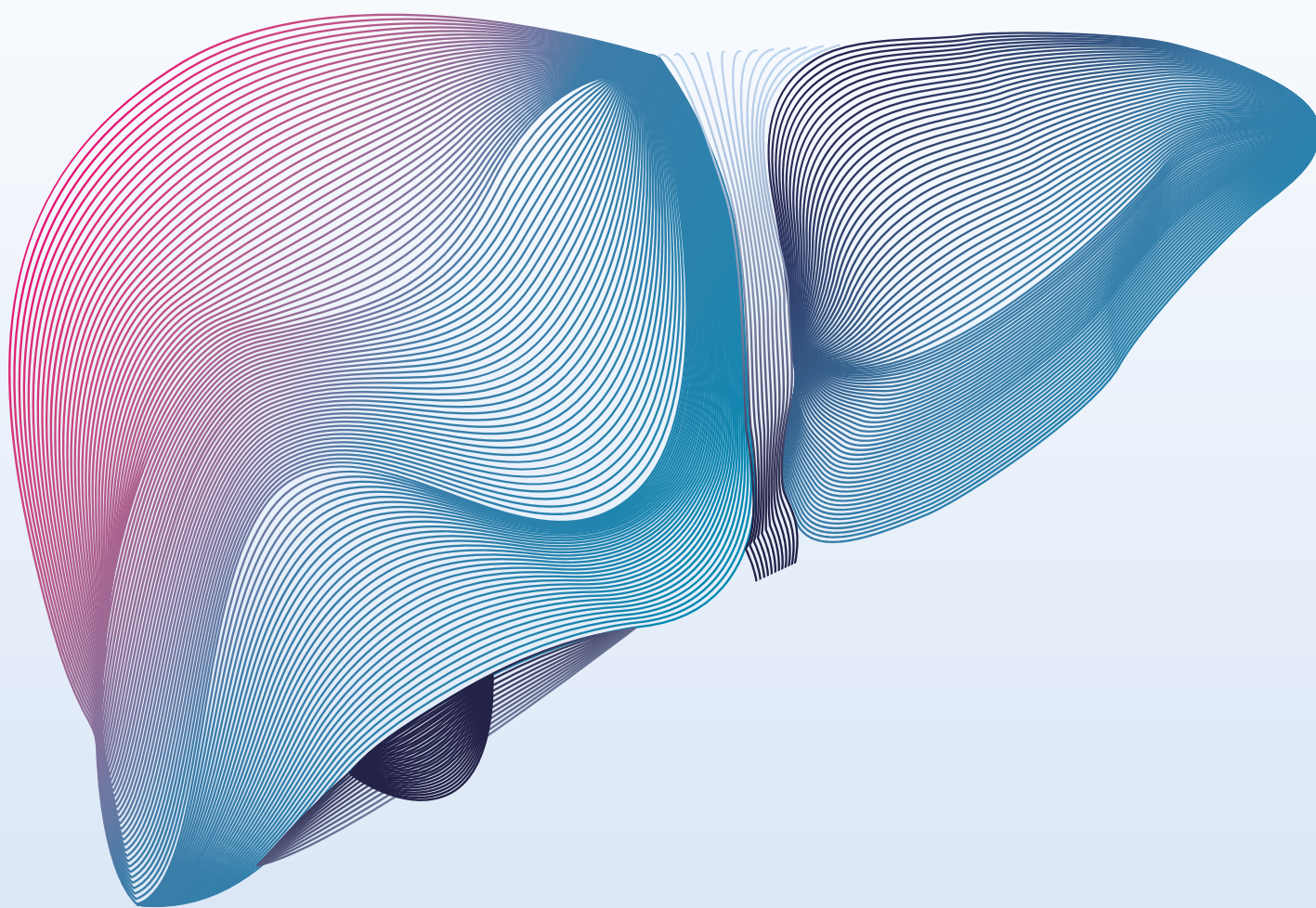
EASLTM CONGRESS

Vienna, Austria

21–24 June

2023

The International Liver CongressTM



Technical manual

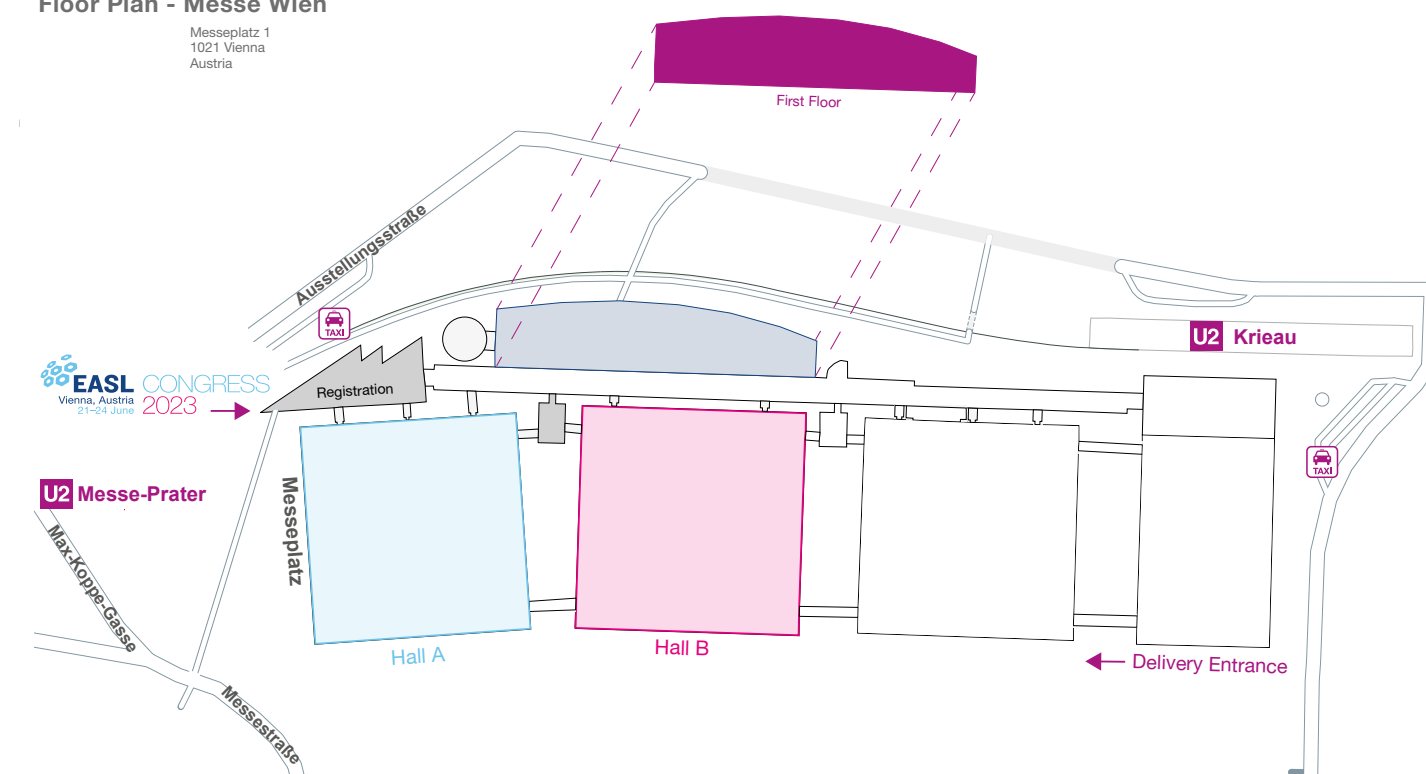
#EASLCongress

easlcongress.eu

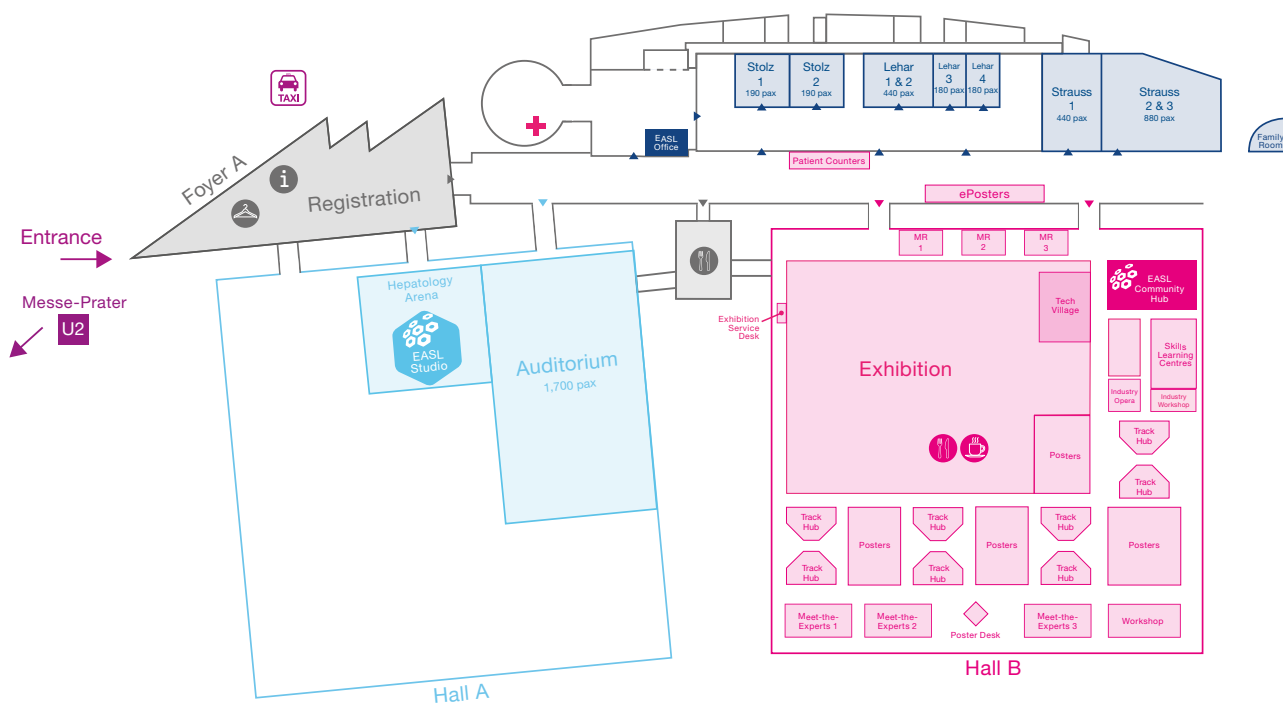
VENUE OVERVIEW

Floor Plan - Messe Wien

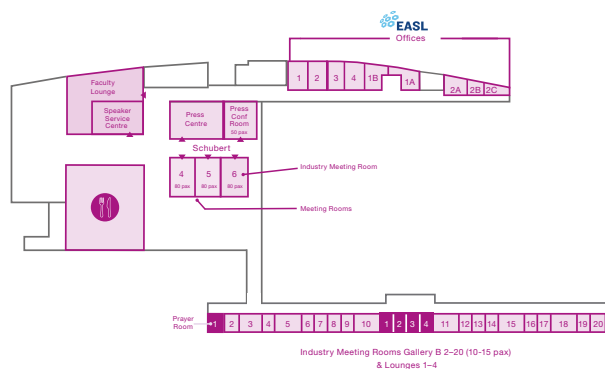
Messeplatz 1
1021 Vienna
Austria



Ground Floor

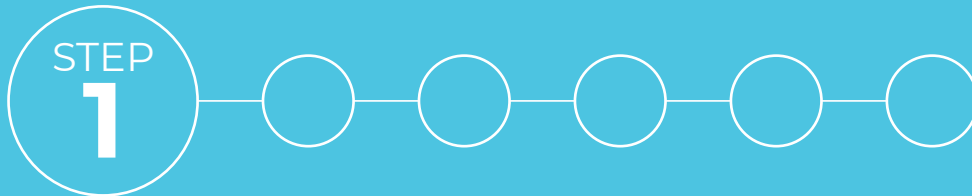


First Floor



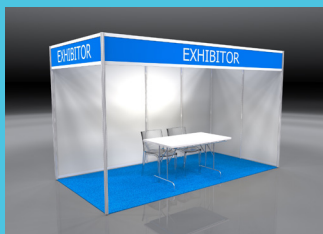
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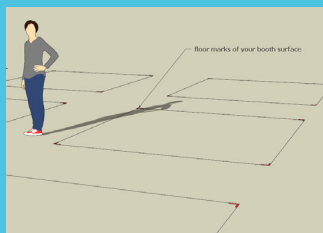


INFORMATION ON YOUR BOOTH

When you placed
your order with
EASL, you chose
between these two
booth solutions:



EASL SHELL
SCHEME BOOTH
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SPACE ONLY
(SELF-BUILD
BOOTHS)
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EASL SHELL SCHEME BOOTH



Shell scheme booths will be available for decoration on

ONLY TUESDAY 20TH JUNE FROM 8:00 TO 16:00



STANDARD EASL SHELL SCHEME BOOTHS INCLUDE:

- Needle-punch carpet, protected by plastic foil
- 2.40 m high shell scheme structures with white panels
- Range of LED spotlights in the basis of one spotlight per 3 sqm of built booth
- Printed fasciaboard, 30 cm high on all open side of the stand
- 1 triple electrical socket
- 1 table
- 2 chairs



Options available at D&P webshop:
<https://www.dparchi.com/salons/EASL-2023>



Shell scheme booth packages include a 1 kW electrical supply, which is enough to power the spotlights provided with your booth and three devices (mobile phone, screen and laptop). Should you need additional power, please place an order via the D&P webshop.



Please visit the webshop to order any additional furniture, lights, electricity, and other items such as AV equipment / internet / plants / exhibitor's insurance / cleaning of the booth / hostesses etc.

SPACE ONLY (SELF-BUILD BOOTHS)

SET-UP ON:

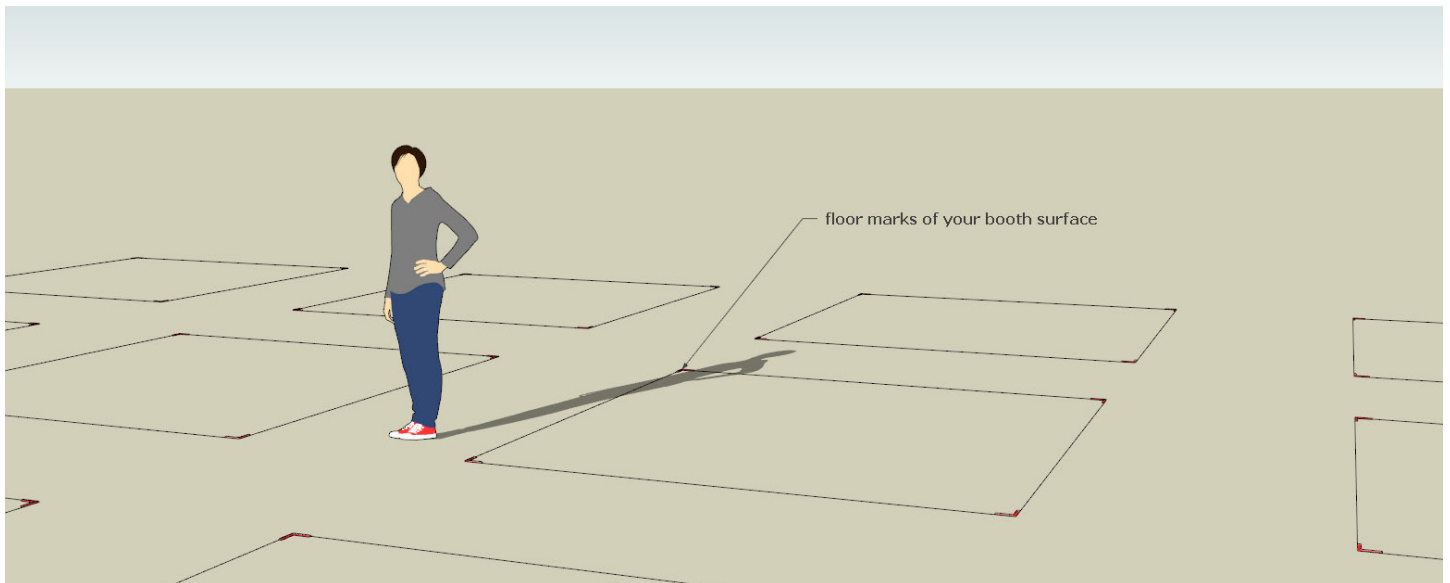


SATURDAY 17TH FROM 14H00 TO 22H00 (50sqm and more)

SUNDAY 18TH FROM 8:00 TO 22:00 (50sqm and more)

MONDAY 19TH FROM 8:00 TO 22:00

TUESDAY 20TH FROM 8:00 TO 16:00 (Furnishing only. No heavy construction allowed)



ADJOINING STANDS

All “space only” exhibition booths are required to have a dividing wall built between their own booth space and any adjoining booth.

Exhibitors are responsible for ensuring that any construction over 2.40 m high is decorated on both sides. In the case where there are two adjoining booths of different categories / height, the higher booth must ensure that the dividing wall additional height is decorated on both sides.

ORDERS

Furniture, plants, additional equipment, lights, electricity, telephone, internet, exhibitor's insurance, cleaning of the booth, plastic removal, hostesses and any other extra costs are not included.



Options available at D&P webshop:
<https://www.dparchi.com/salons/EASL-2023>

For any queries, please call +41 78 2157279.

EASL will confirm that your booth design follows the rules and regulations applied in the scope of the EASL Congress 2023.

Kindly note that EASL disclaims all liability regarding third party rules and regulations, it is the sponsor's responsibility to abide with these rules

PROJECT VALIDATION

In order to be valid, your booth project should be sent to Xavier Verpy - xavier@dparchi.com - to make sure your project is compliant with the Congress Architectural guidelines.

Kindly note that EASL disclaims all liability regarding third party rules and regulations, it is the sponsor's responsibility to abide with these rules.



Your booth project should be sent **before:**

Friday April 21st

FLOOR INFORMATION

Exhibition Hall floor weight loading: 1.600 kg/m²

Floor: Black concrete

Electricity, water, waste & telecoms delivered by service ducts at floor level

ON-SITE STRUCTURAL STATICS INSPECTIONS

STRUCTURES TO BE APPROVED BY AN INDEPENDENT STRUCTURAL ENGINEER

On-site structural statics inspections

For safety reasons, all structures which - particularly if incorrectly constructed - could pose a danger for the physical wellbeing, life and health of individuals, must be inspected by an independent structural engineer. The event organiser needs to arrange an inspection to be carried out on site by a structural engineer certified to practise in Austria. The inspection is conducted during tours of the structures in the assembly period in compliance with norm EN13814 point 7.7.2.2., and serves as an official inspection required for the approval of structural statics.

Features subject to statics inspections are:

- All overhead structures, such as portals and all structures suspended from - or affixed to - the ceiling, pre-installed suspension points etc., except for textile-based decorative features which do not pose threats to the physical wellbeing, life and health of individuals - even if they fall.
- All structures with upper floors and all walkable stage constructions, except runways and stages constructed from pre-approved stage/platform elements proven to carry at least 5.0 kN/m², and system-compatible safety barriers, hand rails and bannisters up to a height of 0.8 m.
- Expo booth structures and crossbeam truss constructions built to a height of 4 metres or more.
- Free-standing columns and free-standing walls built to a height of 2.5 metres or more.
- Custom-built structures, the construction of which is subject to the provision of all essential statics information (as with items such as tensioned cable constructions, cable suspension bridges etc.)
- The authorities are entitled to conduct additional inspections if considered prudent.

All structures not subject to an obligation to be inspected must be erected and installed to guarantee requisite structural stability, operational safety and to comply with all the latest applicable technical standards.

Inspection fundamentals:

Structures and their measurements are evaluated according to the most recent and legally enforceable version of **Norm EN13814** governing the safety of mobile constructions and buildings for show venues and amusement parks.

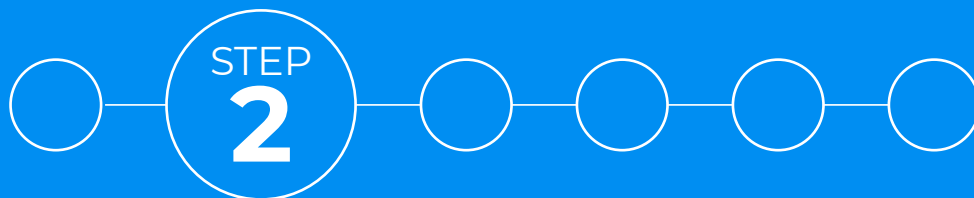
Procedure:

Depending on the size and complexity of the event in question, inspections may either be conducted in a single step - when all essential construction work has been completed, or in two steps - involving a walk-around inspection during construction, and a final inspection when all essential construction work has been completed.

While conducting these walk-around inspections, the assessor must be given full access to all required construction plans, component approval documents, truss load tables, statics measurements, calculations for suspended loads, as well as the required static calculations for all constructions with upper floors and free-standing wall structures. Structures and their measurements are evaluated according to the specifications of the most recent, legally valid version of **Norm EN13814**.

Technical/stand building companies therefore need to have all the necessary documentation onsite and show them to the civil engineer upon request.

The structural engineer is an independent professional. Those exhibiting companies whose stands will need an inspection from a structural engineer will be invoiced the corresponding structural engineer services charges. For information, please contact: industry@easloffice.eu



BUILD YOUR BOOTH



CORPORATE SOCIAL
RESPONSIBILITY
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EXHIBITOR
DEADLINES
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EXHIBITION
PLAN
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BOOTH REGULATIONS
& SET-UP RULES
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CORPORATE SOCIAL RESPONSIBILITY

EASL CONGRESS 2023: A GREEN MEETING

EASL has committed to contributing to more sustainable development through the reduction of the negative environmental impact of its events as well as the integration of social dimensions to generate positive impact for the host community.

Bringing together a large number of participants in the same place for a given period represents a great opportunity to promote awareness of the challenges of sustainability and to implement concrete actions.

Organizing a “green congress” requires additional collective thinking throughout the entire preparation of the event.

To maximize chances of achieving tangible results, the process implies also that all event stakeholders are made aware of the organizer’s environmental and social concerns to go the same direction, create synergy and follow a common sustainability approach based on four essential components:

- reduce
- reuse
- recycle
- recover

Since the early stages of the planning process, the EASL team has been actively working with the destination, the Messe Wien and all congress providers to incorporate environmental considerations in all discussions and decisions with the aim to enhance sustainability by reducing direct and indirect carbon footprint and waste.

We strongly encourage our industry partners to join this approach and adopt environmental best practices in their congress participation initiatives.

For any questions or suggestions, please contact Claire Chombeau from the EASL team at:
claire.chombeau@easloffice.eu



EXHIBITOR DEADLINES

REQUESTS / DOCUMENTS / ORDERS	TO	WHERE	DEADLINE
Booth project validation for space only booths (self-build stands)	D&P	xavier@dparchi.com	Friday April 21 st
D&P Exhibitor webshop <ul style="list-style-type: none"> ● Power supply ● Internet access ● Audiovisual ● Furniture ● Plants ● Shell scheme accessories ● Flooring and carpet ● Lighting and Electricity ● Graphics booth signs 	D&P	D&P webshop*	Prices raise 20% after Friday May 5 th
<ul style="list-style-type: none"> ● Rigging / Ceiling attachment 	D&P	D&P webshop*	Prices raise 25% after Friday May 5 th Orders closed after Friday May 19th

* <https://www.dparchi.com/salons/EASL-2023>

D&P CONTACT

D&P Architecture de Communication is the EASL general installer for 2023 congress.

D&P ARCHITECTURE DE COMMUNICATION

26-28 rue du Chemin Vert
78610 LE PERRAY-EN-YVELINES
FRANCE

Cindy IBARRA

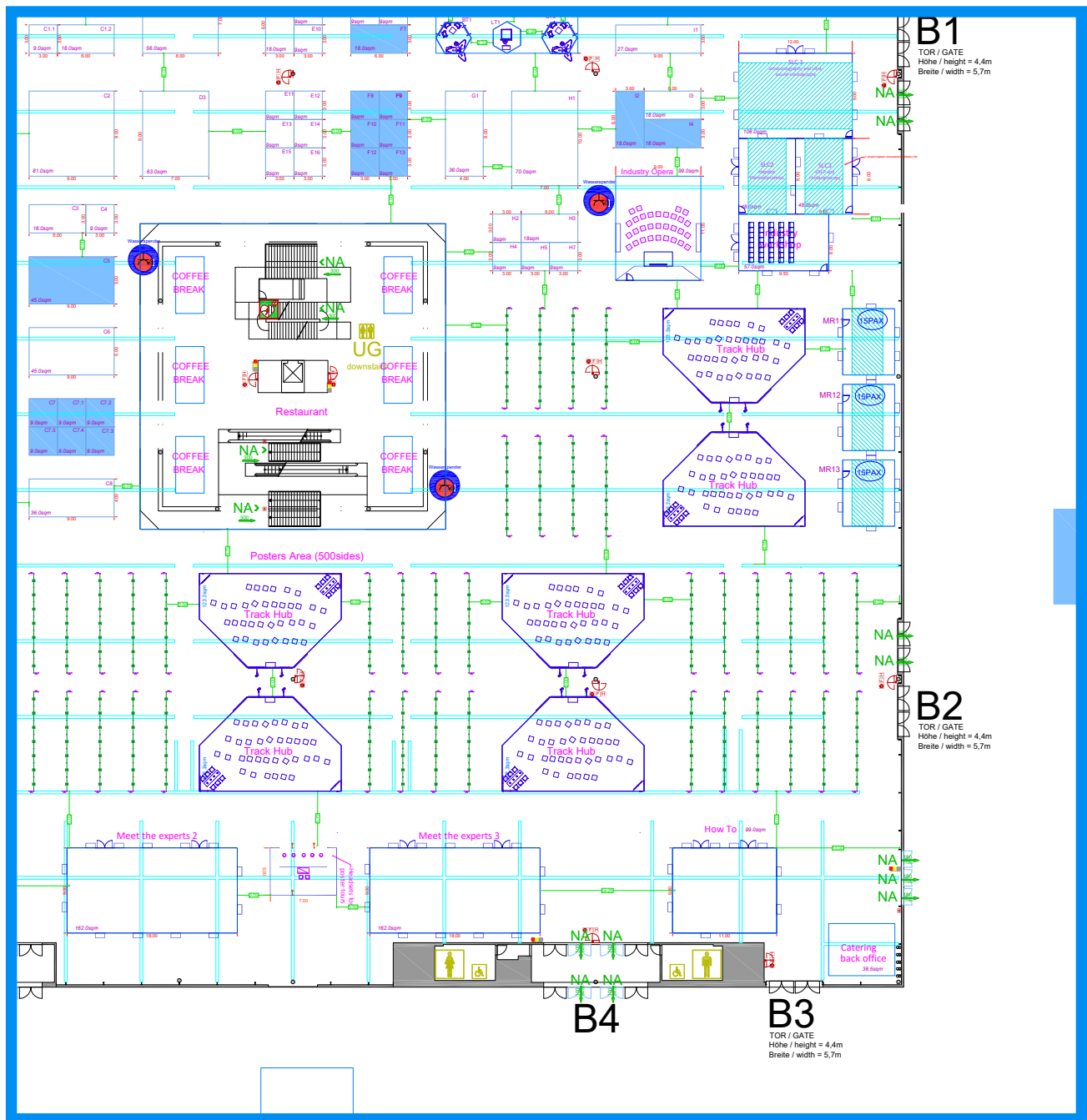
TEL +33 1 34 84 84 84

MAIL easlcongress@dparchi.com

WEB <https://www.dparchi.com/salons/EASL-2023>

EXHIBITION PLAN

This floorplan is not final and subject to changes



Space available for sale

PLEASE ZOOM THIS PAGE TO ACCESS THE SIZE
OF YOUR BOOTH OR DOWNLOAD THE MAP HERE:

<https://app.box.com/s/2oh80cq5q99bfq73p2dcay3856c38nwh>

BOOTH REGULATIONS & SET-UP RULES

SET-UP RULES

Any material delivered out of the indicated time-slots will be turned away. It is compulsory for booth disassembly to be carried out at the set date and time.

Shell schemes and packaged booth only will be available to exhibitors at this time. Exhibitors with stand builder have to check with their contractor the availability of their booth. Exhibitors must have finished their installations and their products must be installed before the exhibition opening on Wednesday 21st June at 9:00.

BOOTH OCCUPATION

Unless otherwise agreed in writing by EASL, exhibitors are not authorized to sublet, share or transfer their booth. Individual booth decoration is carried out by exhibitors under their own responsibility (even if the exhibiting company uses the services of a stand builder) and according to the conditions indicated in this technical guide.

Brochures, catalogues, give-aways must be distributed only on your own booth.

ONLY official EASL documents issued by EASL can be distributed in the aisles and in the public areas.

Exhibitors are recommended:

- Not to leave their booths unattended while visitors are still in the hall.
- To be present at their booth during set-up and dismantling and to receive their deliveries.
- In spite of the presence of night security, EASL declines responsibility in the matter of theft, losses and damages that may occur.
- Exhibitors must leave the venue in the same conditions it was found initially. It is prohibited to nail, screw or stick items on the structure. Any deterioration may be invoiced to the exhibitor.
- It is absolutely prohibited to carry out: Works affecting smoke, water or compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines drilling of holes for posting or sealing, removal of doors, arials etc.

Repair of damages subsequent to the nonobservance of the above clauses will be entirely at the exhibitor's expense.

Scooters are prohibited during the set up.

STAND CONSTRUCTION RULES

CONSTRUCTION

Emergency exits or equipment may not be covered or blocked from view at any point in time. It is strictly forbidden to store anything behind or out of your allocated booth space.

The maximum booth height is 4.5m and the maximum rig height is 6m.



Maximum height includes panels and signage!

SIGNAGE

Projection, fixed or movable is authorized only on the surface of the booth.

TRANSPARENCY

It is strictly forbidden to hide more than 50% of the neighboring booths, even in glass or water fall.

FLOOR CAPACITY

Floor capacity resistance: **1.600 kg per sqm**

Exhibitors must take into consideration the exhibited material as well as maintenance.

ANIMATION

Exhibitors are highly recommended not to bother their neighbors with bulky furnishing, decoration or sound. In case of dispute, the Organizer will take the necessary decisions.

SAFETY & INSURANCE

All exhibitors are required to submit all security certificates (use of fireproof material etc) for the booth build up when submitting the booth design. All exhibitors need to carry general liability insurance coverage of no less than EUR 10 million, extending to any damages which EASL and the event site owner and manager might suffer as a result of Recipient's actions or omissions, and will provide EASL with written proof of such upon written request.

BOOTH REGULATIONS & SET-UP RULES



EXHIBITOR WEBSHOP

On the exhibitor webshop, you can order:

- electrics
- internet access
- furniture
- plants
- shell scheme options
- digital printings
- fridges
- rigging

All exhibitors will receive an email from D&P with a link to the exhibitor booking portal, with account information.

<https://www.dparchi.com/salons/EASL-2023>

The contract holder will be charged with any purchase made by their employee, stand builder or agent, unless a third party informs D&P in writing that invoicing name should be changed for them. Before you can shop in the portal, you must read this important exhibitor TECHNICAL MANUAL with information about stand content and deadline for ordering items for the booth.



MESSE WIEN WI-FI POLICY

RULES FOR THE OPERATION OF RADIO EQUIPMENT (WI-FI)

1. TECHNOLOGY

Wi-Fi is a technology for wireless data transmission according to the existing IEEE Wi-Fi standards.

The frequency range used by Wi-Fi is unlicensed and is also used for other purposes.

2. LIMITATION OF LIABILITY

K-Businesscom AG is liable for any personal injuries or material damages only insofar as statutory provisions, e.g. due to intent or gross negligence, or provisions of the Product Liability Act require a mandatory liability that cannot be excluded by agreement. All other liability is excluded; this includes liability for slight negligence, for claims arising from operating interruption damages, for data loss, software damage, lost profit as well as consequential and economic losses.

Data protection: The provisions for the protection of personal and personal data (GDPR) are to be observed by the respective operator of the information facilities accordingly.

3. OPERATION OF EXHIBITOR WI-FI EQUIPMENT

For the operation of an exhibitor's Wi-Fi transmitter, the exhibitor must comply with the following requirements:

1. The Wi-Fi transmitter (access point) may be operated in 2.4GHz frequency band exclusively on channels 1, 6, 11, with a channel width of 20MHz (channel bonding not allowed!).
2. The 5GHz frequency band may be operated in channel 36 – 48 with a channel width of 20MHz (channel bonding not allowed!).
3. The Wi-Fi transmitter must be set to the minimum transmission power so that not more than the exhibition booth area will be covered.

However, the operation of an exhibitor's own Wi-Fi transmitter is not permitted if, despite compliance with the above requirements, disruptions to technical equipment of the congress center operations occur, in particular disruptions to the congress center Wi-Fi operated by the partner of the event organizer.

In the event of a disruption to technical equipment of the congress center operations due to operation of a Wi-Fi, the organizer is entitled to take all necessary measures – up to and including deactivation of the supply systems for the stand (Internet, power) – to ensure undisrupted operation of the technical equipment of the congress center operations.

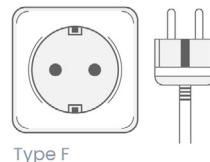
The exhibitor must follow the corresponding instructions of the organizer or commissioner, switch off the Wi-Fi operated by the exhibitor if necessary and provide compensation for the expenses incurred in the locating and remedying of the disruption in the event of a violation of these rules.

ELECTRICITY IN AUSTRIA

The standard voltage is 230 V and the frequency is 50 Hz.

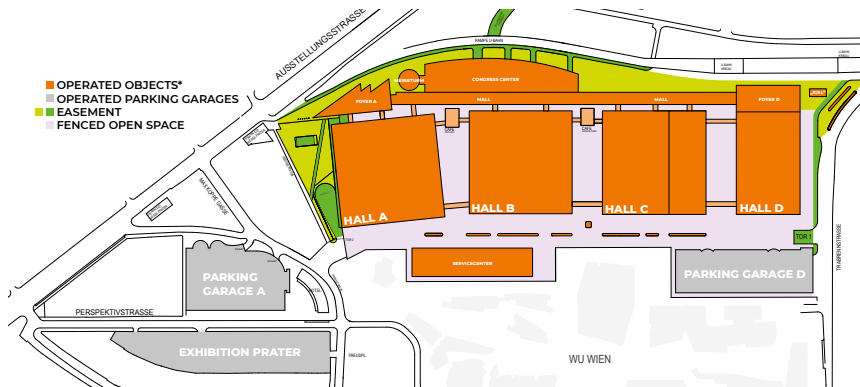
POWER PLUG SOCKETS IN AUSTRIA

In Austria the power plug sockets are of type F. You can use Type C and E.



BOOTH REGULATIONS & SET-UP RULES

MESSE WIEN HOUSE RULES



MESSE WIEN
Exhibition & Congress Center

Managed by
RX In the business of
building businesses

* except for the 7th, 8th and 9th floors in the Messeturm (exhibition tower) and the premises in the Ecotrade Center from the 2nd floor.

Preamble

The Messe Wien property, which is owned by Wiener Messebesitz GmbH (hereinafter referred to as „MBG“) and shown in the plan, consists of objects, rooms and open spaces and is largely operated by Reed Messe Wien GmbH (hereinafter referred to as „RMW“). The objects, rooms and open spaces operated by RMW are hereinafter referred to as „property“. As a rule, events of all kinds, but especially trade fairs and congresses (hereinafter referred to as „events“) are organized on the property. These do not fall under the Vienna Events Act (WrVG). In individual cases, both the exceptions mentioned and all other events are subject to the WrVG. In general, the property is subject to these house rules, regardless of the implementation of events and regardless of the question of the applicability of the provisions of the WrVG in the properties. The term „personal“ in these house rules encompasses all genders equally. All visitors to the events, organizers, their exhibitors and employees, the persons and companies commissioned by them as well as all employees of RMW and MBG and the natural and legal persons commissioned by RMW and MBG (all hereinafter referred to as „visitors“) agree with these house rules by entering the property:

Persons

All visitors must behave in such a way that no one is endangered, harmed, hindered or annoyed. All rooms (Congress Center, halls, Mall, entrances), open areas (loading yards, forecourt, fountains) and parking garages must be used as intended, with the greatest possible care for the structural substance and other inventory. Every visitor is liable for damage caused by him, in particular to rooms, facilities and floors in the Congress Center, mall and halls, and other property objects in accordance with the provisions of civil law. It is forbidden to affix stickers on walls, glass surfaces and all pillars. RMW assumes no liability for accidents that go beyond the statutory provisions or any contractual provisions.

Access to the property is only permitted to authorized persons.

Authorized persons are:

- Employees and guests of MBG and RMW, as well as associated companies (limited in time and place to fulfill their professional duties),
- Organizers or their employees, as well as persons commissioned by them in the context of the specific event,
- Visitors to a public event who have a valid ticket,
- official bodies in the exercise of their duties and within the scope of their competencies and powers,
- all other persons who have been granted separate authorization by RMW to stay.

Visitors' entrance can be refused if official requirements or the safety of the event (e.g., due to overcrowding) prevent entry. In the event of drunk guests or guests standing under influence of drugs, violations of the house rules, concrete indications of expected violations and in the event of unauthorized stay on the property, RMW can expel the property and, in particularly serious cases, impose an entry ban on these persons. In this case, there will be no reimbursement for any tickets purchased. The use of elevators by children under the age of 12 is only permitted when accompanied by an adult. Children under 14 years of age only have access to the property when accompanied by an adult.

Special provisions for people with inclusion needs (diversity)

Bringing animals is not allowed. Guide dogs and partner dogs for disabled people are excluded. The owner of such a dog must show a certificate of disability or passport and proof of the dog's qualifications when entering the property. Guide dogs and partner dogs must be kept on a leash and muzzle during their entire stay.

Wheelchair users (and any accompanying persons) must take the places provided for them and, in an emergency, use the escape routes provided for them.

Vehicles/stopping and parking

With the exception of the multi-story car parks and the areas reserved for long-term tenants (parking for more than 14 days), there is a general parking ban on the entire property. Stopping for the purpose of delivering exhibits and loading and unloading materials for events is permitted in accordance with the Road Traffic Regulations. After the loading process, the vehicle must be transferred immediately from the property or to the parking spaces provided or rented by the organizer.

The special provisions of the Technical Guidelines apply to the positioning / exhibiting of vehicles.

Camping and spending the night in vehicles are generally prohibited on the entire property.

RMW reserves the right to change the location of vehicles in stopping or no parking zones or in any other way illegally parked vehicles on the entire property at the risk and expense of the vehicle owner or keeper

Prohibited Items

Handling open flames, lighting candles, sparklers or other pyrotechnic articles and bringing objects made of fragile, splintering or particularly hard material (especially bottles, mugs, jugs and cans) is prohibited.

Candles that are brought in as exhibits and protected against ignition are permitted. Tea lights that are protected by a glass cover in the water or sand bed, which are brought in by a catering company for decoration, are permitted in compliance with the provisions of the TRVBO in the currently applicable version.

Bringing in weapons of any kind, including in particular firearms and knives, brass knuckles or other stabbing weapons (including historical weapons), is also prohibited unless RMW has given its consent. Service weapons from official bodies on duty are excluded.

Cloakroom / Strollers / Lost property

Upper garments, umbrellas, suitcases and the like may only be stored in the cloakrooms provided. In the event of loss, theft or damage to cloakroom items, any liability on the part of RMW shall be excluded.

The upper garments taken in lecture halls or generally accessible presentation areas of the property must be kept on; sticks and other walking aids (e.g., walkers) may only be taken by frail people as indispensable supports. Strollers must be parked in the designated rooms or cloakroom areas. In the event of loss, theft or damage, any liability on the part of RMW shall be excluded. It is permitted to take rollers with you to exhibitions and trade fairs, provided that the roller is constantly supervised by adults and is not parked in traffic routes or at exits.

Security / Fire protection / Escape routes

During the respective opening times, non-event-related access and unaccompanied visits by visitors are only permitted in the lobby of the Messeturm / Ecotrade Center. Event areas may only be entered with a valid ticket, ID issued by the organizer, with his consent or accompanied by an RMW employee.

Publicly accessible areas of the property are video-monitored for security reasons and to protect property.

All fire alarms, hydrants, electrical distribution and switch panels, telephone distributors, and heating and ventilation systems must remain freely accessible and unobstructed. All entrances and exits as well as escape routes, rescue routes and emergency exits must be kept free without restriction and must be safe to walk on. Escape routes and

BOOTH REGULATIONS & SET-UP RULES

emergency exits must only be used in the event of danger.

Rallies or demonstrations on the entire property are only permitted with the express permission of RMW and the organizer.

Furthermore, visitors are not permitted to express their opinion with extremist, racist, xenophobic or fundamentalist slogans, gestures, posters or other digital or analog documents or media.

Modifying or relocating the specified facilities, such as armchairs, tables, decorations, works of art, etc., and in particular, all protective devices, as well as any manipulation of technical facilities, is prohibited, except for the fulfillment of contractual obligations towards RMW.

The lighting, including the additional lighting brought in for the respective event, will only be switched off after all event participants have left. After the normal lighting has been switched off, the emergency lighting (escape sign lights) continues to be on.

For safety reasons and to avert danger, the instructions of the security and supervisory staff must be followed. All notices posted on the property - such as signed access bans and barriers - must be strictly followed. In the event of a fire or other danger, the supervisory and security personnel must be informed immediately. The orders and announcements must be obeyed immediately. When the alarm signals or announcements are heard, the property must be left using the closest escape routes. Endangered or injured persons must be helped.

The exhibitors are obliged to allow the official supervisory bodies and the authorized RMW bodies to enter the event space (halls, exhibition stands, storage areas, stages, etc.) at any time.

The instructions of the above-mentioned bodies must be followed by the visitors without exception and without restriction. The exhibitors/organizers are also obliged to provide information to the authorized reporters at the RMW press office.

Civil engineer

For built-in, superstructural, or stand structures, as well as for flying structures, rigs (with and without event technology), hanging structures or stage or superstructures, the installer must issue a report on the static stand or load-bearing safety from an authorized civil engineering office to be provided by the latest one hour before the end of the final assembly day. Any defects listed therein must be resolved until visitors enter. A copy of the findings and rectification must be handed over to the authorized RMW bodies for the documentation of the authorities without being requested to do so. If the appraisal is not provided, RMW commissions an authorized civil engineering office at the installer's expense. RMW assumes no liability for any defects found in the course of this assessment, as it is neither the installer nor the agent. In the event of major defects or imminent danger, RMW reserves the right to block the entrance of the visitors to the affected buildings.

Data protection / Photo / Film / Sound recordings

Unless there is an explicit exception for certain events or otherwise known exceptions, photography, filming and making sound recordings on the property are prohibited. This does not apply to photography, filming and the production of sound recordings by MBG and its affiliated companies in order to fulfill their contractual obligations towards RMW.

Consumer surveys and tests, competitions and celebrity receptions with autograph sessions are only permitted with the written approval of RMW.

In individual cases, the accreditation regulations for media representatives of the organizer must be taken into account.

With the exception of the (own) documentation for commercial purposes of RMW (by employees or partner companies of RMW), it is forbidden to take photographs, draw and touch the objects on display.

The visitors consent to the use of their picture and voice for photo, film and television recordings made by RMW, the organizer or their agents in connection with the visit to the property. This also applies to filming permits granted to television broadcasters or production companies and their respective distribution channels.

RMW is not liable for violations of the GDPR by third parties (in particular visitors, commissioned partner companies) on the property.

The right about one's own image remains unaffected.

Waste/cleaning

Paper and other waste must not be thrown on the floor but into the designated and provided containers.

The stand-alone installation of waste paper baskets and/or waste bins made of flammable materials is prohibited.

Generally accessible areas and traffic routes are cleaned before and after an event.

Sanitary facilities in the event area are cleaned according to the cleaning schedule or as required.

Final provisions

All work in the exhibition area may only be carried out within the framework of the applicable labour and trade law provisions.

RMW is not liable for any penalties imposed on visitors under the WVG, the GewO or other statutory provisions. The liability of RMW towards MBG or companies affiliated with it is excluded and based on the contractual provisions. If such a penalty for a cause attributable to a visitor is imposed on RMW, the visitor undertakes to hold RMW completely safe and harmless in this regard.

More detailed information and explanations regarding any exceptions to individual points of the house rules can be found in the technical guidelines as well as the trade fair and/or event regulations.

Smoking ban

Smoking is only permitted in the designated areas. A general smoking ban, including e-cigarettes, applies to all other areas of the property (including outdoors). This also applies during the event-free period and, in particular, during construction and dismantling times.

In the event of an infringement, the visitor is obliged to pay an amount of € 35 as a cleaning fee.

Accessibility

In an emergency, the representative of the property can be reached 7/24 on +43 1 727 20 0, regardless of events or trade fairs.

BOOTH REGULATIONS & SET-UP RULES

MESSE WIEN TECHNICAL GUIDELINES

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2 TERMS

RMW is Reed Messe Wien GmbH, Messeplatz 1, 1020 Vienna, Austria.

RX stands for RMW and/or Reed Messe Salzburg GmbH, Am Messezentrum 6, 5021 Salzburg, Austria.

Messe Wien long-standing designation for the complex and grounds of the facility in the Prater park

The premises is a term for the entirety of the buildings, facilities and grounds at Messe Wien, particularly halls A to D, the foyers, the mall, the Congress Center, outdoor concourse and areas, car park facilities and the office tower.

The venue refers to all buildings, rooms, facilities, indoor and outdoor spaces used for events.

Rooms at the venue is the collective term referring to covered indoor areas of the venue, particularly halls A to D, the foyers, the mall, and the Congress Center.

Space at the venue refers to areas rented by the organiser upon which temporary structures can be erected in adherence with the specifications of these guidelines.

Events is a collective term used in the technical guidelines for all types of official and organised gathering held here: Trade fairs, markets, exhibitions, events and gatherings involving organised interaction, rides and games, marketing and media-related presentations, private festivities and congresses – as well as other types of events not covered by Viennese event legislation, and all other uses of the venue rented out by RMW.

The **organiser** refers to RX whenever RX organises or stages an event under its own name; and/or to a guest event organizer and/or RX, and one or more guest event organizers, when they cooperate on the organisation and/or staging of an event.

A **guest event organizer** is a designation for a natural or legal person who rents the venue, or parts thereof from RMW to organise and stage an event.

An **exhibitor** is a designation for a natural or legal person who enters into a contractual relationship with RX or a guest event organizer for the purpose of presenting his/her goods and/or services, either in person or through representation, at a trade fair or market.

An **RX contractual partner** is a natural or legal person in a direct contractual relationship with RX, such as a guest event organizer or a service provider working for RX.

An **authorised contractual partner** is a company named by RX as a business authorised to provide certain services on the premises, such as installation work, banner suspension etc.

A **subcontractor** is a natural or legal person who has entered into a contractual relationship with an RX contractual partner, such as an exhibitor at a third-party event or a service provider working for a guest event organizer.

A **service provider** is a natural or legal person who is providing a service at or for the premises, such as a booth construction business, caterer, building cleaner, skilled tradesman.

An **agent** is a natural or legal person working for a guest event organizer, an exhibitor or a service provider, regardless of the legal form of employment upon which this activity is based.

Current technical standards

Current technical standards refer to the relevant specialised and scientific knowledge, and the latest developments and advancements, upon which 'good working order' is tested and established in processes, facilities and equipment, construction or operating methods. In order to establish current technical standards, it is particularly important to judge according to the comparable procedures, facilities, and means of building and operating, which – overall – are most effective at achieving the greatest general degree of protection for the environment. (§§ 18 Abs 2 Wr. VG, 71a GewO)

Wr. VG	The relevant section of the Vienna Event Law currently in force
TRL	Technical guidelines
MA 36	The office of the government of Vienna responsible for industrial equipment, the fire authority and for events

3 INITIAL REMARKS

RMW is the sole operator of the venue. These obligatory technical guidelines (TRL) aim to ensure the greatest degree of safety for participants at events held at the venue.

They apply to all areas of the premises.

The TRL guidelines are an integral part of the contracts RX signs with guest event organizers, exhibitors and service providers. All RX contractual partners are obliged to bind their subcontractors and assistants to adhere to all TRL guidelines. Every RX contractual partner is liable for ensuring his/her subcontractors and assistants adhere to all TRL guidelines.

RMW is empowered to take measures to check the TRL guidelines are being complied with by RX contractual partners, and their subcontractors and assistants, if necessary to ensure they are followed by issuing demands, instructions or announcing other suitable measures, and to punish non-compliance. As regards guest events, the guest event organizer is empowered and duty-bound to exercise the above rights to check for compliance, demand adherence and punish non-compliance.

These TRL guidelines do not affect the validity or applicability of the relevant norms currently valid in Austrian Law, all of which must also be complied with at events at the venue, particularly those legal provisions governing event law, and those enforced by the building authority, fire authority, business operations office, local police and site safety inspectors.

If there are any conflicting provisions in the TRL guidelines and the relevant legislative norms, the latter shall be considered superior to the TRL, unless – in individual cases – the TRL contains even more restrictive provisions than the relevant legislative norms; particularly as regards stricter safety standards.

Legal provisions to ensure the safety and well-being of employees shall apply, regardless of the content of the TRL guideline catalogue, to all organisers and exhibitors,

to their respective contractual partners and assistants, wherever the TRL does not contain even more restrictive provisions – which it may do in individual cases.

The currently valid Austrian regulations, norms and laws applicable to events must always be subject to current technical standards.

Public events are held subject to the WR. VG and adherent to the respective paragraphs thereof. All relevant provisions of the venue guidelines must be strictly adhered to.

Many of the TRL guidelines are based on the official MA 36 event guidelines: <https://www.wien.gv.at/wirtschaft/gewerbe/technik/pdf/veranstaltungsstaetten-richtlinie.pdf> (status 26.07.2021)

In certain cases, RMW reserves the right to allow exceptions to the provisions of the TRL – and to issue tougher guidelines if it considers them appropriate.

4 TEMPORARY STRUCTURES

'Temporary structures' as referred to in the TRL guidelines are all kinds of constructions, build-ins, build-ons and booth structures erected solely for the duration of an event, and subsequently dismantled.

Generally, all materials used for these structures and their specific purposes must comply with currently valid norms and guidelines.

4.1 Civil engineers

(Inspection reports on statics and structural load safety)
For all constructions, build-ins, build-ons and booth structures, temporary structures, rigging – with or without event devices, suspended structures, stage constructions or stage augmentations, the person responsible for these structures shall be obliged to employ a certified civil engineer to provide an inspection report as regards the statics and structural load safety of the structure(s) no later than one hour before the end of the assembly period on the final day of assembly. Any flaws documented in the report must be corrected before visitors en-

ter the venue. For purposes of ensuring the authorities have complete documentation, the responsible office at RMW must be provided with copies of all evidence of documented flaws, and of proof they have been remedied, without having to demand them. If such a report should fail to be provided, RMW shall be entitled to contract a certified office of civil engineers to provide such evidence – at the expense of the constructor. RMW accepts no liability for flaws identified, being neither the constructor nor the contracted service provider. Should serious flaws or imminent dangers be identified, RMW reserves the right to close off visitor access to the structures in question.

The safety statics of the following items must be inspected on site according to EN 13814 before the structure can be commissioned for use:

- All overhead structures (including gateway arches), and all structures suspended from the hall ceiling, from booth ceilings and from specially prepared suspension points (etc.), except decorative fabric items that pose no risk of injury, death or to the health of individuals, should these items 'fall'.
- Double-decker booths and publicly accessible raised-platform booths, except platforms and podiums built using permitted podium elements, and which have fall prevention barriers/railings up to a height of 0.8 m.
- Expo booth structures and traverse structures built to a height of 4 m or more.
- Free-standing columns and free-standing walls built to a height of 2.5 m or more.
- Custom-built structures for which vital knowledge of the statics involved is required – like tensioned rope or cable constructions, cable bridges with tensioned cables etc.
- If necessary, the authorities are entitled to demand more detailed inspections.

All structures not subject to obligatory statics and safety inspections must nevertheless be constructed in such a way as to be sufficiently stable and safe for use, and must comply with the latest technical standards.

Expo booth and truss systems already considered statically stable for their declared purpose can be built without a legal obligation to provide an inspection report, if they have been erected correctly and do not include any customised changes or additions. Should there be justified reason for doubt, as the operator of the venue RMW reserves the right to demand official proof of structural safety.

Structures that do not require specialised technical knowledge to be erected, such as fibreglass pole tents, party tents, parasols (etc.), must stand firmly, stably and safely for use. If conditions prevail in which the stability and integrity of these structures could be compromised, such as wind or persistent rain, sufficient additional support must be integrated – or they must be dismantled and stored so as to ensure they do not pose any hazard to individuals.

4.2 Protection of visitors and neighbours

All temporary structures must be designed and implemented in such a way as to ensure their use does not pose any risks to the health and safety of visitors or local residents, or an unreasonable nuisance to the surrounding neighbours – as can be the case with machine noise emissions (max. 60dB), smoke, soot and unpleasant smells. In addition, it is important to avoid all sources of annoyance to neighbouring booths and local residents caused by the use of technical devices. [#Noise emissions](#)

Suitable measures (labelling, signage, safety barriers etc.) must be implemented to ensure there are no trip, slip or fall risks caused by tripods, stands, ropes, bracing or shafts etc.

4.3 Protection of structural and technical facilities

Prior to the erection of temporary structures, the entire floor surface to be built upon must be protected with suitable carpeting or insulating materials that can be completely removed without leaving marks, stains or residual traces. Floors must be protected from single exhibits or booth infrastructure not displayed or installed at an exhibition or fair by applying felt pads to the bottom edge of such items, or by placing them on rugs or carpets. During the assembly and dismantling periods, gangways and floors must be treated with extra care or

special protective measures applied to ensure they are not damaged. Carpets, floors and tiles must only be affixed to the floors at the venue with residue-free adhesive tapes. [# Appendix 5: Recommended adhesive tapes](#)

Exhibitors and their subcontractors are not permitted to open or close utility conduit channels in the hall floors. Only RMW and its authorised contractual partners are permitted to do so.

The general physical condition of the venue, in particular the floors, walls, columns and other such items must not be damaged, soiled, altered or compromised in any way, such as by drilling, using nails, screws, applying paint, wallpaper or applying items with adhesives. It is forbidden to nail, screw or rivet (etc.) items to the floor.

The right to use adhesives on surfaces at the venue is reserved for authorised contractual partners and can be organised by contacting these partners.

The unauthorised application of posters is forbidden.

Neither technical facilities nor any other parts of the rooms at the venue may be treated in such a way that does not correspond with their explicitly stated purpose. Access to utilities conduits located near temporary structures must be kept free at all times. Fire safety and prevention infrastructure, particularly fire sensors and alarms, hydrants, smoke detectors, sprinkler systems, manual fire extinguishers, break-glass alarms, hose-pipe water access points, ventilation and heating shafts, openings and doors for technical facilities must not be obstructed and must remain fully accessible at all times. The functionality of the above must not be compromised, they must be clearly visible and recognisable as such at all times, and their use must be guaranteed without limitations.

Temporary structures that cannot be illuminated sufficiently with the general safety lighting due to their special construction must be illuminated with their own additional safety lighting, compliant with the respective rules and legislation. [#Safety lighting](#)

Before the event commences, all electrical components and devices in use, such as spotlights, projectors, effects

devices, lights and bulbs, junction boxes and switch panels, sound and video devices, cables, cable connectors, plugs and sockets, must be inspected by a trained specialist – such as a sound engineer, lighting technician or an event engineer – to establish their mechanical state and working condition (particularly fixture points and safety features), and make visual checks to establish the state of mobile connection stations and extension cables. Findings should be documented in whatever way is considered appropriate. If damage to items of operating equipment or supplies which could compromise safety is identified, they must not be used. [# Civil engineers](#), [# Suspension points](#), [# Electrical infrastructure](#)

4.4 Designing and equipping trade fair and expo booths

The exhibitor is responsible for ensuring the booth is laid out, built, equipped and decorated in compliance with the TRL guidelines. However, the exhibitor must also ensure this all harmonises with the character and aesthetics of the event in question, and with all event-specific requirements issued by the organiser.

4.5 Constructing trade fair and expo booths

Trade fair and exhibition booths must be built, furnished and fitted in line with current technical standards, in compliance with the current norms and standards – particularly safety standards; according to the directives and instructions issued by RX or the guest event organizer, and in accordance with all relevant statutory rules and legislation. It is essential to guarantee general safety and order, particularly that physical health and safety are not endangered, guarantee structural safety during the assembly and dismantling periods, and during the event itself.

4.6 The following basic requirements

apply to all RX events:

Exhibitors not intending to erect, or have erected, an expo booth on an allocated space, are obliged to erect suitable physical borders along all sides that do not open onto an access route. The sides of an expo space adjacent to neighbouring booths must be demarcated with a neutral white or grey border, and must be kept clean at all times. Only a third of a wall of an expo booth that borders onto an access route can be built as a solid top-to-bottom

wall, and must be suitably relaxed and open in design.

Ad banners and logos etc. must be placed at least 1m from the border to a neighbouring booth. The exhibitor's name, address, contact information and booth number must be clearly and legibly visible at the booth. Structure heights and neighbouring zones are defined according to RX expo terms and conditions.

4.7 The following basic requirements

apply to all guest events:

Guest events are subject to the guidelines for structural heights, design and neighbouring zones defined by the organiser. As regards maximum structure heights, the guest event organizers must agree these with RMW for all rented rooms and spaces at the venue.

4.8 Booths and storage areas

If an event is only held in one part of an event room, no permission is granted to use the remainder of the room for any purpose whatsoever, particularly for storage.

Structures not indented for public use must be kept accessible for supervisors at all times and must not be used for storage purposes. An exception is made for cabins and lock-ups integrated into expo booths and which are commonly used to store everyday items required at the fair – such as brochures, folders, give-aways, break-bulk supplies of foods, beverages and cleaning agents.

The maximum height for items stored on booths, in booth lock-ups and on shelves, is 2.1m above hall floor level. Items stored in booth lock-ups must not poke out beyond the top edge of the structure.

The storage of natural gas, liquid gas, flammable liquids (petrol, heating oil and similar products), and of pyrotechnics, is forbidden throughout the entire venue. Specific exceptions may be possible if a request is submitted to RMW via the organiser.

4.9 Fabrics, materials & decorations

Material, fixtures and fittings used on site at the venue and belonging to temporary structures, must be compliant with the latest technical standards, and at least comply with the EN 13501/1 classifications B-s1d0 and C-s1d0 (hardly flammable, produce little smoke and do not drip-melt), or must be impregnated to ensure they do not burn easily. This applies in particular to floor, wall,

ceiling and roof surfaces, tarpaulins and rigg sails, fabric cladding, curtains and decorations, as well as posters, banners, signs and objects suspended above expo structures and crowd-flow access routes. Exhibitors are to provide the organiser with evidence of the properties of the materials in use in German. [# Fire safety and prevention](#), [# Documents required for temporary structures](#)

If sprays are used to impregnate, it is necessary to keep a record of who conducted the work, their contact details and when exactly they carried out the task of impregnation.

Covers, shades, fabric cladding, curtains and all other forms of decoration must be securely attached.

4.10 Floor surfaces

Carpets and all other floor surfaces must be installed in a way that guarantees there is no danger of slipping, tripping or any other accidents. All protective foils must be removed before the event commences. Doormats must be positioned to ensure they do not cause risk of tripping. A removable wooden floor surface must be even and flat, and must be bevelled at the stepping edge. [# Appendix 5: Recommended adhesive tapes](#)

4.11 Raised floors

Any edges of surfaces at differing heights must be clearly and visibly marked. Cables and other supply channels under raised floors are subject to the same rules as openly-accessible supply cables and pipes. The installation of various supply pipes, channels and cables, and any other sources of danger beneath the surface of a raised floors must be documented with photos and technical drawings. [# Documents required for temporary structures](#)

4.12 Trees and plants

Trees and plants may only be used as fixtures and decorative items for temporary structures if they have been freshly cut. Leaves and needles must still be green and full of sap. If, during the event, it becomes clear that trees or plants are drying out, thus becoming more easily flammable, they must be removed. Bark mulch, reed mats, straw (etc.) in and around booths must be kept moist at all times.

4.13 Structures with glass

All glass used for structures must be proven to be suitable for the respective purpose. Only safety glass is permitted for glass structures. The edges of sheets of glass must be processed, smoothed or covered in such a way as to eliminate the risk of injury. Full-glass structural elements must be marked at eye level. Framed glass elements, particularly glass in display cases and doors, must be made suitably thick or be protected in such a way as to guarantee they cannot be broken through. Pictures, mirrors and other similar objects along crowd-flow routes (visitor gangways) must be immovably attached to their mounting location.

4.14 Penguins, roll-ups, blow-ups etc.

Inflatable ad balloons, objects, flags and similar objects must be secured to guarantee they can neither collapse or fall over onto crowd access routes, since power cuts can lead to a loss of air pressure. They must be suspended safely away from the gangway or removed from the immediate vicinity of the access route. The event organisers must inform RMW a sufficient period in advance about all customised structures, double-decker structures, temporary structures, spaces, attractions and features they have authorised.

4.15 Pools and tanks

Openly-accessible pools, tanks and water surfaces must be suitably secured and/or signposted to prevent people falling in or sitting on the pool edge etc. and be supervised by at least one person at all times. Exhibitors must ensure that pools filled with water are always kept in a hygienically immaculate condition during the event. The pool must only be filled by an authorised contractual partner (as defined in: 2 Terms).

4.16 Fairground attractions (carousels, bouncy castles etc.)

If fairground rides and attractions that have already been licensed by an authority responsible for the licensing of events are to be set up at an event, all provisions and guidelines of the license must be complied with – and the operator must proceed in accordance with §§ 13 and 14 of the Viennese event bylaws concerning licensing, announcements and suitability evaluation.

4.17 Sporting demonstrations

Sporting demonstrations must avoid unnecessary or disproportionate risk of injury to spectators. Suitable indestructible transparent nets, walls or barriers must be erected to separate spectators from the sporting activity. There must be a gap of at least 1m between the first row of spectators and the scene of the sporting action (pitch, ring, circuit etc.), regardless of whether spectators are sitting, standing or walking around.

4.18 Special gaming equipment (Playstation, Wii, X Box etc.)

Gambling or betting involving stakes is forbidden. Jukeboxes and gaming devices not governed by gambling monopoly legislation covering slot machine-type payout devices, including children's gaming devices, model racetracks, strength and reaction-time gauging devices and similar devices, must be constructed and installed in such a way as to ensure, when used for their declared purpose, they do not pose any restriction or risk to the physical safety of event participants, and must comply with §15 of the Viennese event bylaws.

These devices must be installed in such a way as to guarantee they cannot be knocked down or pulled over, crowd-flow routes are not obstructed, and the operating space width required is not restricted in any way. If damage causes a device to cease to be operable, and it nevertheless remains accessible to visitors, it must be marked with 'out of order' signage. If the electronics and electromechanical infrastructure of a gaming device becomes faulty or damaged, and as a result the device no longer complies with electrotechnical regulations, the device must be rendered inoperable for all people present.

4.19 Temporary structures with enclosed ceilings

Temporary structures with roofs and ceilings covering more than 50% of the surface m² of the space rented will be considered to have an 'enclosed ceiling'. However, horizontally tensioned single-layer tarpaulins or sails made of a fabric suitable for the use of sprinkler systems (such as easy-stretch fabrics with meld lines, difficult to ignite) are not categorised as ceilings.

4.20 Fire safety measures for enclosed ceilings

Enclosed ceilings covering more than 50m² of floor space and a maximum side length of 6m require the installation of smoke warning systems that use sound and light alarms. In addition, when these structures are not occupied, the organiser shall be responsible for guaranteeing the deployment of one fire warden per hall. Enclosed ceilings of over 150m² or a side length of over 6m must also be protected by the installation of sprinklers. The installation and commissioning of these fire safety measures may only be conducted by an authorised contractual partner – at the expense of the customer funding the structure.

The calculation of maximum surface areas as regards the previous points shall involve the combination of several enclosed ceilings – across multiple structures – if they are not separated by an uncovered space of at least 2.5m which is free of fire risks. For this reason, there must be an uncovered space, free of fire risks, of at least 1.25m per covered surface to the borders of structurally-occupied spaces not bordering on visitor gangways with the requisite safety gap. If these gaps are not adhered to and the overall surface area of the ceiling is too large, the exhibitor from whose booth the fire originated, shall be held liable for compensating for damages to all the neighbouring booths and clients.

Regardless of the size of the ceiling space, temporary structures with enclosed ceiling spaces require suitable fire safety precautions (smoke alarms, sprinklers, fire wardens), wherever the side walls are mostly closed.

4.21 Booths with an upper floor

Two-storey or double-decker booths (with an upper floor) are defined as those planned and installed with an upper floor surface area of over 10% of the basic floor space at a height of 1.2 m or more above ground level.

Upper-level surfaces of less than 10% of the rented ground-level space, and those without access for guests and visitors, (e.g. stages for dancers) are subject to the rules for stages and podiums. Adherence to the guidelines below is obligatory for double-decker booth structures: The organiser (and/or RMW) must be informed about any booths designed with two storeys six weeks

prior to commencement of the fair at the latest.

Upper floors of double-decker structures for up to 30 people must be fitted with one staircase; those for over 30 people must have two staircases. The staircases must be straight and in no way curved or cornered.

All the steps in a staircase must be of a uniform height (max. step height 18 cm), a uniform front-to-back dimension (min. 26 cm) and have a minimum width of 100 cm.

[# Stages/grandstands/galleries/podiums/daises, # Steps and stairways](#)

All staircases leading to the upper floor must be flanked on both sides from the top step to the bottom step by bannisters, guardrails or handrails that do not end abruptly. They must be rounded off at the top and the bottom. The height of bannisters must be at least 100 cm. [# Stages/grandstands/galleries/podiums/daises, # Steps and stairways](#) The height of the parapet guardrails on the upper floor must be at least 100 cm. The outer edges of the upper floor must be bordered with a skirting board (at least 8 cm in height) to prevent objects being unintentionally kicked over the edge! [# Fall prevention measures](#)

The room height and ingress/egress point headroom clearance (staircases, doors) must be at least 210 cm. [# Current technical standards](#)

Suitable and sufficient fire extinguishing devices must be located on the upper floor. Under no circumstances are two-storey expo structures permitted in the Congress Center!

4.22 Machinery and special equipment

The operation, demonstration, exhibition and storage of machines, devices, materials, fabrics and other objects shall be permitted if all applicable safety requirements have been met. All machines and devices must be set up to stand firmly and stably, and may only be used in a safe operating state.

Suitable measures, such as locking up, locking away, cushioning and covers, must be taken to ensure no-one is at risk of injury from exhibited devices (machines etc.) due to protruding parts or sharp edges etc.

Contact with dangerous moving machine parts, chain

and belt drives, gearwheels and similar items, must be prevented by installing protective guards. Loosening of threaded connecting parts, such as screws and bolts, must be prevented by using splints and washer rings.

Motors must be installed and set up in such a way as to ensure they automatically shut down if there is a short circuit, thus preventing fire hazards caused by overheating.

4.23 Special uses of stages for events

Apart from furniture, props, carpets, window and door curtains, all aesthetic additions (decorations, curtains, studs, frameworks etc.) and items used to decorate rooms, such as flower arrangements, garlands, waxed flowers etc. must be made either from non-combustible substances or ones which are naturally (or impregnated to be) difficult to ignite.

Whenever naked flames and fire are used on stages or podiums, it is forbidden to use objects that melt easily. Easily combustible materials can only be allowed if they have effectively been made very difficult to ignite.

If a portal or stage curtain are used to create a gateway from the stage to the spectator area, this portal must be made of non-combustible material, the show-closer curtain must at least be made of materials that are either non-combustible or have been treated with flame retardant substances, and from materials that do not easily melt. [# Fire safety and prevention](#)

Suitable measures must be taken to ensure there is no access to rooms and areas such as podiums, backstage areas, equipment booths etc. not intended for use by spectators, or by individuals who do not belong to the company or event organisation, or by any other unauthorised individuals. These provisions may be met by solutions such as the deployment of supervisory personnel, the erection of barriers and the mounting of signage etc.

Such areas are also subject to the stipulations concerning large stages in the Viennese event bylaws.

5 UTILITY CONNECTIONS

Electricity, water, compressed air, gas, IT, telephone, TV and radio

The utility connections ordered for electricity, water, compressed air, gas, IT, telephone, TV and radio in advance for temporary structures may only be hooked up by authorised contractual partners. Since it is not technically possible to provide all utilities in all event areas, RMW reserves the right to refuse orders. RMW reserves the right to close off or deactivate utility connections to temporary structures outside event opening hours. For reasons of safety, the water supply is generally switched off one hour after a show closes on its final day.

5.1 Electrical infrastructure

Once a power connection for electrical equipment has been established by an authorised contractual partner (connection points, control box, DB board) in the event area or at the expo booth, the organiser is considered legally responsible for the operation of electrical power infrastructure according to the latest valid edition of the respective ÖVE stipulations. Hence, the organiser carries responsibility for its safe technical operation and for the proper maintenance of the electrical power infrastructure.

Electrical power infrastructure, parts, components and systems must be constructed and operated according to the applicable respective regulations and, in particular, must comply with the current relevant stipulations of the Austrian Electrical Technologies Law (ETG), Ö-norms and EN-norms they contain, and with the Austrian Regulations for Electrical Technologies (ÖVE), in particular the ÖVE E 8101 norm. In particular this refers to live parts conducting electricity which must be protected with covers and trapdoors to prevent direct contact, and electrically conductive parts of the DB board, which are to be equipped with protection to prevent indirect contact.

Electric DB boards and connected subordinate systems must be installed and secured in the safest possible way to prevent unauthorised individuals (such as

visitors) from gaining access. For example, connection points can be protected with additional release-prevention mechanisms and secure systems to make it difficult to pull them apart.

If considered necessary, all electrical power circuits in a single system of machinery and devices, such as on an exhibition booth or trade fair booth, must be hooked up to a single, easily-accessible on-site main switch. If a single circuit runs a nominal current of no more than 16 A it can be disconnected via a plug and socket system.

From the points of connection, electrical installations in temporary structures can only be set up by authorised specialists or licensed specialised companies in line with the current legal guidelines, norms and standards.

All work on mains connections must be conducted exclusively by authorised contractual partners. The installation of audio and video technology, effect lighting and the respective supply, data and control conduits may only be conducted by authorised qualified specialists, such as electrical technicians, communications electricians and event technicians.

All additional electrical installations set up for the event must be inspected in terms of operational safety prior to commissioning and first use. The inspections must at least include proof they have been set-up correctly and proof of the safe operational condition of the electrical infrastructure (protective safety measures to prevent risks of direct contact, powers surges, overloads etc.), system checks (test triggering of safety set-up), and measurement of values relevant for physical safety (preventative safety measures regarding indirect contact, insulation resistance, electrical bonding etc.).

Inspection results and the scope thereof must be documented in a written (printed) report. The findings must be stored in a file and made available to the relevant authorities on request. [# Documents required for temporary structures](#)

5.2 Electrical bonding

Proof of inspection must be provided to the organiser and RMW before the mains power supply is switched on. If the exhibitor refuses to provide such evidence, the organiser shall not be under obligation to supply electricity. The costs for the initial mains hook-up will be charged to the exhibitor nevertheless. The installation of an RCCB (residual-current circuit breaker) for a nominal fault current of 0.03 A is obligatory for the electrical infrastructure.

5.3 Cables, leads and conduits

Cables, leads and power conduits that have to be installed on the floor in areas accessible by visitors must be clad in such a way as to prevent the risk of tripping and mechanical damage. Highly-visible signage must also be installed to clearly warn of the risk of tripping.

The strain on cables, leads and power conduits that traverse access route gangways overhead must be supported by wire rope. Traversing wires and cables must be kept at a minimum of 5 metres above areas accessible to motorised vehicles, and 3 metres in the remaining areas. Cables, leads and power conduits and the wire ropes that support them – if running vertically upwards – must be firmly secured with rope and suitably protected from being damaged by bending over sharp edges, such as by placing rubber mats between the conduit and edge.

If electrical devices and systems, power-cabled infrastructure and power conduit plug-and-socket systems are in operation outdoors, they must be suitable for operation in common outdoor conditions – and at a minimum be safe for use in water spray. Open screw terminals are not permitted. All wiring junction terminals must be completely sealed on all sides. In addition, adherence to the technical stipulations of the OVE R12-2 guidelines on fire safety is also obligatory. #Current technical standards

5.4 Safety lighting

There is lighting in the rooms of the venue in line with the WR VG legislation on room lights and safety lighting for venues and their role in facilitating safe egress from the building in question. In a power cut these lights switch on automatically in the room in question.

5.5 Additional safety lighting

If the organiser orders the existing lighting in a room of the venue to be switched off, or if the characteristics of a temporary structure negate the effectiveness of the existing general safety lighting, the organiser / exhibitor will be obliged to accept responsibility – at his/her own expense – for the installation of additional safety lighting buffered by accumulators or a UPS (uninterrupted power supply) and that can be run continuously or when required.

The system must be accompanied by pictograms and installed above exits, emergency exits, in the main crowd-flow access routes, escape routes and direction changes – until the door to the outside is reached. Additionally, sufficiently powerful (min. 1.5 lux/m) ‘anti-panic’ lighting that can provide light for at least an hour must also be provided.

Proof must be given that the ‘good working order’ of additional safety lighting is checked and verified by a delegated person at a stipulated time (e.g., every day before the event begins). # Current technical standards

5.6 Electrical equipment

All electrically-powered devices and items, such as spotlights, projectors, effect devices, light bulbs, sound and video equipment, must be immovably and non-combustibly attached to the structures bearing them (e.g., screwed down).

All lights and lamp suspension systems must be checked to ensure lights or lighting elements cannot become loose or fall out, and must be sturdy enough to bear five times the weight of the lamp (at least 10 kg) without moving out of their original position. Even if they are not located at a great height, all electrical devices weighing over 5 kg suspended from the ceiling must be borne by two non-combustible carrier systems that are completely independent of one another. Each system must be capable of bearing the weight of the device alone.

If one of the load-bearing systems breaks, this must not cause any significant change in the position of the device it carries. Hand-height lighting elements along the

crowd-flow routes are forbidden, unless the type of lighting used and adherence to safety measures to guarantee they do not pose a risk of causing injury or damage.

All suspended electrically-powered devices, decorations and glass objects must be secured firmly, as must filament and fluorescent lights suspended over 4 m above the floor.

The lowest part of electrical devices above crowd-flow routes must be higher than 2.10m above the floor. Wall-mounted lights can be installed at lower heights, but must not protrude into the access routes.

Electrical devices that produce heat must be mounted so as to ensure they cannot generate a dangerous build-up of heat or fire. They must be kept at a safe distance of at least 0.5m from unprotected, combustible components, easily combustible stored items, items of furniture, materials and fabrics (inter alia), or be suitably guarded so that none of the temperatures reached in operation can lead to combustion.

Low-voltage halogen lighting must be constructed, maintained and operated in compliance with applicable special guidelines for lamps, lighting and lighting systems – according to the latest technical standards, such as those in ÖNORM O 1040. Transformers must include devices that prevent overloads of both primary and secondary sides. The over-current protection in the transformers must be separately listed in the inspection report. If fluorescent tube lights with a nominal voltage in excess of 1000 volts are used, if necessary, the constructor's and/or manufacturer's technical documentation and inspection results must be handed over to the organiser prior to an inspection of the event by the authorities.

5.7 Water supply and sewage installations

Water mains conduits to and from the water supply connection must take the shortest route possible to the rear or side wall of the temporary structure across the floor of the hall. Wherever possible they will be installed in the existing channels in the floor. In the temporary structure the pipe conduit will be laid across the floor, if possible – along the edge of existing walls.

Water supply within a temporary structure may only be connected and disconnected by the authorised contractual partner. Water from the mains connection passes through a ½-inch conduit. Waste water is transported along a 40-mm PVC pipe. Waste water connections to the sewage system can only be established in areas where there is a steep enough slope to facilitate water removal. In order to prevent water damage, the built-in shut-off mechanism must remain closed when the temporary structure is not occupied.

For safety reasons, if there is not a sufficient slope in a location, it is not possible to hook up dishwashers to the water mains that do not have an in-built waste water pump. RMW must be informed of the intention to connect up a refrigerator with an open cooling cycle mechanism. RMW reserves the right to refuse to permit such refrigerators to be hooked up. Fats, oils and problematic substances, such as paints and varnishes, must not be fed into the waste water system. [#Environmental protection](#)

5.8 Compressed air installations

The venue does not have a permanent compressed air system. If a request is submitted to RMW, in individual cases some temporary structures can be equipped with compressed air connections. Binding orders must be submitted to RMW by the organiser no later than 6 weeks prior to commencement of the event.

5.9 Gas installations

There are no connections to gas sources on the entire premises.

5.10 Internet and communications infrastructure

Rooms at the venue are wired with communications and data connections as standard, as well as with a Wireless Local Area Network (WLAN) across the whole premises. The wireless data transfer WLAN technology is compliant with IEEE WLAN standards. The frequency range for WLAN does not require a license, so is also used for other purposes.

Organisers and exhibitors may only commission their own WLAN transmitters if a license is issued by RMW in advance, and only in compliance with the following

binding guidelines: WLAN transmitters (access points) in the 2.4GHz frequency band may only be operated on channels 1, 5, 9 and 13 – with a channel width of 20MHz. No link aggregation is permitted!

Those in the 5GHz frequency band can use channels 36 - 48 with a channel width of 20MHz. No link aggregation is permitted! The WLAN transmitter must be set to the lowest viable transmission level to ensure it does not work beyond the borders of an exhibitor's expo booth. However, the operation of a WLAN transmitter will not be permitted if, despite adherence to these stipulations, it interferes with the normal operation of surrounding technical infrastructure – particularly with the existing WLAN system used as standard in the rooms of the venue.

If operation of an organiser's or exhibitor's own WLAN system interferes with the normal operation of technical infrastructure at the venue, RMW reserves the right to take all steps considered necessary to ensure the interference-free operation of technical infrastructure at this venue during the event.

The organiser or exhibitor must follow the instructions issued by RMW, and must switch off his/her own WLAN system. A violation of this provision will cause the organiser/exhibitor to accept liability for costs generated by the localisation and elimination of the problem. The regulations for the protection of personal data and person-related data (GDPR) must be adhered to by the respective operators of data transfer infrastructure.

5.11 Temporary signal transmission infrastructure

Radio transmitters, high-frequency devices, ionisers (Shure Deutschland 2009-2021, 2021)

In Austria, these issues, and ones such as the use of wireless microphones (and in-ear monitoring systems) in radio interfaces (e.g. FSB-LT009), are regulated by the telecommunications office, a subordinate office of the Federal Ministry for Farming, Regions and Tourism (BMLRT).

Generally, all of the available frequencies used for professional PMSE systems must be registered with the

Austrian Telecommunications Office (Fernmeldebüro).

The following frequency ranges do not require registration: The harmonised EU band 863 – 865 MHz, the E-UTRA band between 1.785 and 1.8 GHz, the DECT band between 1.88 and 1.9 GHz, and 2.4 and 5 GHz.

The organiser must be informed about the frequency bands and transmission power in use to ensure frequencies are distributed evenly, and to eliminate interference between systems in operation wherever possible.

6 ACCESS AND CROWD-FLOW ROUTES / EMERGENCY SERVICE ACCESS ROUTES

Access and crowd-flow routes must be arranged by the organiser according to the specifics of each event, and must comply with the latest legislation. In coordination with RMW, the organiser is obliged to ensure there is signage for all rescue and escape routes, and exits, in compliance with the regulations, and to guarantee there is suitable emergency lighting and escape route lighting. Particularly in taller non-transparent expo structures, there must be direction signs pointing to the closest exits.

Crowd-flow access routes (gangways, corridors, foyers, ramps, vehicle access routes, pedestrian routes) refer to main routes and tributary routes.

Main crowd-flow access routes refer to the more important routes frequented by visitors and crowds within the halls and rooms. Escape routes must lead out all the way to open public roads, as specified in § 1 paragraph 1 of the StVO 1960. According to regulations, main crowd-flow routes must guarantee a passage of at least 2.5 m across.

Connecting access routes are other crowd-flow areas and link routes for event participants, and lead between feature areas at the venue (seated and standing areas) and the main crowd-flow routes. If no more than 20 people need to use the connecting access route, a width of 1 m will suffice. Connecting access routes for more than 20 people must be at least 1.2 m wide. For over 120 people,

and for every additional 10 people, the width of the connecting route increases by a further 10 cm.

During the assembly and dismantling periods, materials required for temporary structures and exhibits delivered for immediate display or use at the booth space can be stored temporarily on the edges of the escape and emergency routes, as long as they do not compromise the prescribed gangway safety widths or logistical considerations to any significant degree. Spaces for emergency exits and access route intersections must remain clear of objects at all times. Crowd-flow routes must not be used as places to set up assembly workshops or machines (such as wood-working machines, workbenches etc.).

At any time, an order to immediately clear all crowd-flow access routes can be issued for safety or logistical reasons by the organiser or RMW.

All crowd-flow access routes must be completely safely navigable during all show opening periods. Main access routes must be kept completely clear of stored or other items across the entire prescribed width. The prescribed minimum width of tributary access routes must also be guaranteed at all times.

Display cases, exhibition tables, pictures, mirrors and similar items, located along the edges of the access gangways must be firmly and immovably mounted.

Attractions, such as monitors, wheels of fortune and so on, in the immediate vicinity of the access routes, must be positioned so as not to cause obstructive crowd gatherings. Suspended items, floor anchors, mains cabinets for utilities and similar items near crowd-flow access routes must be clearly marked and illuminated.

Floor tarpaulins, wall coverings, carpets and similar items located on or along the edges of the gangways must be suitably firmly attached. Door mats must be suitably affixed to ensure they do not cause risk of tripping or falling. The organiser is obliged to ensure that all exits from the areas of the venue he/she rents and uses are freely-navigable and free of obstructions during the opening hours of the event.

Sufficient lighting must be guaranteed along all crowd-flow access routes shortly before the venue opens for visitors and during the period they are present.

Tents along escape routes are subject to the same guidelines applied in the venue rooms.

Only stable and immobile furnishing and fittings may be used to demarcate booth borders, and nothing can be used that can be easily lifted or dragged out of position.

6.1 Doors in temporary structures (access route closure)

Access route closures refer to features such as doors and wind-blockers etc.

Any closure systems along main crowd-flow routes must open in the direction of escape, meaning outward, and must be illuminated with a constantly illuminated escape route sign. All standing or wing doors must have windows. When left permanently open the doors must not protrude more than 15 cm into the access route. The minimum width of the crowd-flow route must not be compromised.

Such doors and closures mounted along the access routes without permission must be removed by the responsible supervisory body. The doors can be fitted to open inwardly in side rooms which fewer than four people use at any one time.

All doors along access routes must be equipped in such a way as to be opened from within, either by using a handle or due to simple forwards pressure anywhere on the surface of the door. Any latches or locks for such doors must be installed between 80 and 120 cm above the floor.

All forms of closure in consideration for use along escape routes by event participants must be at least 2 m tall and the opening must have a minimum width of 1 m with a single-wing door. It is important to avoid situations in which two-wing doors swing past each other from opposing directions.

These minimum opening widths must be guaranteed for the following crowd volumes:

- Up to/including 40 people: 80 cm.
- Up to/including 80 people: 90 cm.
- Up to max. 120 people: 100 cm.

A room designed for over 120 people must be fitted with at least two exits at a suitably large distance from one another. Each should be fitted with a panic bar opening mechanism and open outwardly onto an escape route. For every ten people above this capacity, the width of the door opening must be expanded by 10 cm.

As regards double-wing hinged doors, a single opening wing must guarantee an opening width of at least 0.8 m. If two doors next to each other are separated by a gap of no more than 20 cm, they can be considered as one single door.

The access width provided by porches and wind-blockers that close off crowd-flow access routes must not be any less than the width of the door opening. Closures in access routes for visitors must allow visitors to open them from the inside and remain free, unlocked and unbolted, during events.

Doors made mostly of glass must be manufactured with safety glass and be made very obviously visible. Any in-built glass element closer than 70 cm to the floor must be manufactured with safety glass, or be treated and secured effectively in such a way as to guarantee it cannot break.

Exit doors intended for use by visitors must be clearly marked and signposted as such if this is not absolutely clear. It is forbidden for exhibitors and organisers to set up or store promotional or decorative items, features and structures, near the doorways. Full door functionality (complete opening of door wings) must be guaranteed at all times.

7 SUSPENSION POINTS

If various objects and banners are to be suspended from the ceiling, the requisite suspension points will be manufactured and installed by specialised authorised contractual partners if they have already been authorised by the organiser.

In order to gain approval for suspended objects, a detailed informal application must be submitted to the authorised contractual partner no later than six weeks prior to the start of the event. The application must clearly document all the necessary planning details required for the installation of suspension points, such as a floor plan, top plan view, side view, end view, 3d view, location of the suspension points, heights, dimensions and loads of the suspended objects to determine the overall static burden on the ceiling.

The organiser or RMW reserve the right to refuse approval, or to make it dependent upon specific conditions.

8 SUSPENDED OBJECTS: SAILS, TRAVERSES, RIGGING, VARIOUS OVERHEAD STRUCTURES, SOUND & LIGHTING INFRASTRUCTURE

All objects suspended from the designated suspension points, or suspended or erected on all load-bearing structures and rigging, must be done so in compliance with the relevant Austrian legislation, directives, guidelines and norms, and according to the latest technical standards.

The following rules apply for all areas of the venue used for an event: All objects – including spotlights, projectors, loudspeakers, monitors, lights and lamps (etc.) to be erected on, attached to, or suspended from ceilings, roofs and bridge structures, rigs, barriers and rails, decoration chains, additional and sundry structures – must be secured to the load-bearing structure with an additional suspension support (steel cable, steel chain or safety carabiners) that can bear at least five times the weight of the device in question.

The lowest part of structures mounted above crowd access routes must be more than 2.50m above the upper surface of the floor. Wall lamps and lights can be located lower down, but not positioned anywhere that compromises the minimum safety width of the access route.

Prior to the start of the event, all electrical devices mounted to the structure, such as spotlights, projectors, effect devices, lights, distribution boxes, switch boxes, sound and video devices, cables, cable gear, plug and socket connectors, must be inspected by a qualified specialist, such as a sound engineer, lighting technician or an event technician, to guarantee all parts and devices are in a good mechanical condition and in good working order (particularly suspension fittings and safety fixtures), and a visual check of the condition of the mobile hook-up infrastructure, extension lines and cables must also be conducted. These findings must be documented in some form in writing.

If damage to operating devices, parts or consumables is identified, and this could compromise safety, the devices, parts or consumables must not be used. All conductive metal structures within overall constructions that could pose a risk of serious electrification must be integrated into a joint electrically bonded equipotential zone, and connected up to a conductor. Bonding must also be carried out with decorative electrically conductive metal objects upon which electrically-powered devices are stood or mounted. [# Electrical infrastructure](#)

For general safety reasons, and in line with house rules, once the structure or object has been completed on site, or at the latest by 18:00 on the final day of assembly, the booth constructor must provide an inspection report to the organiser, carried out by a certified civil engineer or civil engineering advisor, confirming the above-mentioned item has been assembled and installed properly and correctly for the above-mentioned structures and devices. [# Civil engineers](#)

Any faults or problems identified in the report and/or documentation must be rectified, re-inspected and approved before visitors are granted entry to the show venue. If these deficiencies are not suitably addressed

or corrected prior to ingress, RMW, the organiser and the authority responsible will be entitled to close off the booth in question, or a section thereof, or – if considered necessary – to make their own changes, or to remove the structures or objects at the expense of the exhibitor that had them installed.

9 STAGES/GRANDSTANDS/GALLERIES/ — PODIUMS/DAISES

All structures designed to support the weight of people, such as podiums, stages and grandstands etc., must be proven to be capable of bearing a load of at least 5 kN/m², to be stable and to be safe for use.

With the exception of the erection of individual inspected podium elements, a certified civil engineer must be contracted to inspect the load-bearing capacity of podiums, and check as to whether they have been designed and constructed professionally. [# Civil engineers](#)

All wooden parts of the podium must be planed and made as non-combustible as possible with a suitable flame retardant substance. Stages intended for use by people, with a drop to the floor of in excess of 80 cm, must be fitted around the open edges with a firm and stable banister or barrier of at least 1 m in height ([# Fall prevention measures](#)). For stages to be used for performances or presentations, the edges facing spectators can be bordered with floral decorations etc.

Suitable measures, such as bannisters, handrails and barriers (wave-breakers), can be used to ensure no unauthorised individuals are able to mount the podium or stage.

The edges of the steps up and down podiums, and edges and height differences on structures on the spectator side, must be clearly marked with fluorescent adhesive tape and dressed with curtains. No combustible fabrics, materials or items may be stored under stages, grandstands or podiums.

9.1 Scaffold grandstands

Built-in scaffold grandstands are subject to current legislation on scaffolding (the assembly and dismantling of scaffolding frames). Plans for such structures can only be submitted and implemented by specialised companies. In addition to legal provisions in regard of structural stability and fall prevention, adherence to the specific provisions on safety lighting, all forms of seating, crowd access routes and fire safety is absolutely obligatory.

9.2 Fall prevention measures

Generally accessible surfaces that are immediately adjacent to lower surfaces more than 0.40 m lower, must be made safe with fall prevention features. These features must be either completely stable bannisters or railings of at least 1 m in height. Horizontal bars across these structures are not permitted. The gap between vertical bars must not exceed 12 cm. Instead of vertical bars, the surface providing protection from falling can be made of unbreakable safety glass. Any small height difference that could cause tripping must be clearly marked. Measured from the front edge of each step, or point of contact to ramps and gangways, headroom must be at least 2.10 m.

All areas with surfaces in front of and beneath podiums, staircases, ramps and similar facilities, accessible to the general public, and with headroom of less than 2.10 m must be marked and secured to prevent the risk of injury caused when people are unaware of the hazard and try to walk through and beneath them.

Fixtures, fittings and furniture, such as tables and chairs, must be placed no closer than 60 cm from fall prevention features. Otherwise, the barrier, banister or railing must be raised by the additional height of the fixture or furniture. The height of the fall prevention barrier must rise up at least 100 cm higher than the edge of the standing room of the upper floor. Glass barriers serving as fall prevention fixtures must be made of composite safety glass. The height of the barriers of seated upper areas must be at least 0.85 m above the floor.

If wheelchair spaces are to be accommodated on a podium (wheelchair podiums), there must be fall prevention fixtures at the sides and rear of the podium up to a height

of at least 1 m and one at the stage-facing side of at least 80 cm high. The barrier must also be equipped with a skirting board along its length.

9.3 Steps and stairways

If there are steps up to a stage or podium, they must not be more than 18 cm high and the front-to-back step space must not be less than 26 cm.

Sets of two or more steps accessible to visitors must be secured with firm and sturdy handrails at both sides that do not end abruptly.

Handrails must be mounted at a height of 85 cm to 90 cm. Exceptions are permitted for handrails at the upper end of a fall prevention fixture which can be at up to 1.10 m above the floor. The handrails must continue beyond the ends of the staircase.

Individual steps that are structurally unavoidable must be clearly marked and highlighted with items such as yellow markings or light strips that work independently of mains power. Staircases and steps only used for display purposes, must be marked as clearly off limits to unauthorised individuals.

9.4 Ramps

The top-to-bottom gradient must not exceed 10%. The following requirements apply to barrier-free ramps:

- The top-to-bottom gradient must not exceed 6%
- Ramps are not permitted to slope from side to side
- Ramps must be equipped with hand rails and wheel deflectors
- Handrails must extend beyond the beginning and end of the ramp by 30 cm, and off to the side if necessary
- At the beginning and end of a ramp there must be horizontal surfaces of at least 1.20 m in length.

Ramps of more than 10 m in length are not permitted. The access width along the ramp must be a minimum of 1.20 m, this width must not be compromised by handrails by more than 10 cm on each side.

10 SEATING

At all times seating (chairs, benches etc.) must be set up in rows or set up firmly and immovably. Seats in rows must be firmly and immovably attached to each other. If seats need to be provided for more than 100 people in a room at the venue, the rows must also be connected up in blocks. Rows are made up of at least three seats set up next to each other. Exceptions are made for seating in lounges, at tables and in guest boxes, as long as they do not cause obstructions in terms of technical and legal definitions of safety.

In rooms at the venue in which a row of seats can be accessed at both ends, the maximum number of seats allowed is 28. If access is only possible from one side, only a maximum of 14 seats in a row will be allowed.

If there is a height difference of more than 50 cm between two rows of seats, a fall prevention barrier must be mounted to the front edge of the upper seating level of a height of at least 100 cm above the upper floor level. A seat for one person must be at least 0.50 m wide. Row seating without individual borders, such as benches or steps must allow for a minimum width of 45 cm per seated person. The access space along the rows must not be less than 40 cm. This distance is calculated with the seat up for cinema-type seating.

After a maximum of 30 rows of seats, there must be an access space to the next row of at least 1.20 m. The rules for access routes must be adhered to. [# Access and crowd-flow routes](#)

Grandstand seating must consist of individual seats, firmly and immovably attached to the grandstand.

11 LOCATION OF TABLES

Tables for event visitors may only be set up if favourable space logistics means there is no risk to the wellbeing of the people present.

Tables must be set up in rows, unless – due to the small

number of tables in use – there is perhaps another arrangement more conducive to ensuring the greatest possible width of access routes and ease of access regarding the escape routes. If set up in rows, every second row of tables must be separated from the next row by 60-cm access gaps running longitudinally and latitudinally across the room, thus ensuring that every table can be accessed via one of these lengthways or crossways gaps. After at least every fourth row of tables there must be an access route of at least 1.20m wide, so that no table is separated from this access route by more than one other table. The distance from a seat at a table to an escape route must not be greater than 10 m. At banquet-type events there must be a minimum gap of 1.40 metres from table edge to table edge.

12 CLOAKROOM FACILITIES

There must be cloakroom facilities for the interim storage of excess clothing (coats and jackets, umbrellas etc.) and baggage (briefcases, rucksacks etc.) not required by visitors within the venue. The cloakroom must be suitably equipped, designed and dimensioned to suit the type of event, the season and expected weather, the number of visitors and the probabilities of many people using the facilities at the same time.

Garment handover areas and cloakroom stands must be laid out and proportioned so as not to impede normal crowd flow and to ensure access routes are not blocked by people waiting for tickets or garments. People with handicaps and restricted mobility are permitted to leave their walking and mobility aids in places other than the cloakrooms, but not anywhere that obstructs the main crowd flow access routes.

The cloakroom must be set up outside the event rooms if in excess of 150 visitors are expected to participate in the event or if seating is arranged in rows.

If a fire occurs in the cloakroom, it must not endanger visitors at the event. Compliance with this requirement may necessitate the installation of a cloakroom as a separate entity in terms of fire safety, possible as a separate room

– with a fire safety shutter curtain and a dedicated fire extinguisher.

The compilation of a safety plan is also mandatory in compliance with § 31 Wr. VG. It must show what would happen to the garments in the cloakroom should the venue have to be evacuated – without there being any crowd tailbacks or delays to the evacuation.

RMW does not accept liability for any items stored in the cloakroom. If the authorised contractual partner is not booked to run the obligatory fee-based cloakroom service, the organiser must guarantee implementation of a mandatory ticket and VAT receipt system. If the organiser makes his/her own cloakroom arrangements, he/she must guarantee there is a suitable ticketing system.

13 SPECIFICATIONS FOR WHEELCHAIR ACCESS AND SPACES

If the event is expected to attract people requiring seating due to walking handicaps or restricted mobility, up to a visitor capacity of 2000 people, there must be one barrier-free wheelchair space for the first of every 100 people at the venue. The following formula is used to calculate the number of wheelchair spaces required for larger visitor capacities:

$$R = (PAX - 2,000) / 200 + 20.$$

(R = no. of wheelchair spaces, PAX = no. of visitors).

If up to 100 visitors are expected at an event at least two spaces must be allocated for wheelchair users. The space requirements for installing, erecting and moving structures and people must be calculated according to the provisions of ÖNORM B 1600.

In the process of registering with the MA 36-V office for events attracting more than 2000 people, the organiser can quote previous and similar events to apply for a reduction in the mathematically generated number of wheelchair spaces required. In this case provision must still be made for 20 wheelchair spaces.

In the rooms of the venue the access routes must be designed and constructed to ensure they are completely safe for use by people in wheelchairs. If there are more than 20 spaces allocated for wheelchairs at the venue, a second access route must also be constructed accordingly.

There must also be seats for people accompanying visitors in wheelchairs. In general, these should be set up next to the wheelchair spaces. Individual seating for escorts may only be allocated on podiums. If wheelchair spaces are installed on podiums (wheelchair podiums), the sides and rear must be fitted with fall prevention barriers at a minimum height of 1m, and at the front – facing the stage – of at least 80cm. There must be skirting boards around the edges of the fall prevention barriers.

13.1 Designated waiting areas prior to evacuation

Should the venue need to be evacuated, and safe progress to the exit of the building not be guaranteed during an event in Gallery Hall B, the upper floors of Hall D and the Congress Center, waiting areas must be set up for wheelchair visitors in the next section of the building away from the fire, or in the nearest outdoor area.

These are:

Gallery B - Open-air stairs

Top floor CC Schubert 1-3 /

Business suites Northern corridor / Staircase

**Top floor CC Schubert 4-5 Atrium,
mall Open-air stairs - gallery B**

Hall D VIP panorama Staircase by VIP D north

For safety reasons, the 1st floor rooms at the southern part of hall D are unsuitable for wheelchair users. These waiting areas are equipped with internet-independent communications infrastructure with contact to an office kept constantly manned during events. Wheelchair users must be informed about the official waiting areas before the event commences. Moreover, it must be guaranteed that emergency services arriving at the venue, such as firefighters or emergency medical staff, are immediately informed about the presence of wheelchair users on site at the venue.

14 VEHICLES ON THE PREMISES

Definition of a vehicle according to StVO legislation:

"A ... vehicle is a means of transport or a machine that is intended to be, or can be, driven on roads; excluding wheelchairs, toddlers' pushchairs, [...] and winter sports equipment."

The provisions of Austria's StVO traffic and road use laws apply across the entire premises. The top speed permitted on the entire premises is 10kph, and walking speed wherever the traffic or crowd-flow situation necessitates extra care. There is a general ban on driving into the halls without prior permission. RMW must be contacted to apply for an exceptional temporary permit. Drivers accept liability for ensuring there is enough headroom for safe entry. It is forbidden to park commercial or delivery vehicles in the halls. Engines must be switched off during unloading and loading.

14.1 Waiting and parking

In general, parking is forbidden anywhere on the premises with the exceptions of parking facilities and spaces reserved for long-stay parkers (more than 14 days). For the purpose of delivering exhibits and for unloading and loading materials for events, 'waiting' is permitted as defined in the provisions of StVO legislation. Once un/loading has been completed, vehicles must leave the premises immediately, or be moved to one of the parking areas designated by/rented by the organiser.

It is absolutely forbidden to camp or sleep in vehicles anywhere on the premises. RMW reserves the right, to have vehicles removed from places subject to waiting and parking bans, and to remove any other vehicles parked illegally or without authorisation – at the expense and risk of the owner or driver.

14.2 Operation, demonstration and exhibition of vehicles at events

Only vehicles authorised by RMW, in compliance with official legislation and with the specific regulations issued by the event organiser, may be exhibited anywhere on the property.

Vehicles may not be presented in action, except in the demonstration areas specified by the organiser. It is forbidden to store fuels or combustibles substances in enclosed spaces.

Vehicles being exhibited must be secured to ensure they cannot be switched on, driven or rolled away by unauthorised persons.

A document verifying that a vehicle has been located and set up correctly must be filled in prior to commencement of the event. It must be stored with all requisite documentation and be available for inspection by the authorities at all times on request. # Documents required for temporary structures

The following applies to all vehicles exhibited in rooms and halls at the venue:

'Newer motorised vehicles' require electricity in order to demonstrate essential aspects, such as e-cars, hybrid vehicles, vehicles with an electronic handbrake...

The fuel tanks of exhibited vehicles must be kept locked with just enough fuel to allow the vehicle to be moved into position on site.

'Older motorised vehicles' do not require electricity in order to demonstrate essential aspects, and do not have an electronic handbrake

The fuel tanks of exhibited vehicles must be kept locked with just enough fuel to allow the vehicle to be moved into position on site. The (onboard) batteries of exhibited vehicles must also be disconnected.

Cars/vans/HGVs/ trailers with fold-out platforms, LED walls and other similar features – and also 'food trucks'

The fuel tanks of exhibited vehicles must be kept locked with just enough fuel to allow the vehicle to be moved into position on site. The vehicle must be constantly supervised by a trained, designated individual familiar with its fixtures and functions.

The licensing and operation of all vehicles mentioned above require complete adherence to all legal stipulations, and all regulations issued by the authorities. Furthermore, there must be a fire extinguisher, such as a handy portable extinguisher, suitable for fire classes A and B (extinguishing foam, minimum 9 litres), in the immediate vicinity of every vehicle.

electrically-powered vehicles (cars, e-scooters etc.)

The vehicle must be constantly supervised by a trained, designated individual familiar with its fixtures and functions. For reasons of fire safety, any recharging procedures required to ensure the presentation/demonstration of the vehicle can continue, or for repositioning purposes (50%), are only permitted during visitor opening times.

Physically-powered vehicles

In general, the exhibition and demonstration of physically-powered vehicles at booths is permitted.

The operation of vehicles of whatever type (except for rescue and emergency purposes) is forbidden along all access routes during visitor opening times.

14.3 Airborne objects

The use of balloons, airships and sundry flying objects within the venue is subject to the issue of an official permit by the relevant authorities, and must also be approved by the organiser. The organiser is obliged to inform RMW about all permits he/she has issued or plans to issue. Balloons and airships will only be permitted if they use non-combustible, non-toxic gases, such as

The exhibition and demonstration of remotely controlled flying objects (such as motorised model aeroplanes) can only be practised in specially designated halls and areas. Unnecessary and disproportionate endangerment of spectators at aerobatics demonstrations must be avoided. For this reason, a suitable means of separating spectators from the action must be installed, such as a net or transparent barrier made of indestructible material. Regardless of whether visitors sit, stand or walk around during the demonstration, there must be a strip at least 1m wide between the front row of spectators and the space designated for the flight demonstration.

14.4 Drones

LOR15 applies here within the flight activity restriction zone in Vienna, so the flying of C1 class drones and upwards is forbidden on and above the entire premises. C0 class flying objects may only be exhibited as specified in 14.3 airborne objects.

Adherence to the rules in the following legislation links is mandatory:

<https://map.dronespace.at/>

(Austro Control. As of 26.07.2021)

https://www.oesterreich.gv.at/themen/dokumente_und_recht/Drohnen/Drohnenkategorien_open_specific_certified.html#open (As of 26.07.2021).

Specific applications for each airborne object that flies freely around the halls for promotional purposes must be submitted RMW separately.

15 TRANSPORT AND STORAGE LOGISTICS

The operation of cranes, forklift trucks and other loading and unloading devices is only to be conducted by RMW's authorised contractual partner for logistics services. Service provision can be arranged with the above partner directly. For safety reasons, use of a company's own forklift trucks is not permitted.

The use of electrically-powered pallet trucks to transport goods on single-level floors is only permitted in halls A to D. Manual pallet trucks must be fitted with solid rubber wheels to protect the floors.

The storage of empty bottles and all kinds of combustible substances and materials is forbidden on and off the booths.

All 'empties' must be removed immediately and can, on request, be stored by the authorised contractual partner. The logistics partner is responsible for calculating and submitting offers for customs procedures required for items to be imported temporarily or on a permanent basis.

16 BARS, RESTAURANTS AND CATERING

The right to provide restaurant, bar and catering services is reserved solely for authorised contractual partners. Exceptions must be explicitly granted in writing by RMW. All legal stipulations must be complied with, particularly the current legislation on food safety and consumer protection, for the distribution of free food and beverage samples, and for the licensed sale of food and beverages. If a demand to cease the sale or distribution of food and beverages is ignored, RMW reserves the right to respond to continued violations by preventing further sale or distribution. As regards the implementation of temporary catering facilities, all fats and oils must be collected separately, and their separate, correct and safe disposal guaranteed. [# Hazardous and bulky waste](#)

For the sake of the ecological footprint left by the event, catering must be provided using reusable crockery and cutlery. Events subject to Wr. VG legislation must be conducted in accordance with § 32 of this law. Events planned to accommodate in excess of 2000 visitors require the development of a waste disposal plan to be agreed with RMW. [# Reusable and returnable items](#)

16.1 Electrically-powered baking, grilling and frying equipment

Electrically-operated cooking, grilling, barbecuing and frying equipment (inter alia) must be located at a safe distance of at least 0.5 m from unprotected, combustible components and easily-combustible stored items, decor and furnishings, or be shielded in such a way as to ensure the said items cannot be ignited, regardless of the prevailing operating temperatures. Non-combustible (metal etc.) plates and trays must be placed directly beneath devices used to prepare, cook and keep foods warm. There is also an obligation to ensure decorative items do not come into direct contact with these devices.

Electric hobs with unprotected spiral heating plates are forbidden.

16.2 Baking, grilling and frying equipment using naked flames

Items of baking, grilling and frying equipment that use

naked flames ([# Appendix 1: Liquid gas systems \(propane, butane, fuel paste\)](#)) must be located at a safe distance of at least 1m from unprotected, combustible components and easily-combustible stored items, decor and furnishings, or be shielded in such a way as to ensure the said items cannot be ignited, regardless of the prevailing operating temperatures. The use of charcoal grills is subject to the stipulations in the following link [# Charcoal grills](#)

16.3 Food trucks

In addition to the regulations applicable to items of baking, grilling and frying equipment, a food truck-type vehicle must be supervised by a person familiar with its technicalities and facilities during the hours the venue is open for the event. [# Vehicles on the premises](#) [# Fire safety and prevention](#)

16.4 Live/event/show cooking

Flambés, fondues and similar food preparation methods using naked flames are permitted if:

- Shields are installed to prevent ingredients bubbling and spitting
- Applicable hygiene regulations are adhered to
- There is suitable space for queues, without any obstruction or restriction of crowd flow in the access routes
- Sufficient safety can be guaranteed for guests and staff
- Work safety and labour laws are obeyed

Operation of all baking, grilling and frying equipment is subject to the prescribed fire safety measures: [# Provision of extinguishers](#)

17 FIRE SAFETY AND PREVENTION SMOKING IS BANNED IN ALL INDOOR AREAS OF THE VENUE

Fire safety amenities and other safety fixtures, particularly fire alarms, hydrants, smoke detectors, sprinkler systems and portable fire extinguishers must always be freely accessible and fully functional. Hence, they must be clearly visible and available for unrestricted use at all times.

The venue is equipped with automatic fire alarms and sprinklers. In exceptional circumstances, it may be permissible – if the organiser is informed and the matter is coordinated with RMW – to switch off the fire alarm and ensure the venue's own firefighting team can be informed, called up or reinforced in sufficient numbers. If the fire alarm is falsely or accidentally triggered, for example due to a high concentration of dust or smoke, and this causes the City of Vienna fire service to send out a response team, the costs of deployment will be charged to the person or company who triggered the alarm, or to the organiser. [# Facility fire service](#)

Floor coverings must meet the minimum Cfl-s2 fire safety standard in ÖNORM EN 13501-1 detailing the classification of building products and types of structure and their combustibility characteristics. Wood, timber and wood-related items are permitted in the rooms of the venue if they meet the requirements of Dfl classification. Wall coverings must meet the minimum C-s2, d0 fire safety standard in ÖNORM EN 13501-1 detailing the classification of building products and types of structure and their combustibility characteristics. Wood, timber and wood-related items are permitted if they meet the requirements of D classification (with an insulating layer or class A2 heat insulation).

Ceiling and roof coverings must meet the minimum C-s2, d0 fire safety standard in ÖNORM EN 13501-1 detailing the classification of building products and types of structure and their combustibility characteristics. Wood, timber and wood-related items are permitted if they meet the requirements of the D classification.

Curtains and net curtains must meet the minimum class 2 fire safety standard in ÖNORM EN 13773 (textiles – curtains and net curtains – combustibility characteristics – classification scheme).

All decorative materials and items, as well as posters, banners, boards, suspended objects, signage and similar items located above the access routes must meet the minimum class B1 for items that burn poorly, produce little smoke (Q1), and do not drip (Tr1) as defined in ÖNORM A 3800-1 (combustibility characteristics

of materials, except construction products - Part 1: Requirements, inspections and evaluations) and ÖNORM B 3822 (combustibility characteristics of fitted materials – decorative articles, inspections and classification).

Evidence of the combustibility characteristics of floor, wall, ceiling and roof surfaces, curtains and net curtains, decorative materials and items, must always be readily available at the venue. It must be clear which items of evidence relate to which materials. [# Adherence to legislation](#)
[Provision of extinguishers](#)

All extinguishers must be easily accessible, clearly visible and fully functional at all times.

Portable fire extinguishers must comply with ÖNORM EN 3, there must be evidence they have been inspected and found to be in good working order, and must be suitable for the class of fire in question. Extinguishers must be mounted at an accessible height of a maximum of 1.30m above the floor. The locations must be marked with safety signage according to ÖNORM Z 1000. Powder-based extinguishers are not permitted.

The exhibitor must prove that staff at the booth have been instructed about how to react in case of fire, and how to operate the extinguishers as first responders.

In addition to the portable fire extinguishers, in areas where food is prepared, exhibitors are obliged to keep a special blanket for smothering flames. Primarily, these are used to smother out sources of fire, embers and combustible fluids before they can develop and spread by ensuring combustible materials are starved of the oxygen they require to burn. Blanket extinguishers must comply with normed German-language EN 1869 definitions, and be made of flame-retardant wool or fibreglass fabric. As well as blanket extinguishers, in order to combat a comprehensive range of fire hazards, various other suitable means of fighting fires must be kept available in the immediate vicinity.

17.1 Use of hazardous and flammable substances and devices

A permit must be issued by the organiser and RMW prior to the use of spray guns, solvent-based substances

and paints, and for the performance of tasks involving extreme heat – particularly welding, torch cutting, soldering, and grinding cuts. In all such cases it is essential all the usual measures to ensure correct supervision and care are adhered to, especially making sure the immediate surroundings are suitably protected and there are effective means of extinguishing fires ready to use in the immediate vicinity. A form describing the type of extreme-heat activity must be filled in for a permit prior to performance.

17.2 Use of items that present a fire hazard: liquids, gases, dangerous materials and devices (e.g. for show effects)

The exhibition, demonstration or use of burning and glowing substances, combustible and explosive substances and readily flammable substances is forbidden throughout the property.

This ban does not apply if the use of naked flames, flammable liquids and gases, fireworks and pyrotechnics are in harmony with the theme of the event and have been agreed with the organiser, RMW and the venue's own firefighting team under inclusion of the obligatory fire safety precautions # [Appendix 1: Liquid gas systems \(propane, butane, ...\)](#) # [Appendix 4: CO2 effect devices \(hazers, smoke machines etc.\)](#)

This also applies to all kinds of food trucks using liquid gas systems. # [Vehicles on the premises](#)

In order to keep the number of potential fire causes or sources down to a minimum, applications for a written permit will be required for the following materials, substances and devices, to be submitted to RMW via the organiser.

Vapours and gases that are combustible, damaging to health or a nuisance to event participants and are emitted by exhibits and devices must not be fed along pipes into or out of event halls.

Devices installed to remove gases and vapours from the venue may only be installed by authorised service providers in compliance with statutory Austrian and EU

regulations, and in accordance with the latest technical standards # [Appendix 1: Liquid gas systems \(propane, butane, ...\)](#) # [Appendix 3: Show laser system](#) # [Appendix 4: CO2 effect devices \(hazers, smoke machines etc.\)](#)

17.3 Naked lights and flames

All use of naked flames and lights must comply with fire safety regulations, be reported in advance to the organiser and RMW and, depending on the circumstances, may only be allowed if licenses and special conditions are issued by the MA 36 office. Flaming torches and mobile fireplaces etc. may only be used if equipped with a safety mechanism that allows flames to be extinguished immediately in dangerous situations.

17.4 Candles

Candles can be used on tables if placed inside a glass and protected from gusts. Only one candle per table is permissible.

17.5 Charcoal grills

The operation of charcoal grills and barbecues is forbidden in all indoor areas. Charcoal grills, licensed by the organiser and RMW for outdoor use, must be positioned so as to be completely stable, unable to be knocked over, and at a minimum distance of 2m to the access routes. Moreover, no guest seating must be installed within a 2m radius of the charcoal grill.

Charcoal grills must be located at least 1m from unprotected, flammable items.

Only solid fuel firelighters and safety fire paste are permitted for lighting charcoal. Once the event has closed, the charcoal embers must be extinguished completely. At least one trained supervisor must be in the immediate vicinity of the grill during use, and during the cooling-down phase.

When the grill is in use, at least one (9-litre) foam fire extinguisher must be highly-visible, easily accessible and in full working order at all times. Embers and ashes must be placed in closed, non-combustible bins and containers. Only cold charcoal and ash may be put into waste bins and containers.

17.6 Ethanol-fired stoves

Ethanol-fired stoves, dishes and trays may only be ignited if approved by the organiser and RMW.

The allocation of the total number of ethanol-fired stoves, dishes and trays per exhibitor requires applications for permits to be submitted to RMW as early as possible, and at the latest six weeks prior to the first day of the event.

The basic rule is that no exhibitor should operate more than two ethanol fuel-fired stoves, dishes or trays at any one time.

The following rules apply:

Stoves, dishes or trays may only be ignited by a trained person of at least 18 years of age. At least one trained supervisor must be in the immediate vicinity while these devices are in use. Written confirmation containing at least the name of the trained supervisor, the date, period and content of his/her training, must be present and accessible for inspection by the authorities and RMW at all times.

Ethanol-fired stoves, dishes and trays must be located at a minimum safety distance of 1m from unprotected combustible components, easily combustible stored items or furnishing items, or be shielded in such a way as to ensure they cannot catch fire, regardless of the temperatures generated by the stoves, dishes and trays.

Precautions must be taken to ensure people are kept at a minimum distance of 1m. Refuelling with ethanol while such devices are in operation is forbidden.

Only the amount of ethanol required at the time of a performance / appearance may be present at the booth. Any volume of flammable liquid in excess of this amount must be stored in a secure place away from the rooms accessed by visitors. [# Storage of hazardous substances and materials](#)

When in use, at least one extra (9 litres of foam or 5 kg of CO₂) fire extinguisher must be kept highly-visible, easily accessible and in full working order at all times. In the

case of non-adherence to the above regulations, RMW reserves the right to prohibit their use.

17.7 Storage of hazardous substances and materials

Neither the storage nor the usage of flammable liquids (hazard classes I & II as detailed in the relevant VbF legislation on flammable liquids), or objects that pose a fire hazard, are permitted in rooms of the venue.

The storage ban does not apply if the use of flammable liquids and gases can be justified within the framework of the event, and if all necessary fire safety measures have been coordinated with the organiser, RMW and the venue's on-site firefighting team. If flammable liquids or objects that pose a fire hazard are kept in storage rooms, it is mandatory to store them in unbreakable, non-melting, water or airtight containers – which, in turn, must be kept in fire retardant boxes or crates, or in a suitable storage room. The storage of no more than 20 litres will be permitted.

Permission is issued for the storage and use of small amounts of flammable liquids and tightly-sealed bottles containing a maximum of 500 ml at the venue – for make-up and hairdressing purposes.

The storage of combustible packaging materials, wood wool, polystyrene, straw, filler materials and other such materials is forbidden in rooms accessible to visitors. There is generally an exception and a permit for materials and substances required for first aid and emergency medical services. Electric irons, curlers and similar heated elements must be placed on non-combustible surfaces with suitable heat insulation.

17.8 Pyrotechnical items and demonstrations in compliance with Austrian pyrotechnics legislation

Regardless of whatever licenses may be required under the provisions of Austrian pyrotechnics legislation, the use of pyrotechnics and other fireworks for event purposes will only be approved if the authorities (MA 36) issue a specific permit for the event. Such a permit can only be issued if sufficient physical safety can be guaranteed for those present, and if the pyrotechnics do not pose an unacceptable nuisance in the surrounding area.

The lighting of 'table fireworks' and other F1-category items, such as sparklers, crackers and bang snaps (etc.), will be permitted if the MA 36 office approves. However, they must be ignited singly and separately. Once spent, the location and surroundings where the ignition, candescence or explosion occurred must be searched for embers.

The use of fireworks and crackers of the category F2 or above, such as firecrackers etc., is forbidden. In accordance with RMW house rules, there is a general ban on all weapons, guns, gunpowder, bullets and explosives.

18 ENVIRONMENTAL PROTECTION

RX is committed to the protection of, and prevention of damage to, the environment.

Waste production, energy consumption and harmful emissions must be reduced to an absolute minimum via the sparing and environmentally benign use of resources. The correct and environmentally friendly disposal of waste, dirty water, sewage and gas emissions is the responsibility of each respective legal entity causing the said waste, dirty water, sewage or gas exhaust – in accordance with the respective legislative and regulative provisions and stipulations. Each guest event organizers, exhibitors and entity responsible for pollution and environmental damage shall be held liable for the consequences of his/her own non-compliance, and that of his/her contractual partners, subcontractors and assistants. Wherever this can be achieved without compromising the applicable safety criteria, materials and products should be used that can be shown to exhibit longevity, repairability, reusability and recyclability. Preference should be shown to materials and products that cause less waste, or more disposal-friendly waste, or have been using recycled left-overs, residual raw materials or waste materials.

Any damage to – or pollution of – the environment, as can be caused by petrol, oil, solvents, paints, varnishes etc. must be immediately reported to the organiser and RMW by the person or entity causing the damage.

18.1 Hazardous and bulky waste

As a rule, unavoidable waste, recyclables and remnants are to be removed and disposed of immediately, or stored for disposal in suitable containers and correctly disposed of. No waste not created as a direct consequence of the event in question, not caused by the assembly or dismantling of temporary structures, or materials not required for purposes of the event in question, may be brought onto the property.

All waste, recyclables and remnants created during the event must be removed and disposed of regularly, and by the end of the evening of every day of the event at the latest. If larger volumes of combustible and easily flammable waste are produced, such as planing chips, wood cut-offs, sawdust and so on, they must be removed several times a day. All conduit channels in hall floors must be covered wherever the above cutting waste is produced. [# Employee work safety](#) [# Access and crowd-flow routes](#) [/ Emergency service access routes](#)

If the creator does not dispose of waste himself/herself within the recycling process in accordance with guidelines for a reduced carbon footprint, there will be a fee charged to the contractual partner in question.

All containers brought in from outside to be located in rooms of the venue for waste, recyclables and remnants, must be made of non-combustible, solid-sided materials, and fitted with a lid.

The person or company who creates waste, hazardous waste or other forms of waste that – depending on type, shape or amount – are particularly hazardous to health, the environment, explosive or combustible, is obliged to inform the organiser and RMW thereof, and to ensure it is collected separately and disposed of correctly.

This refers in particular to the following types of waste: Oils, cleaning agents, full or partially full cans of spray, water-proofing sprays, chemicals, salts, mercury (in switches and thermometers), emulsions, acids, lye, varnish, glues, waxes, solvents (petroleum, spirit, triacetone, paint thinners, glycerine), disinfectants, batteries, power packs, electrical switch systems, fluorescent tube lights,

PVC leftovers (such as on wall and floor boards), electric devices, engines, refrigerators and medical waste.

18.2 Medical waste and animal waste

#Medical gases

Medical and animal waste must be collected separately and disposed of according to their specificity. The registration of requirements for meeting the regulation concerning the separate disposal of such waste must be submitted to RMW at the latest 14 days before the commencement of the event.

As soon as pipes, cannulas and other sharp or pointed objects that could cause injury, such as needles, discarded and used ampoules, lancets, scalpel blades (etc.) have been used on site they must be packed away in securely-closed, non-transparent containers that cannot be punctured, cut, broken and cannot leak. Once full, containers must be securely closed and not reopened subsequently.

The waste containers must be stored so as to exclude the risk of danger to, or misuse by third parties. There must be no mixing of such hazardous medical and animal waste with other general waste. In order to avoid the risk of injury, waste containers should not be emptied into other containers.

Wherever there is no danger of infection, less hazardous waste, such as bloody swabs, bandages, empty single-use syringes without needles, single-use OP sheets etc. can be placed in a suitably strong sealable, non-tearable, non-transparent, plastic bags and disposed of immediately with the general waste.

18.3 Reusable and returnable items

We strongly advise against the use of non-reusable crockery. Whenever possible, and to the extent such reusable vessels are available in Vienna, drinks should be served in reusable cups and glasses (served from barrels or reusable bottles). Food and drinks should be served using reusable cutlery and crockery (e.g. made of glass, ceramics, metal or hard plastics).

The use of reusable containers, crockery and cutlery is obligatory for events attracting a total of over 2000 visitors, subject to § 32 Wr. VG legislation. If it can be shown that this is not possible, such items must be made of recyclable and simply disposable materials.

18.4 Cleaning and cleaning agents

Cleaning services throughout the event areas of the venue are conducted by an authorised contractual partner and are to be ordered via RMW at the expense of the organiser.

Booth cleaning must be organised by each booth tenant. Cleaning procedures must be completed prior to trade fair and event opening times. If there is a justified reason to doubt a booth has been suitably cleaned, the organiser shall be entitled to order cleaning to be carried out by a cleaning company of the organiser's choice, and at the expense of the exhibitor. The required booth cleaning service can be booked via RMW.

Liquids, substances and any other cleaning agents required to clean the booth and/or exhibits must be used safely and correctly in compliance with the relevant regulations on the prevention of hazards and in regard of avoiding environmentally damaging effects. [# Storage of hazardous substances and materials](#)

When cleaning agents are used at the venue it is important to ensure they do not damage the surface seal of the floors, or destroy the floors themselves. Leftovers of used cleaning agents, including residues on used cloths, brushes and sponges etc., must be treated appropriately and disposed of as hazardous waste.

19 EMISSION REDUCTION

19.1 Waste water management and earth protection

Waste water directed into the municipal water system must not contain a higher concentration of common household pollutants than water from normal homes. If waste water containing oils or fats exceed the prescribed concentrations or amounts, it may be necessary to install a grease trap. Mobile caterers must ensure fats and oils

are collected and disposed of separately and appropriately. # [Utility connections](#)

If exhibits or devices produce vapours or gases that are combustible, pose a health risk or disturb the event, such gases and vapours must not be blown into, out of, through or away from venue rooms.

Special suction-hood gas and vapour pumps must be installed by authorised service providers in compliance with Austrian and EU regulations and the latest technical standards.

20 NOISE EMISSIONS

If operation or the demonstration of machines and devices, the showing of audio-visual material or the staging of any other kind of presentation causes noise emissions in excess of 60 db(A) as measured at the border of the booth; if they have an annoying visual effect, or may disturb in any other way, they must be officially authorised by the organiser prior to use.

Machinery and devices that emit noise must only be used in short bursts, and only as long and as frequently as their operative or presentational purpose requires. In addition, sound dampening and sound proofing measures must be implemented.

Local residents and businesses must not be disturbed by unreasonable sounds or volumes of noise caused by sources at the event. This applies, in particular, to events located partially or wholly outdoors.

Prior to visitor ingress, sound systems and heavy machinery that could pose a potential risk of noise pollution must be gauged by a trained specialist who is expected to document his/her findings in a report. This report must be kept available at the venue. # [Documents required for temporary structures](#)

Windows and doors leading outdoors from rooms and halls at the venue must be kept closed whenever sound systems are in operation within the building. If music

is to be performed at the venue requiring the use of a PA system, an exact description of the sound system must be included with the application submitted to the MA36-V office. This must include category A and C emission weighting values and, as a rule, calculate the noise emission readings expected at the windows of adjacent rooms in the venue (noise emission evidence).

As regards sound systems in buildings, it is important to ensure loudspeakers are installed in a sound-proofed environment. Furthermore, evidence of this must be provided if it is not immediately obvious without assistance, when standing at the booth, to notice how dampening and sound-proofing have been implemented.

In areas designed for public gatherings, maximums measured every half hour of 100 dB (LA, eq) and 118 dB (LC, eq), must not be exceeded. The responsible authority is entitled to set lower maximum noise emission levels for events developed mainly for children under 12 years of age.

If the average maximum noise emission in the public area of the venue exceeds 93 dB (LA eq) or 111 dB (LC eq), members of the audience must be provided with free ear protection capable of ensuring a noise intake reduction of at least 15 dB prior to the beginning of the event. In such cases, members of the public must be suitably and clearly informed of the potential damage to their hearing – prior to, and during the event.

21 ADHERENCE TO LEGISLATION

21.1 Supervisors

The deployment of a minimum number of trained members of the authorised contractual partner's staff familiar with the venue is obligatory for the operation of the venue's own equipment, the implementation of infrastructure-relevant tasks, the implementation of internal emergency and disaster plans, and all tasks related to safety at the venue.

21.2 First Aid

At events for up to 300 participants there must be at

least one person with first aid training and the necessary basic medical care set in the event area at all times.

Additionally, at events for over 300 participants there must also be an emergency medic and, at events for over 1000 participants an emergency doctor present at all times. At events for over 2000 participants there must be an emergency crew to suit the needs of the event, equipped with all necessary medical products and equipment, and be present and available for the entire duration of the event.

We recommend organising suitably trained medical personnel through RMW to be based in the designated medical service rooms and who can guarantee correct first aid care.

If the organiser organises the medical support team him/herself, he/she shall be responsible for ensuring this team has all the necessary equipment, rooms in which to work and a viable emergency response chain. RMW must be informed about the chosen medical support team, and be supplied with the team leader's contact details. This information must be highly visible for event participants in every event room in use at the venue.

21.3 Inspection service for electrical systems and infrastructure

In order to ensure all electrical systems at the event venue work as faultlessly as possible during the event, RMW stipulates the contracting of an inspection service highly familiar with the venue at the expense of the organiser. The inspection service for the electrical systems has the following rights and duties:

Continual checking of exhibitor-relevant electrical infrastructure, regardless of which company installed it

Compilation and punctual submission of the VD 390 inspection report to the authorities

Participation in the final visual check tour with the organiser before the show begins

Responsibility for the safety and good working order of

all electrical infrastructure in all areas of the venue in use at the event

Repairs, recommissioning and securing of damaged electrical infrastructure, especially infrastructure in areas fully accessible to organisers and visitors

Authorisation for operative control of transformer systems and all low-voltage systems and devices

In situations of imminent danger, the authorised switch operator is entitled to turn off the mains power supply

The period of supervision begins on the first day of assembly and finishes on the final day of dismantling.

21.4 Facility fire service

RMW puts together the venue's own firefighting team with the prescribed number of members and in accordance with all the latest rulings, legislation and regulations for events to be held at the property. The organiser will be charged for the service.

The complexity of the property dictates that fire safety is solely the responsibility of the venue's own firefighting team, since it is intimately familiar with the facility. Consequently, the approval of the authorities is conditional upon the organiser not choosing any other general, obligatory firefighting service.

21.5 Duties of the organisers

The organiser is obliged to cooperate with RMW and the authorities at all times. For their part, the authorities and RMW guarantee the provision of expert professional support. The rooms used for the event must be safely accessible and usable. There must be no potential dangers to physical health caused by uneven floors, or items in or on floors, walls or ceilings, such as shards of glass, posts, decorative items etc.

In good time before visitors arrive, all crowd flow access routes must be inspected by the organisers or supervisory representatives to ensure safe accessibility and usability. Any faults must be corrected immediately. Evidence of inspection must be kept in the halls of the

venue to be checked at any time by representatives of the authorities.

21.6 All kinds of musical performances

All kinds of musical performances are subject to the provisions of the § 14 law on authorship and copyrights that requires AKM permission for the performance and mechanical copying of music. Music played or performed without prior reporting will be subject to AKM claims for compensation.

21.7 Employee work safety

The work safety rules and industry regulations of every sector involved apply on the entire premises. Attention must be paid to ensuring sufficient and required safety clothing is worn, and that the duty to wear a helmet (if applicable) is adhered to, particularly during assembly and dismantling periods. The stipulations of all licenses for operational infrastructure must be complied with.

Activities requiring a commercial license, and possibly also the hygiene inspection report of a hygiene institute, must be accompanied by this commercial license (these licenses), either as an original or a copy thereof, to be shown to the authorities on request.

All tools, devices and materials used must comply with the respective legislation for the industry, events and accident prevention. They must be operated and used in such a way as to ensure there is no danger to third parties or property.

If various tasks have to be carried out at the same time by employees of various companies, especially during the assembly and dismantling periods, any potential risks of mutual endangerment, as defined in the Federal Law on the Coordination of Construction Activities (BauKG), must be eliminated via cooperation between each company's appointed Assembly Coordination Manager. Use of wood processing machinery is not permitted without a chip and dust suction system.

21.8 Documents required for temporary structures

A German-language version of the following must be kept on site for inspection by the authorities and/or RMW at all times:

- Inspection reports of civil technicians in the respective areas of expertise
- Inspection report of an authorised expert or another suitable specialised person regarding the suitability of the location for a mobile system
- Fire-safety report compliant with ÖNORM EN 13501-1 with material and fabric samples
- Electrical infrastructure and installation inspection findings
- Form documenting the correct set-up and condition of vehicles
- Documentation on wiring and cabling conduits beneath heavy load bearing floors
- Documentation on installed event technology and their perfect working order
- Letter of approval for the registration and presentation of medical devices covered by the law on radioactivity and safety
- Letter of approval for the display of special toys and gaming devices
- Confirmation from the authorities of notification to install and operate a mobile system (like public amusements such as a carousel or bouncy castle)
- Letter of approval for the use of show or medical lasers
- Inspection report on the safe operational condition of a liquid gas system
- Noise emission report

22 FINAL PROVISIONS

22.1 General information

Regardless of whether a permit has already been issued, RMW shall be entitled to ban or limit the use of machines, devices, fabrics and other objects, if there is fear of physical harm or damage to property, or if it seems necessary to prevent the event from being disrupted, participants from being annoyed – or especially to prevent a nuisance to neighbouring exhibitors and local residents.

As regards the organisation and implementation of events, all relevant stipulations in the following legislative provisions must be adhered to by guest event organizers and exhibitors:

- Vienna Events Bylaws
- Vienna Construction Law
- Trade regulations, and stipulations issued on the basis of the trade regulations
- Electrical Engineering Law and regulations based on the Electrical Engineering Law

There may be restrictions and variations on construction options from hall to hall. All measurements provided must be checked on site.

22.2 Liability

The organiser shall be obliged to indemnify RMW completely in respect of all claims of third parties (personal injury or damage to property) as a result of the use of the venue, of preparation work (especially assembly activities) or closing-down activities (especially dismantling activities) by the organiser, or occurring due to violations of these TRL guidelines. Liability for all damages suffered in connection with the event on the premises – by visitors or by third parties at the event – is solely the responsibility of the organiser. The organiser bears full responsibility for guaranteeing hazard-free use of the venue during the event, during pre-show preparations and post-show clearing (ensuring safety along all routes, of build-ons, build-ins, structures, installed structures and devices, decorations, ensuring supervision and management of crowd flow etc.). He/she must inspect the venue according to these criteria prior to, during and after the event. The organiser shall be held liable for all negative consequences of exceeding the maximum visitor numbers permitted, and be obliged to guarantee RMW complete indemnity in this regard.

The organiser is obliged to return the venue in an identical state to the condition in which it was received. He/she shall be liable for all direct deviations from the original state of the venue occurring due to damage caused by himself/herself (or employees thereof) or his/her contractual partners (or employees thereof). Such devi-

ations to the original state include damage to the halls, damage caused by exhibits or booth infrastructure, damage caused by flames, explosions, leaking liquids or vapours. This liability applies especially to damages or extraordinary wear and tear identified in halls and rooms accessible to the public during the event, and to the facilities, fixtures, fittings and infrastructure therein.

The organiser must ensure the event is not a source or basis for breaches of law and order. In particular, the organiser must guarantee the presence of sufficient security services to ensure the event runs smoothly, and ensure safe and efficient crowd flow at the beginning and end of the event. The organiser is also responsible for ensuring property brought in by himself/ herself or by third parties is suitably guarded. If circumstances call for special safety/security precautions, such as the frisking of visitors for dangerous objects, the organiser must organise such precautions in his/her own interest.

RMW accepts neither a duty to protect, nor any liability for damage or loss of property, for items brought into the venue. All cases of damage must be reported to the police, the responsible insurance company and RMW – without delay!

Additionally, the organiser is obliged to implement suitable measures to ensure all items of RMW infrastructure used by exhibitors, visitors and the organiser's other contractual partners, such as garages, car parks, access areas, outdoor spaces – on the entire premises – are kept free of third-party advertising during the event. This particularly applies to the distribution of advertising materials. The costs of the removal and disposal of such materials and the traces they leave will be charged to the organiser.

Regardless of all other contractual obligations, RMW shall be entitled to implement the necessary corrective measures or even to close down the event before it is completed – at the expense of the organiser – if the organiser fails to comply with obligations regarding the correct implementation of the event.

RMW accepts no liability for temporary technical problems, disruptions in the electricity, water or heating provision, problems with sewage disposal infrastructure or operational interruptions of any kind. This also applies to all other kinds of occurrence which could detract from the event.

Any liability on the part of RMW towards the organiser shall be limited to cases of wilful action and gross negligence. RMW accepts no liability whatsoever for claims for indirect damages lodged by the organiser, or for consequential damages or lost profits.

Any claims for damages submitted to RMW must be limited to sums for the typical and predictable damages expected when the contract was signed. Exceptions to the above-mentioned exclusion of liability occur when there is harm or damage to life, body or health. Regardless of the question of direct culpability, whenever the organiser, exhibitors or their contractual partners fail to comply with the above TRL guidelines, they shall be held liable for all damages that result from non-compliance.

Reed Messe Wien GmbH
Vienna 05.10.2021

APPENDIXES

Appendix 1: Liquid gas systems (propane, butane, ...)

There are no mains gas connections available in the entire venue. A permit must be issued by the office of the MA 36 –V authority for the use of a liquid gas system. The minimum requirements for the evaluation of a liquid gas systems are:

- A description of the location where liquid gas is to be used (such as being sketched into a floorplan)
- Statement (in kg) of the amount of liquid gas to be used (cylinders and storage tanks)
- Documents concerning the specific liquid gas device and/or details of the liquid gas device (nominal heat output, built-in safety mechanisms, pressure regulation devices etc.) and conduit type (existing pipeline, tube etc.).

There must be no trenches, shafts, sewage system man-holes, suction system openings for ventilation or air conditioning systems, connections to other rooms, or built-in elements below the base level of the liquid gas vessel or within a 3-m radius of the liquid gas vessel.

In compliance with ÖVGW regulations: 'Technical Rules for Liquid Gas Systems' (F G series), prior to commencement of the event liquid gas systems must be inspected and approved in writing by a certified expert to ensure they are in good working order and completely airtight. Only a liquid gas device with a flame supervision device and a CE label or an ÖVGW test seal of approval may be connected up and operated, or one which can be proven to have been inspected by an accredited inspection office or a civil engineer with requisite authorisation.

Connecting parts with threads must be inspected and found to be in perfect working order before cylinders are connected up. If there are any signs of damage or wear, they must be replaced immediately. Once the pressure regulator has been installed, an 'air-tight' test must be conducted with a substance that forms foam (leak spray) when the cylinder valve is open.

A German-language set of operating and servicing instructions must be kept in a highly-visible location near the liquid gas device. In particular, this document must include instructions for setting up and decommissioning the liquid gas device, for its service and maintenance and what to do in dangerous situations.

Cylinders must be secured to prevent them falling over and bear the appropriate warning signage.

In order to comply with the Vienna's gas law, it may be necessary to acquire a permit for total amounts of liquid gas in excess of 35kg from the MA 36-B authority.

At the latest – prior to commencement of the show, all documents, findings and inspection reports must be made available at the venue. Their contents must comply with the requirements of the ÖVGW FG 12 guideline for documents on: 'Personnel requirements, documentation and labelling'.

At least one portable fire extinguisher – in line with the current ÖNORM, suitable for fire classes A, B, C and with a minimum filled weight of 6 kg (or 9 litres), must be kept in an easily accessible place in the vicinity of the liquid gas system as a first response means of fighting potential fires. The regulation on event venues must be adhered to.

Appendix 2: Medical gases and devices

Protection from radiation

The relevant authorities must be informed in advance about plans to bring X-ray equipment and objects that emit radioactive or ionising rays, since there is a legal obligation to announce their presence and register them. If activities are to take place within the venue where sources of radiation could expose participants to higher-than-normal doses of radiation, such as demonstrations and training etc., supreme precautions must be taken to ensure safety. Sources of radiation can be devices that produce ionising rays, such as x-ray devices, or radioactive substances that radiate ions.

In most cases, such activities must be approved by the authorities. The only exceptions are activities that do not pose a de facto threat to health as defined in the § 7 General Directive on Protection from Radiation 2020. Nevertheless, the authority must be informed about all activities.

The phrase 'activities' applies in particular to:

- The operation of radiation generators, and
- the manufacture, production, processing, handling, disposal, use, storage and transportation of radioactive materials – regardless of whether artificial or natural radioactive substances are contained.

'Activities' does not apply to exposure to radon or cosmic radiation.

In addition to the stipulations of the legislation on protection from radiation, official notification of approval from the authorities is dependent upon fulfilment of the authority's own concrete stipulations and conditions. Proof of satisfaction of the above conditions, and of approval, must be submitted to the organiser prior to commencement of the event. Instructive signage and safety instructions must be available at all times at the exact venue (seminar room, expo booth) for inspection by RMW or the authorities. A suitable first response means of extinguishing fires must be available on site.

Furthermore, all businesses obliged to be checked by the authorities will be subject to periodic on-site inspections according to the § 61 Radiation Safety Law 2020.

There are legislative requirements to ensure the protection of the health of individuals is optimised. Primary responsibility for adherence to this legislation lies with the company charged with providing information.

Radiation Safety Law 2020 (StrSchG 2020)

General Directive on Protection from Radiation 2020 (AllgStrSchV 2020)

Intervention directive 2020 (IntV 2020)

Medical Radiation Safety Directive (MedStrSchV)

Radon Safety Directive (RnV)

Radioactive Waste Transportation Directive 2009 (RAbf-VV 2009)

The organiser/exhibitor must apply in German via e-mail to Post@mba02.wien.gv.at as well as also submitting all documentation in person or by post. Four copies of every document must be provided. The applicant should be the person who would, in the event of a breach of the rules, be responsible for payment of the administrative fine. Technical descriptions and operating instructions for devices are required in German in order to be inspected by the MA 39 office. The flow coefficient and mA value must also be stated.

Medical lasers

If lasers are to be demonstrated in rooms at an event, the person giving the demonstration must ensure all employee safety directives and all necessary protective measures are implemented – in and outside the event halls. If lasers are to be operated, the following warning signs and mandate signs must be highly visible at all entrances to the control area:

Laser warning triangle (yellow)

'Wear eye protection!' mandate signage (blue)

Instructions regarding admission for authorised and trained personnel only

In compliance with ONR 1960825-8, class-4 lasers must be fitted with additional warning lights. These are also recommended for class-3B lasers. Typically, warning lights feature a yellow lamp mounted ahead of access to a laser control area. It should only be illuminated when the laser device is in operation or on a stand-by setting. Moreover, failsafe or redundant warning lights must be mounted at eye-level, and be checked at regular intervals. The lettering must not be visible when the lamp is switched off. Manually activated, illuminated warning lights are permitted if they can be guaranteed to be switched on, such as is the case with a checklist or an SOP4.

Medical gases

Medical gases include oxygen, laughing gas, xenon, nitrogen monoxide, carbon dioxide and helium.

If gases are to be used (# Appendix 1: Liquid gas systems (propane, butane, ...)), the stipulations in these guidelines also apply complementarily to the medical gases – for which most of the directives apply in parallel:

Laws on hazardous goods

Operational safety directives

Medical product laws

Medicine laws

Workplace directives

Halls and rooms of event venues in which medical gases, cylinders and tanks, will be used for training or demonstration purposes, are subject to all provisions of the Directive for Explosive Atmospheres (VEXAT), and the current versions of the relevant sections of 93/42/EC guidelines on medical products.

All stipulations of the relevant parts of the work inspection guidelines listed here <https://www.arbeitsinspektion.gv.at/Arbeitsstoffe/Allgemeines/Allgemeines.html> (status 26.07.2021), and of AAV§65 regarding the storage of gas cylinders, are mandatory.

Appendix 3: Show laser system

All laser devices and systems installed for demonstration purposes must comply with ÖNORM S 1105 and ÖVE/ ÖNORM EN 60 825-1, be assigned to an ÖVE/ ÖNORM EN 60 825-1 class, and be labelled according to the correct norm. The performance of effects with laser devices is only permitted with lasers using visible light (wavelengths between 400 and 700 nm). Lasers for demonstrations must be set up to be absolutely stable, immovable and impossible to topple, rotate or twist out of position.

The demonstration/performance of all effects with laser devices may only be conducted by a named laser safety specialist in compliance with ÖNORM S 1100, or by a person whom it can be proven was instructed by the laser safety specialist, and by whom the demonstration/performance must be supervised for its entire duration. The operating location of the laser devices must be chosen so as to ensure that the demonstration/performance of all laser effects can be observed, supervised and – if functionality or safety are compromised – immediately interrupted by the laser safety specialist, or the person certifiably instructed by the laser safety specialist.

For public safety purposes, all laser devices must be permanently fitted with a beam guard made of incombustible materials to protect public areas effectively from laser beams.

Prior to the first demonstration, and after every case of resetting or refitting, the laser safety specialist is obliged to conduct a test run with the laser infrastructure, and readings are to be taken by authorised laser technology specialists according to ÖNORM S 1105 and ÖVE/ ÖNORM EN 60 825-1. In audience areas, specific inspections and measurements must be made, taking into account any effects which may already be present (such as smoke machines).

Once approved by authorised laser technology specialists, no further alterations may be made to any laser devices, structures or accessories – or any other items required for the demonstration (such as beam guards, shades, mirrors, framework superstructures, traverses, projector screens etc.).

Every time the laser system is set up and/or altered, it must be inspected before going into operation. The results of these checks and readings must be documented in writing in the reports listed below:

- Inspection reports must be provided by an authorised laser technology specialist or an authorised office for such issues (such as civil technicians offices and civil engineering bureaus in accordance with § 94 Z 69 GewO 1994, accredited inspection and surveillance bodies) documenting the safe technical use and demonstration of all laser device effects in compliance with ÖNORM S 1105 and ÖVE / ÖNORM EN 60-825-1
- Written confirmation must be provided by an authorised specialist, such as an authorised laser technology specialist, describing the stable and operationally safe installation of laser infrastructure and auxiliary structures.

Documents required for temporary structures

Work safety legislation directives must be correctly applied to the operation of laser infrastructure in areas accessible to the public. In addition, the respective section of the venue guidelines must also be applied.

Appendix 4: CO2 effect devices (hazers, smoke machines etc.)

The venue is fitted with automatic fire alarms and sprinkler systems. In exceptional circumstances, for the sake of the event it may be possible to switch off the fire alarm systems. The organiser must be informed of this intention in advance in order to coordinate with RMW and ensure the venue's own firefighting team can be instructed, present in suitable numbers and reinforced as appropriate. If the alarm is falsely triggered, causing the city of Vienna fire service to take action, the person or entity triggering the alarm – and/or the organiser will be invoiced for the expenses.

For the entire duration of the event, CO2 effects devices must be supervised by, and may only be used by, trained or suitably-instructed individuals. All people involved in performances (DJ, dances etc.) must be certifiably informed by the person responsible for effects devices about the effects planned with CO2, particularly where they are to be located and when they will be used for effects.

CO2 effects devices must bear the manufacturer's CE labelling to show the product is compliant with the European directives applicable to such equipment. Devices that do not bear CE labelling must be subjected to an inspection and report conducted by a civil engineer with certified expertise in the relevant field to confirm the technology is in good and safe working order.

When CO2 effects are in use, a concentration of no more than 0.5%, 5000 ppm of CO2 in air breathed in (as measured in samples taken 1.50m above the floor) may be measured at any time during the entire event. A warning device must be installed in a station that remains constantly manned to warn of any readings in excess of the permitted CO2 limit.

CO2 jets must be installed so as to be completely stable and immovable, and at a maximum tilt of 45°. Such CO2 effect devices may only be operated by designated personnel with visual contact to the devices at all times. CO2 effect devices must never be aimed at people. CO2 bottles and cylinders for CO2 jets must not be stood up or stored in public gathering areas or in access routes.

CO2 jets may only be electrically operated. The electrically-powered control infrastructure must be equipped with a device that prevents effects from being triggered unintentionally (such as a key switch). There must also be compliance with the relevant provisions of the venue guidelines.

Appendix 5: Recommended adhesive tapes

List of authorised adhesive tapes

Double-sided adhesive tape for carpets and floors in expo halls:

PEKA-Fix 620



Special webbing, double-sided, transparent adhesive:

- Acrylate dispersion
- Thickness: 0.290 mm
- Adhesive strength: 16 N/25 mm
- Temperature range: -40° C bis +100°C

Special double-sided expo floor-laying tapes with different adhesive strengths for applications requiring clean separation and removal. The bare side of the tape has a finely-balanced adhesive quality to allow it to be removed from most floor surfaces (parquet, PVC floors etc.) without residues. The covered side is strongly adhesive. Largely resistant to chemical plasticisers. Not suitable for laying floors on marble surfaces!

Rolls: 25m

Width: 12 – 100 mm

Double-sided adhesive tape for carpets and floors at congresses (stone):

TESAFIX 4964



tesafix® 4964 consists of a non-tearing, flexible fabric tape with rubber adhesive on both sides. Its high coating weight makes this product especially suited to adherence to rough and non-polar surfaces (PP, PE).

tesafix® 4964 is easy to remove from all clean and

sound surfaces. Limited longevity and temperature resistance.

Technical data

- Load-bearing material: Fabric
- Colour: White
- Thickness: 390 µm
- Adhesive: Natural rubber
- Degree of stretch: 10 %
- Tear force: 80 N/cm

Double-sided adhesive tape for carpets and floors at congresses (parquet):

TESAFILM 4128



Premium adhesive tape for surface protection

PVC tape with extreme mechanical and chemical resistance coated with natural rubber adhesive. Weakly adhesive. Can be removed easily from surfaces without marks or residues. Non-tearing.

Technical data:

- Load-bearing material: PVC film
- Thickness: 60 µm
- Adhesive: Natural rubber
- Adhesive strength on steel: 0.15 N/cm
- Degree of stretch: 70 %
- Tear force: 47 N/cm

CURRENT TECHNICAL STANDARDS

(As of 29.07.2021)

OIB guidelines

- OIB guideline 2 – Fire safety
- OIB guideline 3 – Hygiene, health and environmental protection
- OIB guideline 4 – Safe use and barrier-free access
- OIB guideline – Terminology

Technical guidelines for precautionary fire prevention (TRVB)

- TRVB 102: Escape route orientation lighting
- TRVB 107: Fire safety planning
- TRVB 111: Smoke extractors for staircases
- TRVB S 112: High-pressure ventilator systems
- TRVB O 117: Fire safety in companies
- TRVB O 121: Fire safety plans
- TRVB 124 F: Correct fire extinguisher size
- TRVB S 125: Smoke and heat induction systems
- TRVB S 127: Sprinkler systems
- TRVB F 128: Immobile firefighting water supply systems
- TRVB 134 F: Parking, setting-up and moving areas for fire engines
- TRVB N 136: Event venues
- TRVB S 148: Fixing systems for fire doors
- TRVB S 151: Fire control systems
- TRVB S 158: Electro-acoustic emergency systems
- TRVB S 159: Signal transmission systems in buildings

Barrier-free access

- ÖNORM B 1600: Barrier-free architecture – Planning basics. Section 3: Outdoor areas and facilities – Establishing access in buildings. Section 5: Buildings
- ÖNORM B 1603: Barrier-free tourism and leisure facilities – Planning basics, Section 8: Event areas
- ÖN B 1610: Barrier-free buildings and facilities – Evaluation

Lighting – lightning conductors

- ONR 15106 0 (technical rules): Event technology. Guidelines, designations and definitions for the assembly, installation and operation of mobile lighting and sound systems
- ÖNORM EN 12464: Lights and lighting. Lighting the workplace. Part 1: Indoor workplaces
- ÖNORM O 1040: Artificial illumination of interiors
- ÖNORM O 1052: Light emissions
- OVE/ ÖNORM E 8001-7-740: Temporarily erected electrical systems for temporary structures, amusement facilities, booths and stalls at fairgrounds and for circuses.
- OVE regulation R 6-1 – Lightning conductors – Measures for temporary structures
- ÖVE/ ÖNORM 62305-3: Lightning conductors – Protection of construction sites and workforce

Fire safety – fire extinguishers

- ÖNORM A 3800: How materials burn, excluding building products. Part 1: Requirements, inspections and evaluations
- ÖNORM B 3822: How furnishing and fitted materials burn – decorative articles, checks and classification
- ÖNORM B 3825: How furnishing and fitted materials burn – furniture covers
- ÖNORM B 3850: Fire safety closures – Wing-door and gate systems, swing doors. Requirements and inspections for single and double-wing elements
- ÖNORM B 3851: Smoke-proof doors – Hinged doors, swing doors and gates. Requirements and inspections for single and double-wing elements.

Requirements and inspections

- ÖNORM B 3852: Fire safety doors – Lifting doors, sectional lifting doors, tilting, rolling, sliding and folding doors, fabric doorways. Requirements and inspections
- ÖNORM B 3853: Smoke-proof doors – Lifting doors, sectional lifting doors, tilting, rolling, sliding and folding doors, fabric doorways. Requirements and inspections
- ÖNORM B 3860: Fire safety doors – Loft trapdoors with and without step ladders
- ÖNORM EN 13773: Textiles – Fabric and net curtains – Burning properties – Classification scheme
- ÖNORM EN 14115: Textiles – Burning properties of materials for roofs and ceilings, large tents and related products
- ÖNORM EN 1866: Mobile fire extinguishers. Part 1: Properties, extinguishing power, inspections
- ÖNORM EN 3: Portable fire extinguishers. Part 7: Properties, extinguishing power, requirements and inspections
- ÖNORM B 2474: Control systems in passenger and goods lifts in cases of fire
- ÖNORM EN 81: Safety rules for the construction and installation of lifts – Special uses for passenger and goods lifts. Part 72: Firefighting lifts
- ÖNORM EN 1869: Fire blankets
- ÖNORM B 3807 2007: Comparative fire resistance table
- ÖNORM EN 13501-2 2010: Classification of construction products – fire resistance
- ÖNORM EN 2: Fire classifications
- ÖNORM EN ISO 13943: Fire safety – Terminology
- ÖNORM F 2030: Fire safety labelling
- ÖNORM F 2031: Plan view layout for fire safety infrastructure
- ÖNORM B 3859: Fire safety doors – Hinges and fittings
- Stage technology and machinery
- ÖNORM M 9630: Stage technology and machinery. Part 1: General. Part 2: Overhead stage machinery. Part 3: Sub-stage machinery. Part 4: Mechanical fire safety devices
- ÖNORM M 9631: Machine technology used on/in/above/for stages – Operation and maintenance guidelines
- ÖNORM M 9632: Machine technology used on/in/above/for stages – Inspection guidelines
- ÖNORM M 9633: Event technology – Traverse systems. Provision, use and inspection
- ÖNORM EN ISO 4413: Fluid technology – General rules and technical safety requirements for hydraulic devices and components (stage technology)
- ONR 139633: Traverse systems. Use and inspection Temporary structures – Leisure - Tents
- ÖNORM EN 13782: Temporary structures – Tents – Safety
- ÖNORM EN 13814: Temporary structures and facilities for venue spaces and amusement parks – Safety. Pt. 6: Requirements for the construction and manufacture of temporary structures. Pt. 7: How to use and operate rides and other temporary structures
- ÖNORM EN 14960: Inflatable playground items – Technical safety requirements and inspection procedures
- ÖNORM EN 15619: Fabrics coated with rubber or synthetic substances – Safety in temporary structures (tents) – Specifications for coated textiles for tents and structural accessories
- ÖNORM EN 15567. Sports and leisure facilities – Rope and cable parks. Part 1: Construction and technical safety requirements. Part 2: Operational requirements
- ÖNORM EN 1176. Playground and playroom floors. Part 1: General technical safety requirements
- ÖNORM EN 1177: Shock-absorbent play room and playground floors, determining critical fall heights. Part 1: Construction and technical safety requirements. Part 2: Operational requirements

Glass in construction

- ÖNORM B 3716: Glass in structural building – Constructive building with glass. Part 1: Basic aspects. Part 3: Vertical glazing with fall prevention functions. Part 4: Glass floors that can be stood on, walked on and driven on

Show lasers

- ÖNORM S 1105: Lasers – Technical means of preventing damage and injury from laser beam effects when performing to the public or demonstrating laser devices
- ÖNORM S 1100: Laser safety officers.
Part 1: Areas or responsibility and jurisdiction.
Part 2: Training requirements
- ÖVE/ ÖNORM EN 60825: Laser device safety.
Part 1: Classification of systems and requirements

Authorised loads

- ÖNORM B 1991 Eurocode 1: Effects on load-bearing structures. Part 1-1: General effects – Weighting, net weight, payloads in above-ground structures. Part 1-4: General effects – wind loads

Pyrotechnics

- ÖNORM EN 16256: Pyrotechnical objects.
Pyrotechnical objects for stage and theatre.
Part 1: Terminology. Part 2: Categories of pyrotechnical objects for stage and theatre.
Part 3: Requirements for construction and function.
Part 4: Minimum requirements regarding labelling and operating instructions.
Part 5: Inspection procedures.
- ÖN EN 14035-2 2003: Fireworks and pyrotechnics – Categories

Sports halls – sports facilities

- ÖNORM B 2605: Outdoor sports facilities – Pitches, courts and athletics facilities. Guidelines for planning and implementation
- ÖNORM B 2608: Sports halls. Guidelines for planning and implementation
- ÖNORM EN 12193: Lights and lighting – Sports facility lighting

Staircases, handrails and balcony barriers

- ÖNORM B 5371: Staircases, handrails and balcony barriers in buildings and outdoor amenities – Dimensions

Doors and gates / Locks, hinges and fittings

- ÖNORM EN 1154: Locks and fittings – Door closing systems, controlled closing sequence, requirements and inspection procedures
- ÖNORM EN 1155: Locks and fittings – Electrically powered locking devices for wing doors, requirements and inspection procedures
- ÖNORM EN 1158: Locks and fittings – Door dampers, requirements and inspection procedures
- ÖNORM EN 179: Locks and fittings for emergency exits with push bars and push plates
- ÖNORM EN 1125: Locks and fittings, panic doors with horizontal push bars
- ÖNORM B 5330: Internal doors, part 1
- ÖNORM EN 13241: Doors – Product norms, properties and characteristics
- ÖNORM B 1205: Doors, requirements for building, operation and maintenance
- ÖN EN 16005: Electrically driven closing systems – Safety in use
- ONR 25340: Fittings on doors along escape routes

Audience facilities

- ÖNORM EN 13200: Audience facilities and areas

Noise

- ÖAL regulation no.3: Evaluation of noise levels in neighbouring areas
- ÖNORM S 5004: Measuring noise levels
- ÖN S 5012: Noise emission fundamentals – Hotels, restaurants, discos
- ÖN S 5021: Noise emission fundamentals – Spatial planning
- ÖN EN ISO 80000-8: Types and units – Acoustics

Various

- ÖNORM DIN 18201: Tolerances in above-ground architecture
- ÖNORM EN ISO 7010: Graphics symbols – Safety colours and symbols – Registered safety symbols
- ÖNORM L 1122: The inspection and care of trees
- ÖNORM EN 135779: Ventilation of non-residential buildings – General principles and requirements for ventilation, air-conditioning and cooling systems
- ÖNORM ISO 20121: Sustainable event management systems – Requirements, instructions and applications
- ÖNORM Z 1020: First aid kits for workplaces and building sites
- Regulations for automatic sliding doors along rescue service access routes (AutSchR), (Publisher: German Institute for Building Technology. Source: German Institute for DIN Technical Rules, Verlag Ernst & Sohn)



BRING YOUR BOOTH TO THE VENUE

3

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OFFICIAL DELIVERY AND SHIPPING GUIDELINES



OFFICIAL SHIPMENT, CUSTOM CLEARANCE AND ONSITE HANDLING AGENT

FREIGHT FORWARDING

Contact detail (NOT FOR DELIVERY)
FAIREXX - Logistics for Exhibitions GmbH
Marienstrasse 28
12207 Berlin / Germany

Mr. Stefan Grunwaldt
TEL +49-30-4403 4713
WEB stefan.grunwaldt@fairexx.com

Fairexx Expo Logistics have been appointed as the official freight forwarder, customs clearance agent and drayage contractor for EASL Congress 2023. For safety and time reasons no other contractor will be permitted to operate lifting/delivery into the venue.

The range of services provided by Fairexx Expo Logistics includes:

- Transport - national and international delivery
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

These shipping and delivery guidelines will assist your preparation for the correct and timely dispatch of exhibits to Vienna. Please follow the instructions closely.

CONSIGNING OF SHIPMENTS AND DEADLINE DATES

ROAD FREIGHT

Full Load Trucks / Part Load Trucks Scheduled Un-Loading / Re-Loading

Due to the limited space and the tight time-schedule all unloading operations are strictly operated by Fairexx Expo only. Trucks have to leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading.

Please request your preferred unloading time slots by sending the «Timeslot Request Form» (page 67) to Fairexx Expo until **Tuesday, May 30th 2023**.

Unloading time slots will be given until **Thursday, 15th June**. Please dispatch your trucks arriving according to the pre- arranged time of arrival and to the driving ban indicated below.

To request other services from Fairexx Expo, please use the corresponding forms in this manual or feel free to contact the Fairexx Expo team for more information.



Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Fairexx cannot be held responsible.

OFFICIAL DELIVERY AND SHIPPING GUIDELINES

DRIVING BAN

There is a general **nighttime driving ban** which applies:

- on all Austrian roads
- for heavy goods vehicles with more than 7.5 t mpw
- between 22H00 and 05H00

The **weekend driving ban** which applies:

- throughout Austria
- from Saturday 15H00 to Sunday 22H00
- on public holidays from midnight until 22H00.
- to lorries with trailers, if the maximum permissible weight (mpw) of the lorry or the trailer is more than 3.5 t.
- to lorries, articulated lorries and self-propelled agricultural machines with an mpw of more than 7.5 t.

All vehicles that get affected to the above on set-up and dismantling - have to arrive at the venue delivery address (Trabrennstrasse 5 / Gate: 1) - before the ban starts, to park up at the venue until getting off- and/or re-loaded.

Once the time the ban expires, vehicles must leave the venue-area immediately (after off-and/or re-loading).

Please check as well the following website for further details:
<https://www.asfinag.at/traffic/hgv-bus/lorry-driving-bans/>

DELIVERY AT MESSE WIEN

Full and part trailer loads should arrive at Messe Wien in accordance with the official build-up dates and pre-booked unloading slot.

DELIVERY ADDRESS



Fairexx Logistics GmbH
 c/o EASL CONGRESS 2023
 MESSE WIEN EXHIBITION & CONGRESS
 CENTER
 Trabennstraße 5 - GATE 1
 1020 Vienna
 Austria

(Please refer to LORRY ACCESS PLAN on page 71)

Vehicles are granted access to the exhibition grounds within their official time-slots, arranged with Fairexx. Therefore, as soon as loading/unloading is finalized, the vehicles must leave the loading bay and premises thereof.

Vehicles are not allowed inside the exhibit hall. Please note that only forklift trucks operated by the official logistics partner are permitted within the loading bay and halls.

There are no truck parking spots available on the premises of Messe Wien.

To find the closest parking spots, you may use the Asfinag App:
<https://www.asfinag.at/traffic/hgv-bus/parking-information/>

TICKET SYSTEM FOR ACCESS TO DELIVERY BAY - APPLICABLE

only for Monday 19th June and Tuesday 20th June

Upon your truck arrival at the Messe Wien, within your reserved time slot with Fairexx, Messe Wien will have a ticket system in place.

Every truck driver gets a ticket to open the gate when entering the fairground.

The ticket is valid for 1,5 hour to trucks up to 7,5- and 3 hours for the others.

If the truck driver stays more than allowed in the premises a fine of EUR 100 will be charged.

OFFICIAL DELIVERY AND SHIPPING GUIDELINES

CUSTOM CLEARANCE FOR SHIPMENTS TO AUSTRIA

TEMPORARY ENTRIES (GOODS RETURNING TO ORIGIN AFTER THE SHOW):

Carnet ATA for temporary imports

Packing list

Please use Carnet ATA only. All exhibits / material entered under temporary importation are subject to control and examination by Austrian customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Austrian Customs Authorities, otherwise heavy penalties might incur.

Please contact us in the case you intend to sell any temporary goods.

PERMANENT ENTRIES (GOODS TO BE CONSUMED DURING THE SHOW)

We can clear on definitive basis consumable materials such as brochures, giveaways and other promotional materials.

3 Originals of Proforma Invoice / packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels Nomenclature)

Please issue separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (Consumables & advertising material).

Certificate of Origin (Form A / EUR.1) if applicable. You may use the attached template. Temporary & permanent material must be packed separately, in different boxes.

RESTRICTED PRODUCTS

The following products are restricted and need special requirements and health certificates:

- pharmaceutical products
- any kind of food or beverages

If you are planning to ship food from a non-EU-country please get in touch with us at least four weeks prior to the opening of the congress.

LABELLING – MARKING OF PACKAGES

All shipments to our advance receiving warehouse must be labelled with an appropriate label, you find the template here below. Please do not use any other labels.

Please number every package consecutively and make sure that the following information is indicated on every package:

EASL Congress 2023	Please mark all packages with numbers:
Name of Exhibitor	1 of ... / 2 of ... / 3 of ... etc.
Hall no. / Stand no.	
Fairexx c/o EASL 2023	

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the show.

SHIPPING ADVICE

All shipments to EASL CONGRESS 2023 needs to be pre-advised. Please send us all relevant shipping-details (carrier, AWB-No) as soon as available.

STORAGE

EMPTIES

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress centre and are not accessible after collection.

Empties are the exhibitor's sole responsibility. EASL cannot be held responsible for exhibitor's belongings. Exhibitors can order through Fairexx Expo Logistics the storage of the empties. Fairexx Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

ACCESSIBLE STORAGE

If you require assessable storage of promotion material please let us know seven days prior to the opening of the congress. Small quantities of storage material can be handed over to our on-site staff.

OFFICIAL DELIVERY AND SHIPPING GUIDELINES

SHIPMENTS ORIGINATING FROM OUTSIDE THE EUROPEAN UNION (EE. UNITED STATES, CANADA, SWITZERLAND, ETC.)

COURIER SHIPMENTS

Send via FEDEX , DHL, UPS, TNT (and other courier companies)

Please note: Despite their promise courier companies cannot make customs clearance, as they lack an EORI number! Shipment for temporary importation via ATA-Carnet and/or via commercial invoice (goods that will be returned after event) must be sent by airfreight (please see instructions below) as courier companies cannot arrange any temporary customs clearance.

We strongly recommend sending your courier shipments to our warehouse. We cannot guarantee an on time delivery to the exhibition booth in case your shipment arrives later than **7th June 2023**.

Please consign all courier shipments to the following address:

FAIREXX – Logistics For Exhibitions GmbH
for: EASL 2023
Gottlieb-Daimler-Strasse 3
50181 Bedburg
Germany
Phone: +49 (0)2272 996 90 21

We strongly recommend Exhibitors not to send courier shipments directly to the venue/stand. For shipments sent directly to the stand no liability is accepted.

AIRFREIGHT

Your shipment must arrive at **Cologne german airport** (CGN) no later than **6th June 2023**.

Please consign to:

FAIREXX - Logistics for Exhibitions GmbH
c/o Cargo 24/7 Logistics Worldwide GmbH
Ferdinand-Porsche-Strasse 22
51149 Cologne
Germany

We kindly ask you to send us a pre-advice at least one day before departure including a copy of the airwaybill and a copy of the commercial invoice / packing list.

DOCUMENTATION

For shipments outside of the European Union, we require the following Documents for the customs clearance:

- 3 Originals of Proforma Invoice / packing List in English, showing weights / sizes and values / exact description
- separate Invoices for Temporary Importation (Exhibits)
- and permanent Importation (consumables, brochures etc)
- Serial numbers and pictures of every item that needs to be imported temporarily
- if necessary: Certificate of Origin (Form A / EUR.1)
- if necessary: Special certificates (health / veterinary)

All exhibits / material entered under temporary importation are subject to control and examination by EU customs for Inward and Outward movements.

Any exhibits remaining in Austria or the EU after closure of the Exhibition are subject to Duties and / or Taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 25% on our official handling tariff.

SHIPMENTS ORIGINATING FROM THE EUROPEAN UNION

GROUPAGE ROADCARGO, COURIER SHIPMENTS (DHL, FEDEX , ETC.)

We strongly recommend sending your groupage or courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **13th June 2023**.

Please consign all groupage or courier shipments to the following address:

FAIREXX - Logistics For Exhibitions GmbH
Gottlieb-Daimler-Strasse 3
50181 Bedburg
Germany
Phone: +49 (0)2272 996 90 21

OFFICIAL DELIVERY AND SHIPPING GUIDELINES

INSURANCE

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Fairexx Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Fairexx Expo are not liable for any losses, theft or pilferage.

BASIC CONDITIONS OF CONTRACT

All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.

All special transport and crane services are based upon the « Basic conditions of contract » for special transport and crane services - BSK" latest edition.

The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and begins with collection of the freight at the exhibition stand, even during the exhibitors absence, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Berlin for both sides.

Our invoices will be due immediately after issuance without any further notice according to ADSp.

Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.

PAYMENT

All shipments and services are subject to payment before delivery to booth/service delivery. We accept the following methods of payment:

- Bank Transfer: please provide a copy of the Transfer Statement
- Credit Card: please inform us of your card details in advance (not for customs expenditures unless with an additional 5 % service fee)
- Cash: all major currencies accepted



A – Booking form on site handling

EXHIBITION	EASL CONGRESS 2023 - Vienna/Austria
Exhibitor	
Booth No.	
Company name	
Address	
Postcode and City	
Country	
Phone	
Email	
VAT No.	

FAIREXX Logistics for
Exhibitions GmbH
Marienstrasse 28
12207 Berlin · Germany

Phone +49 30 4403 47 11
Fax +49 30 4403 47 79
marco.junghans@fairexx.com
www.fairexx.com

FORKLIFT FOR (UN)LOADING	Build up	Date	Time
	Dismantling	Date	Time
	Size of truck		
	<input type="checkbox"/> Part load trailer	Idm:	
	<input type="checkbox"/> Full load trailer	No. of trailers:	

FORKLIFT FOR STAND ASSISTANCE	Build up	Date	Time
	Dismantling	Date	Time
	Extra equipment	<input type="checkbox"/> slings	<input type="checkbox"/> shackles

STORAGE	<input type="checkbox"/> empties	<input type="checkbox"/> give away, tools	<input type="checkbox"/> lifting equipment
Type of storage	cbm:	cbm:	
Estim. volume			

CREDIT CARD	Credit Card No.	
<input type="checkbox"/> Visa	Valid Through	
<input type="checkbox"/> Mastercard	CVC Code	
<input type="checkbox"/> Amex	Name Card Holder	
	Authorised Signature	
	Date and Stamp	

Please return answer to ↓
stefan.grunwaldt@fairexx.com

TERMS	As space and equipment is limited, all times stated on forklift bookings are considered as a request. We will send you a time slot and booking number as confirmation.
--------------	---



Timeslot Request Form

FAIREXX Logistics for
Exhibitions GmbH
Marienstrasse 28
12207 Berlin · Germany

Phone +49 30 4403 47 11
Fax +49 30 4403 47 79
www.fairexx.com

**This form is not
applicable for shipments
via warehouse or
courier deliveries like
DHL, FedEx, etc.**

EXHIBITION	EASL CONGRESS 2023 - Vienna/Austria
Exhibitor	
Booth No.	
Contractor contact details	
Company name	
Address	
Contact	
Phone	
Fax	
Email	

SHIPMENT DETAILS	
<input type="checkbox"/> Transit van	Size
<input type="checkbox"/> Part load trailer	Loading meters
<input type="checkbox"/> Full load trailer	No. of trailers
	Total gross weight
	Volume
	ldm
	kgs
	cbm

LOADING SLOTS	Build up	Date	Time
	Dismantling	Date	Time
	Build up	Date	Time
	Dismantling	Date	Time
	Build up	Date	Time
	Dismantling	Date	Time

FORKLIFT SERVICES	needed for loading	<input type="checkbox"/> yes	<input type="checkbox"/> no
	needed for unloading	<input type="checkbox"/> yes	<input type="checkbox"/> no

TERMS	Any form received later than 30-MAY-2023 will be subject to a surcharge of 30% on the handling tariff. Slots will be given depending on size of shipment, stand size and location. Final Slots will be confirmed to you latest 05-JUNE-2023. Cancellation of booked and confirmed slots less than three days prior to confirmed time slot will be subject to a cancellation fee of 500,00 € regardless of vehicle size. Please send this form latest 30-MAY-2023 to one of the following contacts on the right.
--------------	---

Please return answer to ↓
stefan.grunwaldt@fairexx.com



B – Pre-advise warehouse delivery

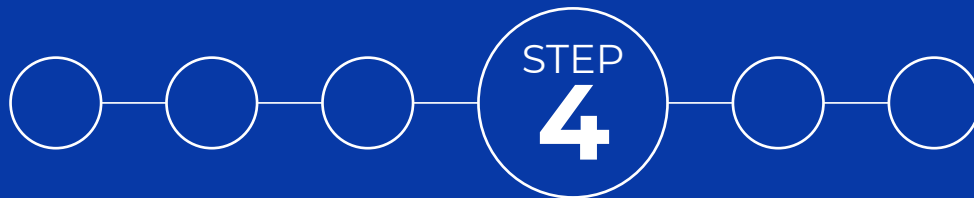
EXHIBITION	EASL CONGRESS 2023 - Vienna/Austria		
Exhibitor			
Booth No.			
Company name			
Address			
Postcode and City			
Country			
Phone			
Email			
VAT No.			
PRE-EVENT INFORMATION	Shipment meant for / to warehouse		
	No. of packages		
	Gross weight		
	Measurements in cm	volume:	cbm:
Mode of transport	<input type="checkbox"/> Airfreight*	<input type="checkbox"/> Seafreight*	<input type="checkbox"/> Courier* <input type="checkbox"/> Road
	Date of arrival latest		
	Date delivery on stand		
POST EVENT INFORMATION			
Return transport	<input type="checkbox"/> Yes, to origin	<input type="checkbox"/> Yes, but to other address	<input type="checkbox"/> No
To be arranged by	<input type="checkbox"/> Fairexx	<input type="checkbox"/> Other: _____	
CREDIT CARD	Credit Card No. _____		
<input type="checkbox"/> Visa	Valid Through _____		
<input type="checkbox"/> Mastercard	CVC Code _____		
<input type="checkbox"/> Amex	Name Card Holder _____		
	Authorised Signature _____		
	Date and Stamp _____		

FAIREXX Logistics for
Exhibitions GmbH
Marienstrasse 28
12207 Berlin · Germany

Phone +49 30 4403 47 11
Fax +49 30 4403 47 79
marco.junghans@fairexx.com
www.fairexx.com

** Please send a copy of
air waybill or waybill*

Please return answer to ↓
stefan.grunwaldt@fairexx.com



ORGANIZE YOUR SCHEDULE FOR ON-SITE



HEALTH AND
SAFETY & TRAVEL
GUIDELINES
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COMING TO VIENNA
AND THE VENUE
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HEALTH AND SAFETY & TRAVEL GUIDELINES

HEALTH & SAFETY

All face-to-face EASL events follow the latest in health and safety measures. Your safety is our priority. We are merging the very best of face-to-face events with cutting-edge developments in meeting technology. With more time for reflection, more space for comfort.

All session rooms, catering points, exhibition areas, and corridors will be arranged to keep delegates at a safe, yet friendly distance. You can once again enjoy mingling again with your peers, connecting nationally and internationally, across the full liver community.

EASL will take all possible measures to provide a health and safe environment. All visitors are expected to exercise their civil and professional responsibility towards the health of their peers, hosts, venue, patients, and family. Staff will be available onsite to address your questions or concerns.

We look forward to meeting again with you in a stimulating and secure setting.

HEALTH & SAFETY MEASURES AT THE VENUE

We are working very closely with the venue regarding health and safety measures.

For any updates, please visit the Congress website:

<https://www.easlcongress.eu/venue/>

If you have any other questions, please email us at: easlcongress@easloffice.eu

Please note that the EASL congress venue (Messe Wien Exhibition & Congress Center) works depending on the government regulations and the Corona traffic in Austria.

Read more about the safety measures taken at MESSE WIEN:

<https://www.messecongress.at/information-covid-19/?lang=en>

COVID-19 MEASURES IMPLEMENTED IN AUSTRIA

Before travelling and organizing your stay in Vienna please make sure you check out the Austrian Government official website for up to date COVID measures implemented in the country.

Please refer to the official website for all information:

https://www.oesterreich.gv.at/en/themen/coronavirus_in_oesterreich/pre-travel-clearance.html

TRAVEL GUIDELINES

VISA AND DOCUMENTATION REQUIRED TO TRAVEL TO AUSTRIA

It is the responsibility of the company to ensure having adequate information and/or entry and visa documents to travel to the country of the event.

Entry and visa information is available:

https://www.oesterreich.gv.at/en/themen/leben_in_oesterreich/visum_fuer_oesterreich.html

It is recommended that you plan your travel in advance and that you apply for your visa early, should you need one. The Organiser is NOT responsible for arranging visas. However, should you need an official invitation letter for visa application purposes, please contact EASL CONGRESS registration team at: easlcongress.registration@easloffice.eu

No exhibition, sponsorship and registration fees refunds will be issued for cancellation or non-attendance due to failure to obtain a visa. In any case, the Organiser cannot be held responsible for any inconvenience relating to non-observance or noncompliance to the country law, rules, and regulations.

COMING TO VIENNA AND THE VENUE

ACCESS FOR BUILD-UP AND DISMANTLING

ADDRESS

MESSE WIEN EXHIBITION & CONGRESS CENTER

Trabrennstraße 5
1020 Vienna, Austria
Access: via GATE 1

TRAFFIC RESTRICTION IN AUSTRIA

Please remember that a **DRIVING BAN** applies in AUSTRIA during nighttime, weekends and public holidays; see details on the following website:

<https://www.asfinag.at/traffic/hgv-bus/lorry-driving-bans/>

<https://www.wko.at/service/verkehr-betriebsstandort/start.html>

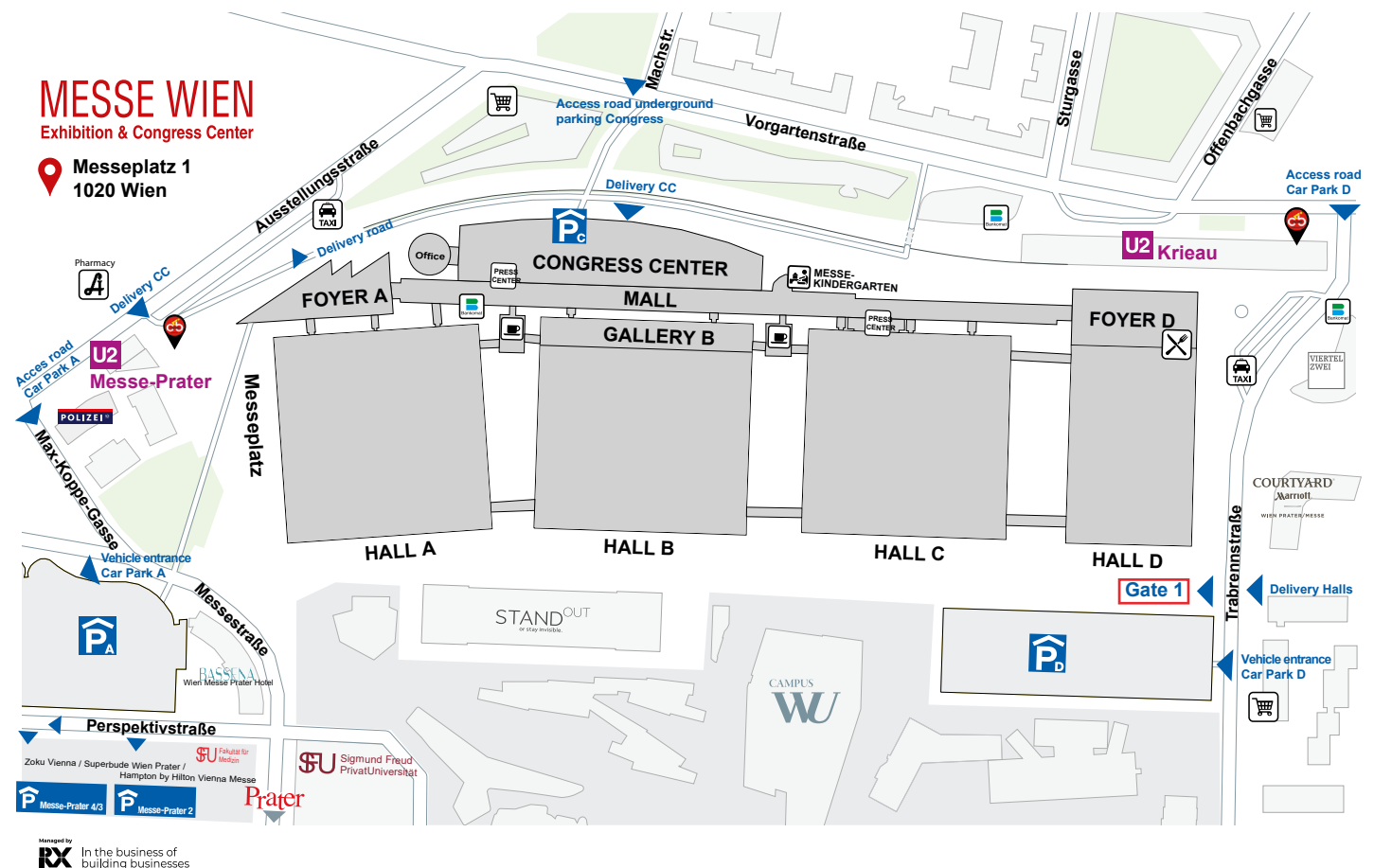
LORRY ACCESS MAP

Vehicles are granted access to the exhibition grounds within their official time-slots, arranged with Fairexx. Therefore, as soon as loading/unloading is finalized, the vehicles must leave the loading bay and premises thereof.

There are no truck parking spots available on the premises of Messe Wien.

To find the closest parking spots, you may use the Asfinag App:

<https://www.asfinag.at/traffic/hgv-bus/parking-information/>



SCHEDULE

STANDS SCHEDULE

TYPE OF SET-UP	SAT. JUNE 17 TH	SUN. JUNE 18 TH	MON. JUNE 19 TH	TUE. JUNE 20 TH
Space only (self-build stands of 50 sqm or more)	14:00 - 22:00	8:00 - 22:00	8:00 - 22:00	8:00 - 16:00
Space only (self-build stands)			8:00 - 22:00	8:00 - 16:00
Shell scheme booth provided by EASL				8:00 - 16:00

DELEGATES HOURS*

	WED. JUNE 21 ST	THU. JUNE 22 ND	FRI. JUNE 23 RD	SAT. JUNE 24 TH
Registration hours**	7:30 - 18:00	7:30 - 18:00	7:30 - 18:00	7:30 - 18:00
Exhibition opening hours <i>(it is mandatory for the staff to be on their stands at those hours)</i>	9:00 - 18:00	9:00 - 18:30	9:00 - 18:00	9:00 - 17:00
Lunchtime	13:15 - 14:45	12:30 - 14:00	12:30 - 14:00	12:30 - 14:00
Morning coffee breaks	10:00 - 10:30	9:45 - 10:30	9:45 - 10:30	9:45 - 10:30
Afternoon coffee breaks	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	15:15 - 16:15

* subject to change

** **group badge pick-up:** Tuesday June 20th from 16:00 to 19:00

POSTER TOURS

Poster tours will be held at the Track Hubs, in the exhibition hall, during break and lunchtimes. Programme will be published in May.

COMPLIANCE

Exhibition restricted access for delegates with non-medical-prescriber status:

In accordance with applicable European and national regulations (EFPIA code of practice), the access to the commercial exhibition for delegates with non-medical-prescriber status is not permitted.

ACCOMMODATION

EASL has officially appointed B-network as the accommodation partner for the EASL congress 2023 in Vienna.

B-Network offers you:

- Negotiated rates for your stay in Vienna
- No booking fees
- A dedicated team of accommodation specialists
- A wide selection of hotels of all categories and styles in the vicinity of your event and in the city center
- A personalized and tailor-made service
- Assistance before, on-site and after the event

For your individual bookings, official hotel booking website is open. For your group bookings and/or for any further assistance, do not hesitate to contact them:



HOTEL RESERVATION CONTACT

B-Network
Miquel Dalmau
 Mail: easlhotels@b-network.com
 Tel.: + 34 93 550 03 50

ON-SITE

EXHIBITION - EXHIBITORS ACCESS

WEDNESDAY JUNE 21 ST	THURSDAY JUNE 22 ND	FRIDAY JUNE 23 RD	SATURDAY JUNE 24 TH
08:00 - 19:00	08:00 - 19:00	08:00 - 19:00	08:00 - 17:00 (dismantling starts at 18:30)

ELECTRICAL SUPPLY SCHEDULE

	SATURDAY JUNE 17 TH	SUNDAY JUNE 18 TH	MONDAY JUNE 19 TH	TUESDAY JUNE 20 TH	WEDNESDAY JUNE 21 ST	THURSDAY JUNE 22 ND	FRIDAY JUNE 23 RD	SATURDAY JUNE 24 TH
Intermittent	8:00 - 20:00	8:00 - 20:00	8:00 - 20:00	8:00 - 20:00	8:00 - 19:00	8:00 - 19:00	8:00 - 19:00	8:00 - 18:00

If you need a permanent power supply for a fridge, a server, etc., a specific order has to be placed on D&P webshop:
<https://www.dparchi.com/salons/EASL-2023>

BADGES

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for every 9 sqm thereafter. Any additional exhibitor will be charged an exhibitor registration fee of EUR 200.00 (VAT excluded).

Exhibitor badges can be collected during registration hours from the exhibitors' registration desk.



CONGRESS REGISTRATION

Congrex Switzerland Ltd.

Reinacherstrasse 131
CH-4053 Basel Switzerland

MAIL easlcongress.registration@easloffice.eu

TEL +41 61 686 77 93

WEB <https://www.easlcongress.eu/registration/>

The wearing of build-up and dismantling passes is mandatory during set-up and dismantling hours. The person responsible for your booth will have to collect these passes at the hall entrance and distribute them to booth staff, builders and crews.



ON SITE ASSISTANCE

D&P staff will be at your disposal during exhibition set-up, first day of opening and dismantling times for any questions you may have, regarding:

- shell scheme booth
- exhibitor services (furniture, etc.)



At Exhibitors help desk located in Hall B



BOOTH SECURITY DURING THE SHOW

The exhibitors are responsible for manning their booth during the show and making sure all valuable is safely stowed when the exhibition closes. EASL will not be responsible for any theft robbery made on the exhibitors booth.

POLICE STATION



Polizeiinspektion Ausstellungsstraße
1020 Wien, Ausstellungsstraße 44
+43 1 31310 63311

CONTACTS



CATERING ENQUIRIES

GERSTNER

Mrs Madlena Demir

TEL +43 664 888 93 244

MAIL ecc@gerstner.at

WEB www.gerstner.at



OFFICIAL SHIPMENT, CUSTOM CLEARANCE AND ONSITE HANDLING AGENT

FAIREXX - Logistics for Exhibitions GmbH

Marienstrasse 28

12207 Berlin / Germany

Mr. Stefan Grunwaldt

TEL +49-30-4403 4713

WEB stefan.grunwaldt@fairexx.com



ORGANIZERS

EASL

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Head of Business Development

TEL +41 (0)22 807 03 66

MAIL olga.kruger@easloffice.eu

Gisela Valky-Pons

Partner Solutions Coordinator

TEL +41 78 215 72 79

MAIL gisela.valky-pons@easloffice.eu



LEAD RETRIEVALS BOOKINGS

EASL

Gisela Valky-Pons

Partner Solutions Coordinator

TEL +41 78 215 72 79

MAIL gisela.valky-pons@easloffice.eu

PLEASE REFER TO p.80 FOR MORE DETAILS ON THE PROPOSED SYSTEM.



AV SUPPLIES FOR SATELLITE SYMPOSIA

ACS

TEL +31 646 111 527

MAIL easl@acsaudiovisual.com



ADDITIONAL AV SUPPLIES FOR MEETING ROOMS & EXHIBITORS

D&P ARCHITECTURE DE COMMUNICATION

26-28 rue du Chemin Vert

78610 LE PERRY-EN-YVELINES

FRANCE

TEL +33 1 34 84 84 84

MAIL easlcongress@dparchi.com

WEB <https://www.dparchi.com/salons/EASL-2023>



ACCOMMODATION OFFICE

B-NETWORK

Miquel Dalmau

Tel + 34 93 550 03 50

MAIL easlhotels@bnetwork.com



HOSTESSES

TEMPO CONSULTING

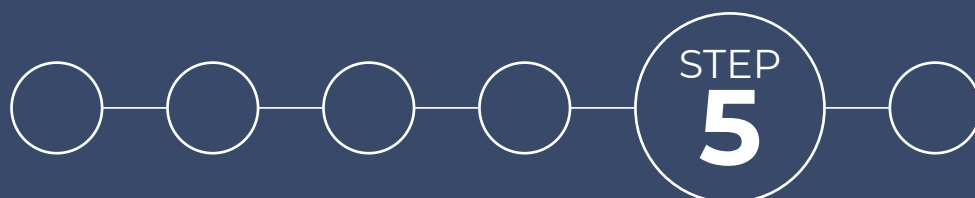
Michael Mazzini

2 Chemin des Chaumets

1239 Collex-Bossy SWITZERLAND

TEL +41 76 537 46 74

MAIL easl.hostesses@easloffice.eu



LEAVING THE VENUE

DISMANTLING
p. 76

5

DISMANTLING



DISMANTLING DAYS AND HOURS 2023

Saturday > 24th June 18:30 – 23:00*

Sunday > 25th June 08:00 – 18:00*

DISMANTLING RULES



*** Please remember driving ban applies in Austria at nighttime, weekends and public holidays. Please plan your dismantling and move-out accordingly and liaise with FAIREXX to arrange your time slot.**

Dismantling and move-out must be done imperatively at the indicated date. Exhibitors must leave the location used in the same condition before installation and respect the schedule here indicated schedule.

Extra hours of occupation will be invoiced to the exhibitor, without prejudice.

Exhibitors should remove their own structures, equipment and/or products before the end of the period reserved for moving-out and/or dismantling. Messe Wien Exhibition

& Congress Center reserves the right to remove the exhibitor's property from the premises by any means and at the exhibitor's expenses and risks. This includes the non-removal of the exhibitor's booth or its elements such as the floor, carpet, etc.

Dismantling of stand fittings and displays will start after the closing of the exhibition and when the hall is clear of visitors, initially, only hand carries and trolley items may be removed. All stands must be dismantled and the halls clear by 18:00 on Sunday June 25th.

Exhibitors that have arranged for couriers to pick up goods must ensure that all items are clearly labelled with destination, company name, courier name and any authorization codes. As with exhibitor access, courier access authorization will need to be arranged to ensure delivery/pick up is possible. Prior consent is required for exhibitors to move out or breakdown before the agreed time.

STAND BUILDER CONTACT

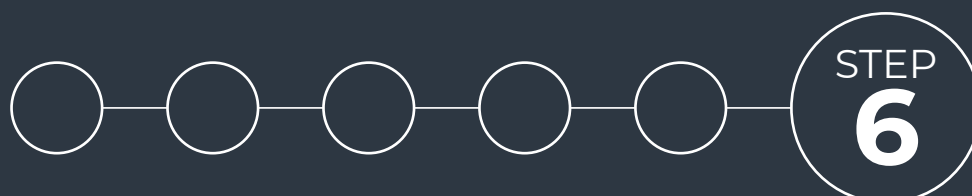
During the dismantling, the Organizer need to be able to contact any representative or supervisor of a booth. D&P will centralize this information by collecting your name and mobile phone:



use the appropriate form on
<https://www.dparchi.com/salons/EASL-2023>



send an email to D&P on
easlcongress@dparchi.com



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SATELLITE SYMPOSIA

SCHEDULE

Industry Satellite Symposia Slots at the EASL Congress 2023:

Wednesday	21 June	13:30–14:30
Thursday	22 June	12:45–13:45
Friday	23 June	12:45–13:45
Saturday	24 June	12:45–13:45

ORGANISATION

Satellite symposia are organised and entirely supported by the Industry. Their nature, including the selection of topics, must be educational and not promotional.

SYMPOSIUM TITLE AND DESCRIPTION

No commercial names may appear in the titles of the symposia nor in the topics of individual presentations. In symposia titles, only class names are allowed. Non-proprietary names of individual compounds are permitted in titles of individual presentations. Likewise, diagnostic material or procedures may not be called by their commercial names.

PROGRAMME SUBMISSION

Please submit an editable word document indicating date and time of your satellite symposium. The agenda should contain a title, subtitles and learning objectives of the session.

Please indicate the name of the speaker and their email address.

Deadline to submit industry sponsored session programmes 30/4/2023.

The session programmes are subject to validation by the EASL scientific programme committee.

SYMPOSIUM SPEAKERS AND CHAIR PERSONS

1. General

The sponsoring company of the Satellite Symposium may select speakers and topics. Slides must be prepared by the speakers and not by the sponsoring companies. No brand names are allowed as part of the design. Rehearsals are only allowed to coordinate presentations, and not to exert influence on the speakers towards biased presentations. Rehearsal time and possibility depends on the availability of the room.

2. EASL Governing Board

According to EASL policy, no EASL Governing Board member is allowed to participate in any sponsored public activities during EASL Congress 2023.

3. Sponsoring company speakers

A maximum of one speaker belonging to the sponsoring company is allowed.

4. Speaker involvement in multiple programmes

Any speaker may not be involved in more than two industry symposia. Each company will be notified should one of their selected speakers already be involved in two other programmes. Invitations to the speakers may only be sent out, upon approval of the Industry Symposia programme by the EASL Governing Board.

5. Speaker registration and expenses

Speakers of EASL's scientific programme are entitled to claim reimbursement for their travel and accommodation expenses within the limits of EASL's Terms and Conditions for faculty. These are available on the sponsor portal as well as upon direct request with the EASL Business Development team.

The travel and accommodation expenses of speakers involved in both an industry sponsored satellite symposium and the EASL scientific programme, should be covered equally by both parties, EASL and the satellite symposium organiser.

Registration is excluded and 100% covered by EASL for speakers invited by EASL to contribute to the congress scientific programme.

EASL will reach out to sponsors to claim 50% of the speaker's expenses, within 2 months after the EASL Congress. EASL will not reimburse or cover any expenses of speakers who are not part of EASL's scientific programme.

This regulation applies regardless of when the industry partner selects its speaker and regardless of when the speaker is invited to participate in the EASL Congress. If, for any reasons, sponsors cannot follow this procedure, a flat compensation rate of 500.00 € applies per concerned speaker for Europe-based faculty and 1,250.00 € for faculty requesting overseas travel-arrangements.

PROGRAMME CONTENT AND APPROVAL

The sponsoring organisation must submit a full symposium proposal to the EASL Office. The final decision on the programme schedule however resides with the EASL Governing Board who is responsible for balanced scientific content across all symposia.

Please send your scientific agenda as an editable word document to industry@easloffice.eu

In your scientific agendas and printed material please refer to the session as Industry Satellite Symposium or in plural Industry Satellite Symposia. The event name is EASL Congress 2023.

Topics, speakers and chairs of integrated symposia must be approved by the EASL Governing Board.

In the case where the EASL Governing Board disapproves

INDUSTRY SPONSORED SESSIONS 2023

the Satellite Symposium programme, each party will be entitled to cancel the Satellite Symposium booking without any penalty fees for the cancellation or for any damages caused by the cancellation to the other party. Accordingly, upon such cancellation, neither of the parties will have any claims, demands or lawsuits towards the other.

CATERING

Should you wish to serve alcohol on your booth, please note that some restrictions apply.

For all information, kindly contact the EASL team at:

industry@easloffice.eu

For catering needs, please contact the official catering partner directly:

GERSTNER EXHIBITION & CONGRESS CATERING

Mrs Bernadette Chevalier Dorer

TEL +43 664 9616 098

MAIL ecc@gerstner.at

WEB www.gerstner.at

HOSTESSES

If hostess services are required before/during/after an Industry Sponsored Session or on your booth, please send your request to the EASL office at easl.hostesses@easloffice.eu by **Friday 26th May 2023**.

Note: Hostesses booked through EASL will receive a free badge. If you prefer to bring your own hostesses, please note that they must be registered during the group registration process.

PRINTED MATERIALS AND SIGNAGE

The sponsor is permitted to produce printed matter (posters, programme, abstracts or proceedings). This material must be submitted for approval to the organiser at the latest 4 weeks before the start of EASL Congress 2023 and must mention:

'Integrated Symposium of EASL Congress 2023, 58th Annual Meeting of the European Association for the Study of the Liver.'

The sponsor is responsible for obtaining the speakers' authorisation. Post-congress publications (print or electronic) are subject to the same rule. Printed matter can be mailed in advance and/or distributed at the sponsor's exhibition booth, at the entrance of the lecture hall 30 minutes before the symposium, and in the sponsor's assigned hotel. A sign with the title of the symposium and the logo of the sponsoring company at the lectern and chair table is permitted. You have the right to place a roll up in front of your assigned lecture room up to 60 min before the

beginning of your session. Beyond the designated areas, no posters, signs or distribution of material is allowed within the lecture hall, in or around the congress center.

SYMPOSIA HALLS AND CAPACITY

Symposia halls are assigned by the organisers according to the number of attendees expected by the company hosting the Symposia, and to their ranking position and date of application.

Please note that all conference rooms will be set-up in theatre style. Bypassing the presentation system in the room or streaming on your own is not permitted.

ACCESS TO LECTURE HALLS

Important: You will only have access to your lecture hall 30 minutes before the start of your Satellite Symposium. For any special requests or for additional set-up time please contact: industry@easloffice.eu

To organize the delivery and distribution of your lunchboxes, please contact Gerstner.

LUNCH BOXES

Provided Catering

The following lunchbox will be included at 70% of the room capacity:

1 Baguette sandwich

1 Salad

1 Roll

1 Seasonal cake or fruit pie

1 Bottle of still water 0.5 l

Lunchboxes will be delivered in front of the room by Gerstner. To coordinate the distribution of those lunchboxes we recommend that a contact person from the sponsoring industry appears before the room to coordinate distribution with the catering team.

For more information please contact:

industry@easloffice.eu

DELEGATE ACCESS

Only registered Congress delegates are entitled to access Symposia. Each Symposium organiser is responsible for controlling the access to their session and for restricting the access for competitors' staff if they wish.

OTHER INDUSTRY SPONSORED ACTIVITIES

Information is available on the **industry prospectus**. Important: latest technical information and opening hours are on this manual and prevail over the those indicated on industry prospectus.

<https://industry.easl.eu/easlcongress2023>

INDUSTRY SPONSORED SESSIONS 2023

LIVE POLLING AND Q&A

EASL will be using SLIDO for Q&A and Live polling.

A specific SLIDO will be generated for each sponsor organising one or several symposia.

Industry will receive their access to the admin portal via email or via a link in order to build their interactivity activities.

Please note that a user guide will be provided in due to time including all the necessary information:

- In person participants will access SLIDO by scanning a QR Code.
- Virtual participants will access SLIDO directly via the player or by scanning the QR code in case they wish to use a second device.

For more information, feel free to visit:

<https://community.sli.do/knowledge-base>



LION LEADS APP

Experience the flexibility of the Lion Leads App, the best option for lead retrieval for booths and industry sponsored sessions.

Scan visitors' QR Codes with our premium iPhone rentals. Capture, comment and qualify your prospective clients straight away. Conduct custom survey and easily implement your company's opt-in text.

Key features:

- Offline scanning
- Edit lead details immediately after scanning
- Fully customised surveys (multiple choice, rating questions, etc.)
- Customised Opt-in function
- Custom qualifiers, comments and notes
- Graphical lead and qualifier statistics
- Automated cloud back ups
- Simple login via QR code
- Valuable reports including contact information, such as email and postal address
- Dedicated on site support

Please note that exhibitors are only allowed to scan the badges of congress participants with their approval. A registered congress participant cannot be refused to enter a booth or an industry sponsored sessions if they do not wish their badge to be scanned.

MEETING ROOM GUIDELINES

IMPORTANT DATES AND DEADLINES

There is a limited number of meeting rooms available within the Congress venue during EASL Congress 2023. Please contact the EASL secretariat for enquiries via:

industry@easloffice.eu

Meeting rooms will be open at the following times:

Wednesday	21 st June	07:30 - 19:00
Thursday	22 nd June	07:30 - 19:00
Friday	23 rd June	07:30 - 19:00
Saturday	24 th June	07:30 - 17:00

An option to use the meeting room outside of the regular schedule can be requested to industry@easloffice.eu

EASL POLICY REGARDING EXTERNAL MEETINGS, ANCILLARY MEETINGS AND BLACKOUT TIMES

All restricted times listed are reserved exclusively for EASL programmes, meetings and official functions of EASL Congress 2023. Events of more than 75 participants are not allowed in the venue premises and in the surrounding hotels during the following restricted times:

Wednesday	21st June 2023	Not allowed
Thursday	22nd June 2023	07:00 - 20:30
Friday	23rd June 2023	07:30 - 20:30
Saturday	24th June 2023	07:30 - 20:00

- EASL provides industry the right to hold company staff meetings, symposium slide previews involving company staff and invited speakers only, and clinical trial investigator meetings, provided that attendance be restricted to a limited number of investigators (less than 75 persons) within the daily schedule of EASL Congress 2023. Should the meetings involve a larger number of investigators, commercial companies are required to hold these outside the scheduled hours of the Congress.

- Explicitly excluded are any officially approved Industry Satellite Symposia. All such types of events are required to go through the EASL scientific approval process. Any decisions regarding programme approval by EASL is final. Appeals should be made in writing via EASL Congress secretariat. Any meeting taking place in the venue or in the neighbouring area that has not received prior approval from EASL is not permitted.

- All events planned at the congress venue, must be approved by EASL, and must comply with the applicable codes, laws and regulations.

CATERING

If catering is required in meeting rooms please contact:

Meeting Rooms and Industry Session Catering

Mrs Bernadette Chevalier Dorer

TEL +43 664 9616 098

MAIL ecc@gerstner.at

WEB www.gerstner.at

AV

Basic AV will be provided in the rooms (LCD screens). Additional AV equipment can be booked to:

D&P ARCHITECTURE DE COMMUNICATION

26-28 rue du Chemin Vert
78610 LE PERRY-EN-YVELINES
FRANCE

Cindy IBARRA

TEL +33 1 34 84 84 84

MAIL easlcongress@dparchi.com

WEB <https://www.dparchi.com/salons/EASL-2023>

SIGNAGE IN MEETING ROOMS

When booking a meeting room please indicate the meeting name, date, time and provide a logo. The necessary information should be provided by 15th March 2023 to:

industry@easloffice.eu

SET-UP CHANGES

If you require to change the set-up of a meeting room during the Congress, from one day to the other, additional manpower costs will be charged.

For set-up change requests or any information, please contact the EASL team at: industry@easloffice.eu

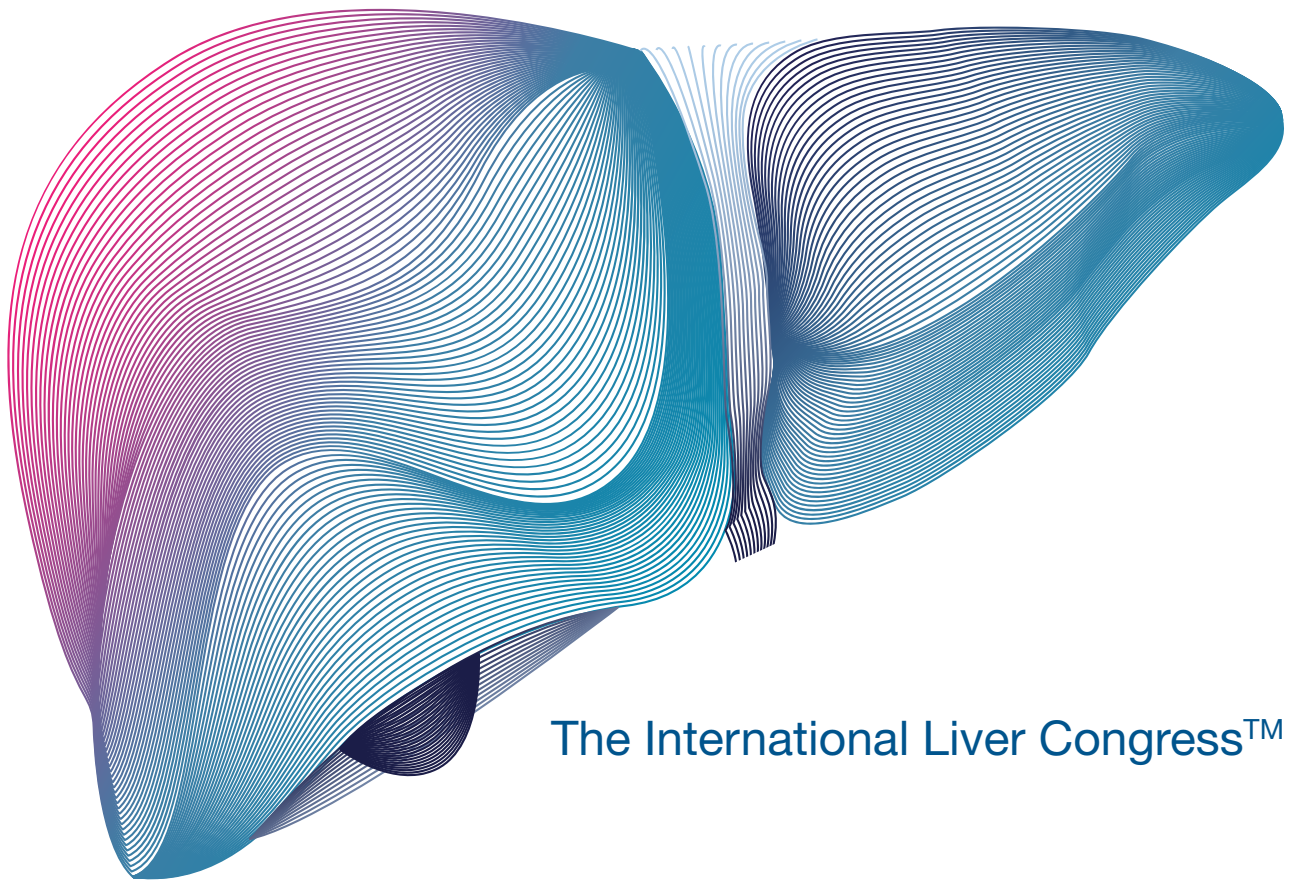


EASL

Vienna, Austria
21–24 June

CONGRESS

2023



The International Liver Congress™

See you in Vienna!