

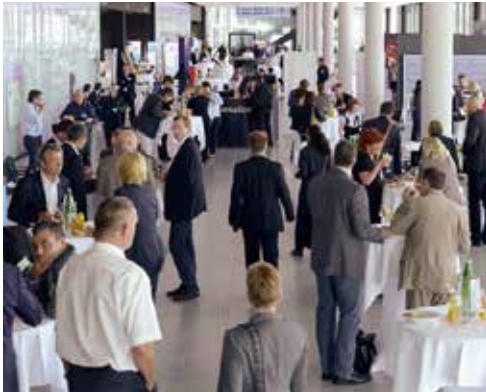
Our range of services, developed especially for your success.

Services provided by Messezentrum Salzburg

Valid: 01. 01. 2024 – 31. 12. 2024

A large teal graphic element consisting of a square with a diagonal cutout, containing the text "MEHR ALS MESSE" in white, bold, uppercase letters.

**MEHR  
ALS  
MESSE**



## Welcome to Messezentrum Salzburg!

Salzburg is the right choice. At Salzburg Exhibition and Congress Center you are at the heart of the action!

We have developed this service folder to help you achieve the best possible results for your exhibition plans, because we know that optimum preparation is the key to making an effective appearance.

The general overview offers you a summary of all the services we have to offer. Please also take a moment to review the information on the following pages, as we feel it will play a vital role in your success at the fair. Our experienced team is always available to provide you with assistance and advice.

In Salzburg tradition meets state-of-the-art at a safe and secure location in one of the most peaceful places on earth.

We are pleased to welcome you to the Messezentrum Salzburg and would like to take this opportunity to wish you the best of success during your visit to the trade fair as well as an unforgettable stay here in the city of exhibitions, congresses, events and Mozart.



## Our service for your success!

A trade fair participation has to be well prepared. According to that it is our motivation to advise you at every question you might have.

In this service folder you will find all the information and services for a successful show. If you have any inquiries please do not hesitate to contact us.

We are looking forward to welcoming you in Salzburg!



Mag. (FH) Christian Wenninger  
Head of Exhibitions

## Services provided by Messezentrum Salzburg

<b>1.</b>	<b>General Information</b>
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<b>D.1</b>	House rules
<b>D.2</b>	Technical guidelines
<b>D.3</b>	General terms and conditions of MZS and all service partners + WiFi + LAN guidelines

## Directions & Parking

### Your Arrival by car

The Salzburg Exhibition Center is located directly on the A1 motorway. You can reach us via the „Messe“ exit. Traffic signs in the city and on the motorway will guide you.

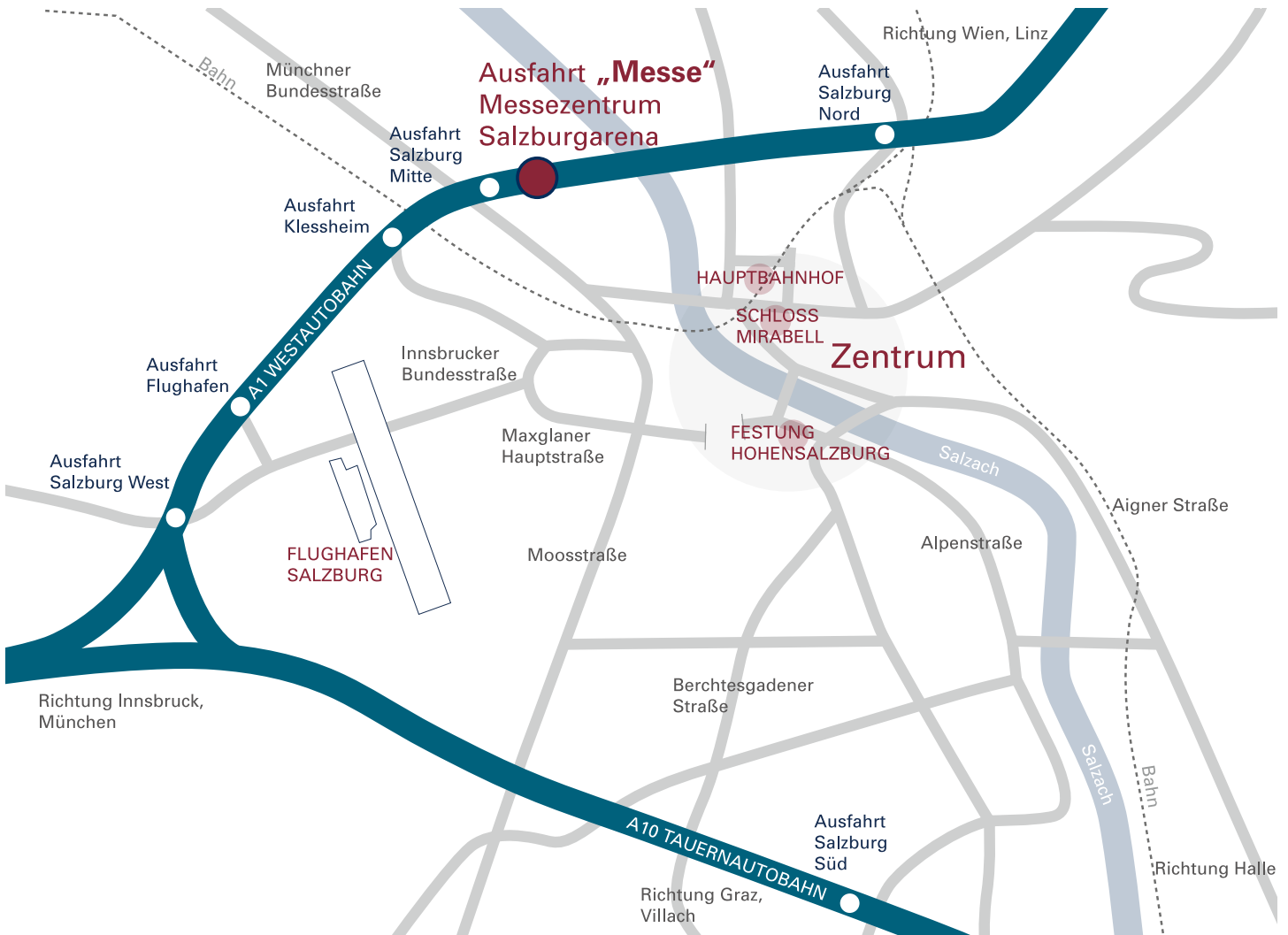
#### Vignette Requirement in Austria

A vignette is required for all motorways and expressways in Austria! There are annual vignettes available, as well as vig-

nettes for ten days or two months.

#### Arrival without Vignette via A8 motorway (Germany):

Drivers coming from Germany are allowed to comfortably drive directly to us on the motorway from the Walsertal border crossing to the exhibition center without purchasing the vignette in advance.



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120.00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

**Access and accommodation**

**Arrival by Train**

The Salzburg main train station is a significant transportation hub in western Austria and is fully integrated into the Deutsche Bahn network. Taxis, public transportation, and rental cars are available at the main station.

**Arrival by Plane**

The Salzburg Airport W. A. Mozart is located approximately 4 km from the Salzburg Exhibition Center. Named after the world-famous composer, the airport was opened in 1926 and is currently the second largest airport in Austria. Taxis, public transportation, and rental cars are available at the airport.

**Public Transportation**

The Salzburg Exhibition Center is excellently connected to the public transportation network.

Obus-Linie 1: Stops directly at the Salzburg Exhibition Center (Stop: Messe).

Obus-Linie 7: Stops directly next to the Salzburg Exhibition Center (Stop: Bessarabierstraße).

Trolleybus Line 8: Stops directly at the Salzburg Exhibition Center and is the fastest way from the city center to the P+R Messe.

Bus-Linie 11: Stops directly at the Salzburg Exhibition Center (next to the parking garage) and continues to Aighof - Leopoldskron - Josefiaw at 30-minute intervals.

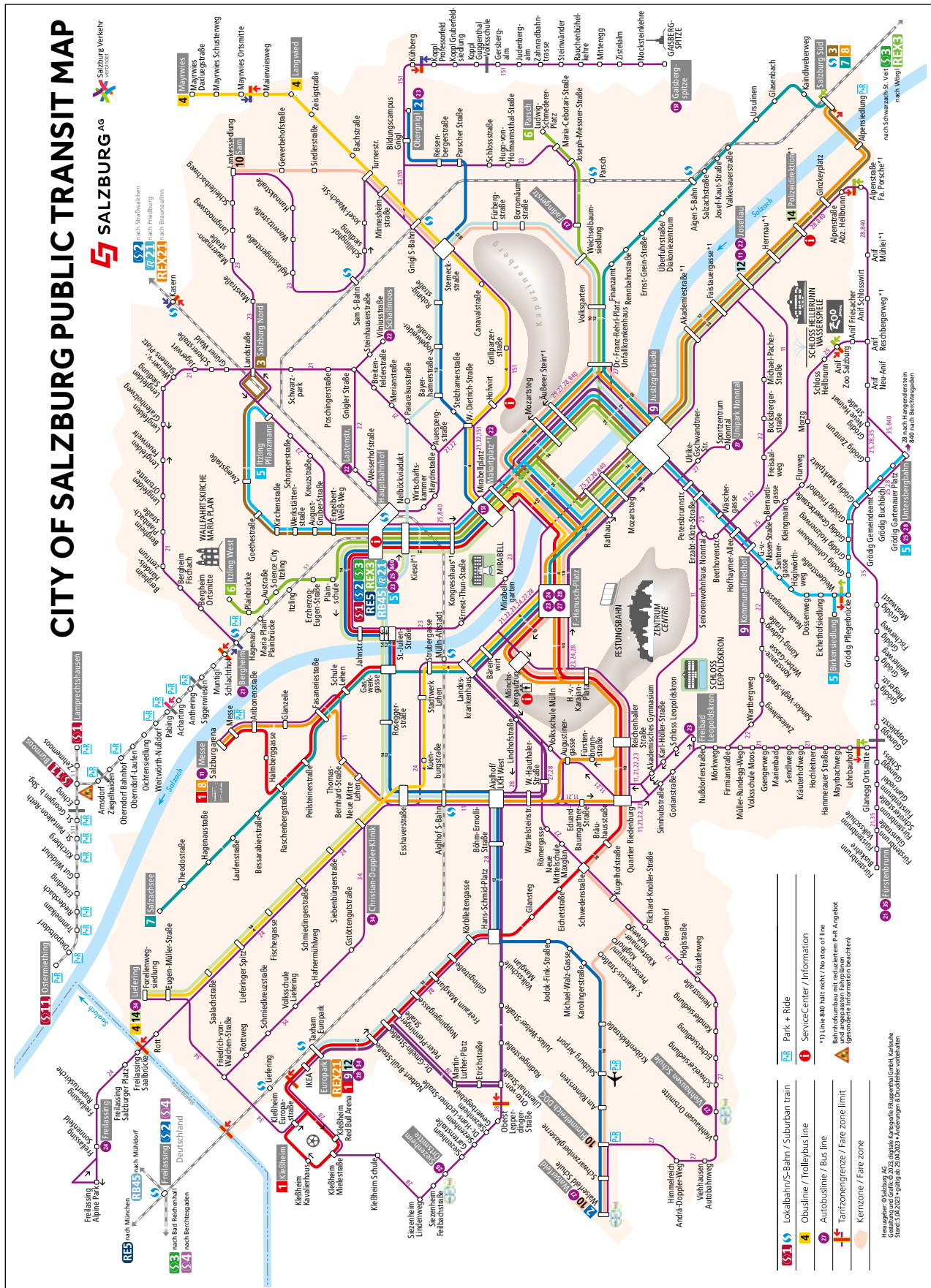
**City Bus Cooperation**

Free rides within the „S“ zone (=city zone) to and from the Exhibition Center. Only valid with the entrance ticket of the respective fair/event or the free bus ticket provided for download on the website of the respective fair. For the free return journey, the entrance ticket or the free bus ticket must be exchanged for a special travel ticket on-site at the exhibition center's information desk.



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

Network of routes



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB), the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

Access and accommodation

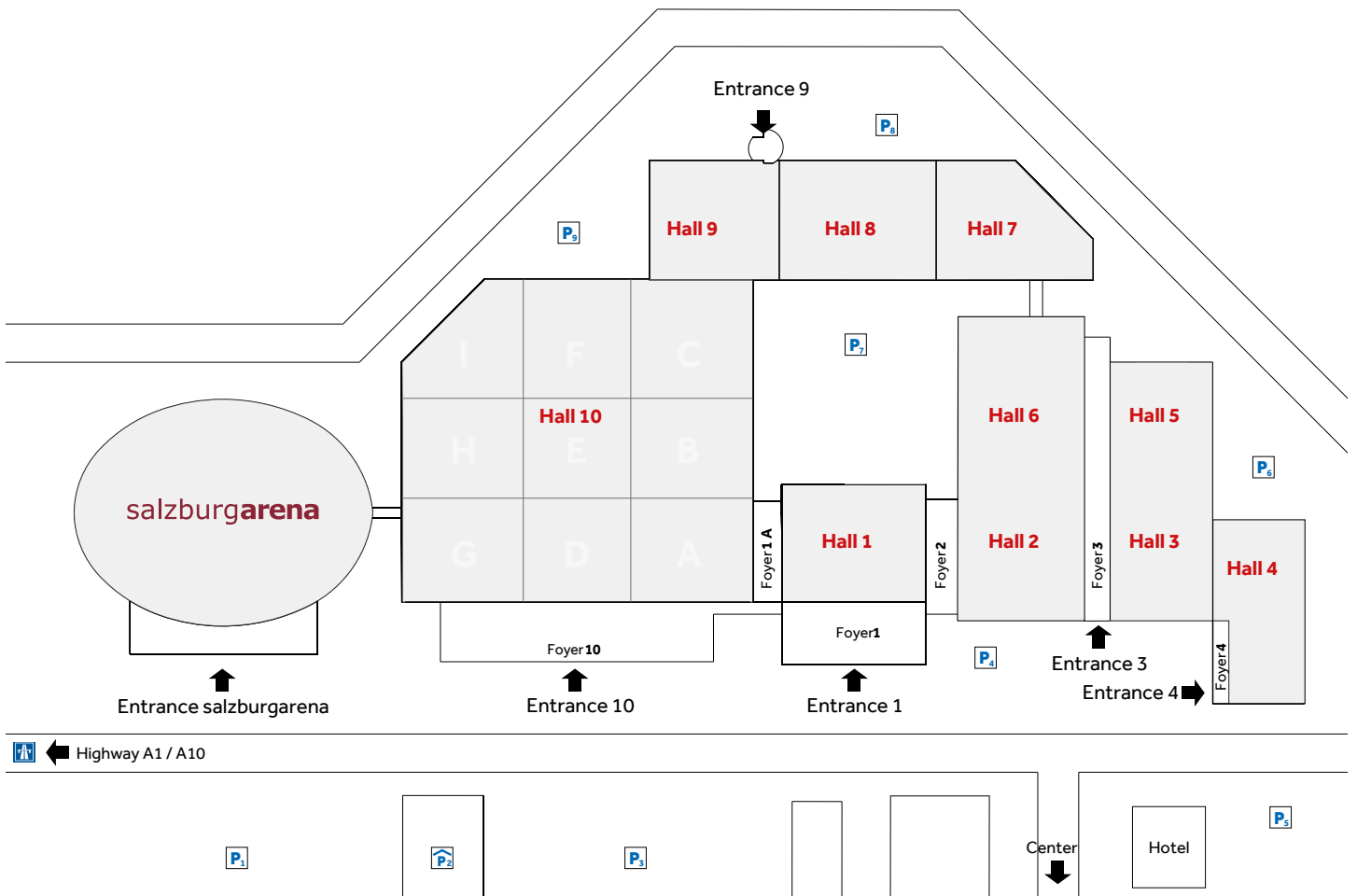
Hotels in Salzburg

Salzburg offers a great variety of excellent accommodation: from small family-run guest houses to international business hotels. We are glad to help you with your accommodation choice. Just contact our service-team! T +43 (0)662 / 2404-0 or [service@mzs.at](mailto:service@mzs.at)

You will find a selection of our partner hotels at: <https://www.mzs.at/en/location/salzburg/>



Fairgrounds overview



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



**Fair grounds – General information****Cash dispenser on the grounds**

(Maestro, Cirrus, Master Card, VISA, American Express, Diners Club, u.a.)

■ Entrance 1 outside

■ Entrance 10 inside

**Branch banks nearby**

Salzburger Sparkasse Bank AG  
Bessarabierstraße 72  
5020 Salzburg  
Tel.: +43 (0) 50 10 02 04 04

Volksbank Salzburg  
Saint-Julien-Straße 12  
5020 Salzburg  
Tel.: +43 (0) 662 86 96

Hypo Salzburg  
Ignaz-Harrer-Straße 79A  
5020 Salzburg  
Tel.: +43 (0)662 43 04 55

**Police**

Police station Lehen  
Rudolf-Biebl-Straße 41, 5020 Salzburg  
Tel.: +43 (0) 59 13 35 58 61 00

**Fire Brigade**

Fire brigade Salzburg  
Office ground level, behind exhibition hall no. 5  
Contact via Information

**Ambulance service**

Red Cross Salzburg  
Office ground level, behind exhibition hall no.5  
Office exhibition hall 10, left to gate 10 F  
Office Foyer 1 A  
Contact via Information

**DIY store**

BAUHAUS Depot GmbH  
Mielestraße 3, 5071 Wals  
Tel.: +43 (0)662 85 49 85  
Distance: 2,8 km

**Supermarkets**

Billa Einkaufsmarkt  
Wagingerstraße 9  
5020 Salzburg  
Distance: 400 m

Billa AG  
Rupertwinkelstraße 12  
5020 Salzburg  
Distance: 900 m

Interspar Markt  
Schuhmacherstraße 15  
5020 Salzburg  
Distance: 1,3 km

**Taxi**

Taxi stand  
opposite entrance 10

Taxi stand  
opposite Four Side Hotel

Taxi service  
Tel.: +43 (0)662 8111

**Parking**

Car park with 3.000 places on the fair grounds

Parking administration:

APCOA Parking Austria GmbH

APCOA counter in front of the Multi-storey car park P2

Tel.: +43 (0)664 5021 702, [apcoa@mzs.at](mailto:apcoa@mzs.at)

Current tariffs to be found at the website: <https://www.mzs.at/en/contact-arrival/directions-parking/#accordion-204-item-1>

## Checklist for exhibitors

Services in order of booking sequence

chapter	subject of form	returned until	obligatory
B.1	Exhibitor passes / Long Term Parking tickets / complimentary ticket	8 weeks prior to fair	
C.5	Ceiling suspensions	8 weeks prior to fair	
C.17	Compressed air	8 weeks prior to fair	
C.2	Sanitary installations	6 weeks prior to fair	
C.3	General electrical installations	6 weeks prior to fair	✓
C.16	Stand construction permits	6 weeks prior to fair	
C.18	Forwarding services	6 weeks prior to fair	
B.2	Advertising opportunities at the fairground	6 weeks prior to fair	
B.3	Insurance for exhibited articles	4 weeks prior to fair	
B.3	Liability insurance	4 weeks prior to fair	
B.4	AKM permit	4 weeks prior to fair	
C.1	Modular stands & stand packages	4 weeks prior to fair	
C.4	Electrical installations	4 weeks prior to fair	
C.6	Walls & fittings	4 weeks prior to fair	
C.6	Lettering	4 weeks prior to fair	
C.7	Flooring	4 weeks prior to fair	
C.8	Rental furniture	4 weeks prior to fair	
C.9	Internet & IT - Equipment	4 weeks prior to fair	
C.10	Staff rental: stand security & hostess service	4 weeks prior to fair	
C.11	HygienePlus	4 weeks prior to fair	
C.12	Stand cleaning	4 weeks prior to fair	
C.13	Waste disposal	4 weeks prior to fair	
C.14	Plants & flowers	2 weeks prior to fair	
C.15	Catering	2 weeks prior to fair	
D.1	House rules		
D.2	Technical guidelines		
D.3	General terms and conditions of MZS and all servicepartners + WiFi + LAN guidelines		

## Exhibitor informations

### Mandatory rules and guidelines at MESSEZENTRUM SALZBURG

Messezentrum Salzburg GmbH issued guidelines for all fairs, exhibitions and events taking place on the fair grounds in order to optimize possibilities for all exhibitors and event organizers to display their exhibits and to contact their visitors and prospects. Our guidelines are valid for all areas operated by MZS: Exhibition halls, foyers, aisles, conference and press rooms and the Salzburgarena.

House rules and technical guidelines are integral part of all contracts concluded between Messezentrum Salzburg GmbH and its exhibitors, event organisations, service partners, stand construction companies and all other contractors.

At the same time all these rules and guidelines include safety regulations in the interest of exhibitors, event organizers and visitors to provide a maximum of security concerning the technical and decorative equipment of the event. Valid legal norms of security that have to be observed remain unaffected.

You will find our house rules, technical guidelines and the General Terms and Conditions at full length in chapter D.

## Exhibitor passes & Long Term Parking tickets

Order form, please return at least **8 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

### Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

We hereby order the following quantity of additional exhibitor passes (see exhibition registration for pricing information)*:		
Item No.	Quantity	Description
W-012		Exhibitor pass

\* Please check the quantity of your exhibitor passes at the special terms of condition sheets of your event. Additional exhibitor passes might be charged (please contact the exhibition management for details).

We hereby order the following quantity of additional Long Term Parking tickets (see exhibition registration for pricing information)**:		
Item No.	Quantity	Description
W-013		Long Term Parking ticket

\*\* Valid during the whole event inclusive construction time. Additional tickets can be bought at the APCOA office at the fairground.

### Shipping address (if different from billing address):

Name	
Street	
No.	
Zip code	City

Date

Place

Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

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## Complimentary ticket

Order form, please return at least **8 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

We order the following number of complimentary tickets for our customers:				
Item No.	Quantity	Description	Unit price EUR	Total price EUR
W-050		Complimentary ticket via online-shop (only the actual used tickets will be charged according to the current rate of the fair)		
W-051		Print of the company name on the ticket	free	
W-052		Print of the company logo on the ticket (please send the logo as jpg file in black/white to the email address: <a href="mailto:service@mzs.at">service@mzs.at</a> )	50,00	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! For orders placed less than 14 days prior to fair opening we have to charge a late order surcharge of 50,- € (not for subsequent orders)

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

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## Advertising opportunities at the fairground

Upgrade your fair participation! We offer a lot of value added services to draw the attention to you and your products!

Feel free to contact us – we have exactly the services that might be suitable for you and we would be very happy to support you with your presentation.

Messezentrum Salzburg GmbH  
 Am Messezentrum 1  
 5020 Salzburg, Austria  
 T +43 (0)662 / 24 04 0  
 F +43 (0)662 / 24 04 20  
 service@mzs.at  
 www.mzs.at



Advertising opportunities at the fairground



**Item no. W-026**  
Advertising space on glass  
Front of the entrance 1  
Foil on glass  
125 x 375 cm per glass panel

EUR 808,70\*\*



**Item no. W-025**  
Barrier advertisement  
6 pieces barrier on motorway side  
3 pieces on the city side  
3 pieces EUR 556,00\*  
6 pieces EUR 1.090,00\*  
9 pieces EUR 1.307,00\*



**Item no. W-002A**  
Promotion licence  
Per day and person

EUR 125,00



**Item no. W-025A**  
Barrier advertisement  
3D application

EUR 61,00\*




**Item no. W-004**  
Licence for attachment  
to entrance tickets  
5.000 units  
max. 2 flyer per event

EUR 350,00



**Item no. W-006**  
Flag (100 x 400 cm)  
incl. production  
EUR 389,00

Item no. W-006A  
Flagpole (rent)  
EUR 190,00\*



**Item no. W-027**  
Advertising space on glass  
Front of the entrance 10  
Foil on glass  
222 x 497,5 cm per glass panel

EUR 1.568,00\*\*



**Item no. W-029**  
Advertising space on asphalt  
Price per sqm

up to 9 sqm EUR 222,00\*\*  
from 10sqm EUR 203,00\*\*



**Item no. W-028**  
Floor space inside  
Price per sqm

05 – 19 sqm	EUR 177,00**
20 – 39 spm	EUR 162,00**
from 40 sqm	EUR 146,00**

\* (PDF, 1:10, images with at least 300dpi) \*\* (PDF, 1:10, images with at least 750dpi)

Advertising opportunities at the fairground



**Item no. W-034**  
 Info desk,  
 Display: 55" 500cd  
 Bookable 1 slide slot on the exhibition center - information desk (8x / hour including programming)  
 EUR 99,00



**Item no. W-034A**  
 Info desk,  
 Display: 55" 500cd  
 EUR 250,00\*



**Item no. D-332A**  
 Info desk, Anton  
 Display: 43" 500cd  
 Solid beech frame, stable  
 EUR 135,00\*



**Item no. D-332B**  
 Info desk, Lenny  
 Display: 43" 500cd  
 Solid aluminum frame, stable  
 EUR 135,00\*



**Item no. D-332C**  
 Info desk, Tim  
 Display: 55" 500cd  
 EUR 250,00\*

**Info desk specification**  
 Playback of content via USB  
 The following formats are possible:  
 1080x1920px (portrait)  
 Image & video format possible (without sound)  
 File format: .jpg / .mp4  
 Info desk specification  
 Playback of content via USB

\* Flat rate per piece for a measurement period of up to 4 days including programming



## Advertising opportunities at the fairground

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

### Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item No.	Quantity	Description	Unit price EUR	Total price EUR
W-025		Barrier advertisement: 3 pieces	556,00	
		Barrier advertisement: 6 pieces	1.090,00	
		Barrier advertisement: 9 pieces	1.307,00	
W-025A		3D application	61,00	
W-002A		Promotion licence / Per day and person	125,00	
W-006		Flag advertisement	389,00	
W-006A		Flagpole (rent)	190,00	
W-004		Licence for attachment to entrance tickets, 5.000 units	350,00	
W-026		Advertising space on glass front of the entrance 1	808,70	
W-027		Advertising space on glass front of the entrance 10	1.568,00	
W-028		Floor space inside, Price per sqm: 5 – 19 sqm	177,00	
		Floor space inside, Price per sqm: 20 – 39 sqm	162,00	
		Floor space inside, Price per sqm: from 40 sqm	146,00	
W-029		Advertising space on asphalt. Price per sqm: up to 9 sqm	222,00	
		Advertising space on asphalt. Price per sqm: from 10 sqm	203,00	
W-034		1 slide on the general info desk	99,00	
W-034A		Info desk	250,00	
D-332A		Info desk, Anton	135,00	
D-332B		Info desk, Lenny	135,00	
D-332C		Info desk, Tim	250,00	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

For further advertising opportunities at the fairground please contact: Messezentrum Salzburg GmbH | Technical services | T +43 (0)662 / 24 04 61 | [service@mzs.at](mailto:service@mzs.at)

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

### Insurance for exhibited articles

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

Hall
  Open-air
  Tent
 Stand space:  m x  m =  sqm

### Liability insurance (optional) – particulars

<b>Exhibited articles to be insured:</b>	<b>Sum insured in EUR:</b>
thereof prototypes and models:	thereof in EUR:
<b>Stand fittings to be insured:</b>	<b>Sum insured in EUR:</b>
<b>Personal belongings of stand staff</b>	<b>Sum insured in EUR:</b>
<b>Total sum insured in EUR:</b>	<b>1 + 2 + 3 =</b>
<b>Insurance rate according to chart (overleaf) in EUR:</b>	

### Transport details:

Delivery date:	Back haul date:
From:	to:

Date Place Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



## General Terms and Conditions Insurance coverage for exhibition items

All types of exhibition items are insured (except for valuable items such as furs, precious metals, jewellery, watches, securities, stamps, carpets, antiques, works of art, **motor vehicles and motorcycles**) including exhibition equipment/furnishings and personal items.

Insurance cover begins with the transport of the items to the trade fair, is valid for the duration of the event as well as the required pre-event and post-event storage periods, and ends once return transport is complete and the goods arrive at the point of departure, at the latest, however, on the 30th day at midnight, calculated from the date of the initial transportation.

Validity: Europe in the geographical sense for transport.

**Insurance cover 'against all risks' exists for the duration of the insurance cover period, in accordance with the conditions outlined below, which can be sent to you on request:**

- Austrian General Transport Insurance Terms and Conditions (AÖTB 2001)

- Special conditions for insuring items at trade fairs and commercial exhibitions. The insurance does not cover exposure to rain and moisture when items are stored outdoors.
- Small-format items are only insured during the exhibition if they are stored in locked glass display cases or show cases. During the exhibition, consumable items (such as promotional brochures, catalogues, food and beverages) are not insured.
- A EUR 100.00 excess will be charged for losses incurred as a result of simple theft.

**Important note:**

**Losses incurred as a result of theft must be reported immediately to Messezentrum Salzburg GmbH and the responsible police authorities. The police report must be submitted without delay.**

### PREMIUM

Item No.	Insurance in EUR For exhibition items, exhibition stand equipment and personal items, incl. Transportations	Premiums in EUR Per contract concluded and per exhibitor (incl. the statutory insurance tax 11 %)
V-001	0,00 to 20.000,00	70,00
V-002	20.000,00 to 50.000,00	150,00
V-003	50.000,00 to 100.000,00	250,00
V-004	100.000,00 to 150.000,00	300,00

**For insurance sums over EUR 150.000,- the premium is 2 % of the insured sum.**

To insure items that are not covered under this exhibition insurance framework agreement, please contact:

Messezentrum Salzburg GmbH  
 Event Services  
 T +43 (0)662 / 2404-38  
 service@mzs.at

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



**Liability insurance**

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Hall     
  Open-air     
  Tent     
 Stand space:  m x  m =  sqm

<b>Period:</b>
<b>Main exhibition items / special attractions:</b>

**Insured risk:**

Exhibitor liability insurance for carrying out exhibition events and/or for stand owners.

<b>Insurance sum:</b>	Lump sum for personal and material damage	EUR 5.000.000,00
<b>Sub-limits:</b>	Active contributory loss or damage	EUR 500.000,00
	Pure pecuniary loss	EUR 10.000,00
	Loading and unloading of third-party vehicles	EUR 1.000.000,00
	<b>Excesses:</b>	General
<b>Exceptions:</b>	Active contributory loss or damage	EUR 500,00
	Loading and unloading of third-party motor vehicles 10 %	min. EUR 100,00
		max. EUR 1.000,00

**Important note: Damage losses must be reported to the insurer and Messezentrum Salzburg GmbH immediately.**

**For exhibitors:**

Item no.	Premium per exhibition stand (for individual exhibitors) fixed rate in EUR
V-005	120,00

**For organizers:\***

Calculation basis	Premium per visitor in EUR
Number of visitors per trade	
5.000	0,07
10.000	0,06
20.000	0,05
50.000	0,03
Minimum premium per event in EUR 120,-	

\*Deposit premium based on estimated number of visitors, settlement after end of fair

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder.\* | All prices are for a trade fair lasting up to 7 days

**AKM registration**

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description			
G-301		Music	<input type="checkbox"/> CD	<input type="checkbox"/> Live music	<input type="checkbox"/> MP3
G-302		Video /multimedia* with large screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
G-303		Television programmes with large screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
G-304		Shows, fashion shows, etc. Number of shows daily: _____	<input type="checkbox"/> CD	<input type="checkbox"/> Live music	<input type="checkbox"/> MP3

\*) Title of the films/multimedia applications used:

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The rate of compensation for the use of copyrights and performance rights depends on the type of music reproduction and, in certain cases, on stand size. AKM will invoice the exhibitor directly for royalties.

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Date Place Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder.\* | All prices are for a trade fair lasting up to 7 days



## AKM permit

### AKM – Who we are

AKM represents **authors, composers and music publishers**. AKM is also a society that authors, composers and music publishers have been a part of for over 100 years (since 1897). The organisation's full name is: Staatlich genehmigte Gesellschaft der Autoren, Komponisten und Musikverleger (AKM) registrierte Genossenschaft mit beschränkter Haftung (State-authorized Society for Authors, Composers and Music Publishers (AKM) Registered Cooperative with Limited Liability).

AKM is the largest **copyright society** in Austria.

AKM is organized as a **private cooperative** and belongs to the authors, composers and music publishers.

Like every other cooperative, AKM has a general assembly, a supervision board and a board of directors. All three bodies consist solely of authors, composers and music publishers. The office headed by the CEO is responsible for ensuring smooth, efficient day-to-day business operations.

The organization is head quartered in Vienna and has offices in every Austria state capital. AKM employs around 150 people.

AKM's operations are monitored **by several external authorities**: The annual report is reviewed by a financial auditor, the financial accounting is reviewed by a cooperative auditor, and compliance with the Collecting Societies Act is reviewed by a specially appointed **state commissioner**.

### AKM – what we do

Music is used everywhere and in all sorts of ways. And copyright law ensures that copyright owners are entitled to adequate compensations (royalties) for the use of their work, i.e. their intellectual property.

**AKM ensures that music copyright owners receive the royalties due to them. At the same time, AKM offers music users centralized rights acquisition.**

#### Licensing

Wherever copyright protected music is **publicly performed** in Austria, whether in a concert hall, in a dance club, in a supermarket, in restaurants and pubs or anywhere else, by means of CD records, tapes or other media, AKM ensures that **the organizers** of these events obtain a performance licence from AKM and pay the corresponding performance fees to AKM. In addition, AKM also collects usage fees for other Austrian collecting societies operating in this area (AUME, LVG, LIME, LSG, VBT). The amount of the usage fee is outlined in collective and/or framework agreements and defined in tariff agreements (also known as autonomous tariffs) with 'user organizations' (e.g. event organization societies in Austria such as Veranstalterverband Österreich or Fachverband der Lichtspieltheater).

**Broadcasters (companies that broadcast** copyright protected music) and service providers (**interactive reproduction/** provision of copyright protected music) must obtain a licence from AKM and pay the corresponding licence fees to AKM. Collective agreements also exist in the area of broadcasting (with ORF, with the relevant professional societies of the Austrian Chamber of Commerce (private radio, cable transmission, etc.)

#### Royalty fees

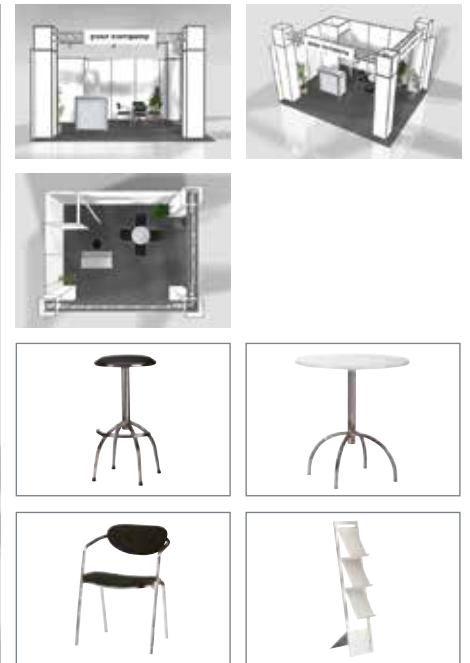
All revenues – after deducting the administrative expenditure incurred – **are paid in full to the AKM members and to domestic** (including fees levied for performances) **and international** (through mutual agreements) **collecting societies** (which in turn distribute these monies to their members). **AKM does not make any profit.**

Payment is made **according to fixed rules**, which are based on legal regulations, statutes and AKM's payment rules (**as decided by the AKM general assembly and/or board of directors** and thus by the copyright owners themselves). Payment is made based on the programme in general, i.e. on the basis of the uses that appear on the music programme.

## Complete modular stand Expo 8 Avant 1

S-003

For additional equipment see order form C.8



On request (from 16sqm and min. 4 x 4m)

Zusätzliche Ausstattung finden Sie unter C.8.

### Materials and equipment

- Modular stand construction system: Expo 8 silver
- Carpeting (see order form), by the metre
- Walls white foil covering, height 250 cm
- Face plate on each open side (lettering see order form)
- 1 HQI ellipsoid spotlight per 4 sqm of stand space
- 1 Maxima bar counter
- 1 table 80 x 80 cm
- Brochure display, A4
- 1 barstool
- 3 chairs
- 1 wall coat rack
- 1 cubicle (1 x 1 sqm), lockable
- Planning and organization
- Setup and dismantling

### Power supply

- For power and electricity please complete and return order form in section C.3!

### Carpet colours



S-301 black



S-302 dark grey



S-303 grey



S-304 signal red



S-305 claret



S-306 blue



S-307 azure



S-308 light green



S-309 bottle green

## Complete modular stand Expo 8 Hermes 1

S-002

For additional equipment see order form C.8



EUR 141,50 pro sqm (from 12sqm and min. 4 x 3m)

Zusätzliche Ausstattung finden Sie unter C.8.

### Materials and equipment

- Modular stand construction system: Expo 8 silver
- Carpet (see order form), by the metre
- Walls white foil covering, height 250 cm, end wall blue
- Face plate on each open side on maxima beam (lettering see order form)
- 1 HQI ellipsoid spotlight per 4 sqm of stand space
- 1 Maxima bar counter
- 1 table 80 x 80 cm
- 1 barstool
- 3 chairs
- 1 wall coat rack
- 1 cubicle (1 x 1 sqm), lockable
- Planning and organization
- Setup and dismantling

### Power supply

- For power and electricity please complete and return order form in section C.3!

### Carpet colours



S-301 black



S-302 dark grey



S-303 grey



S-304 signal red



S-305 claret



S-306 blue



S-307 azure



S-308 light green



S-309 bottle green



**Complete modular stand Expo 8 First**

**S-001**

For additional equipment see order form C.8



EUR 118,80 pro sqm (from 9sqm and min. 3 x 3m)

Zusätzliche Ausstattung finden Sie unter C.8.

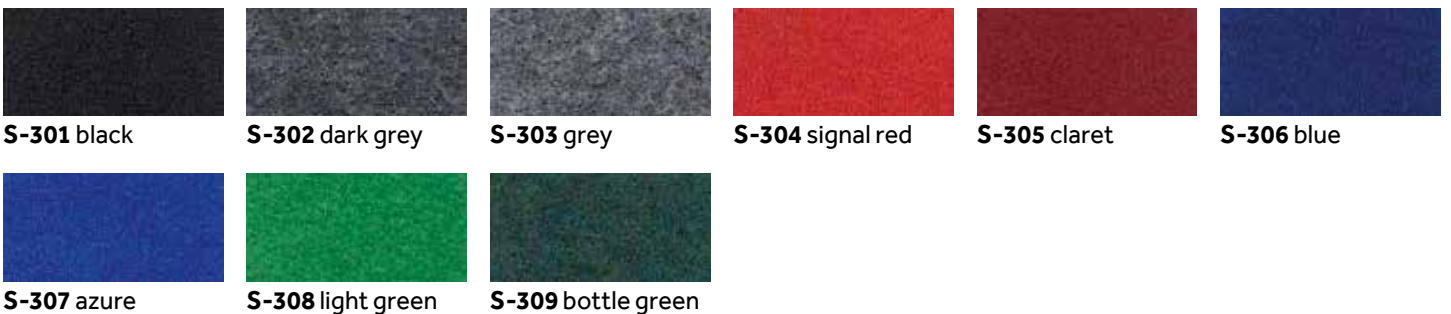
**Materials and equipment**

- Modular stand construction system: Expo 8 silver
- Carpet (see order form), by the metre
- Ceiling grid 1x1 m on the open side
- Walls white foil covering, height 250 cm
- Face plate lettering on each open side
- 1 spotlight per 3 sqm of stand space, mounted on power rails
- 1 information desk
- 1 table 80 x 80 cm
- 1 barstool
- 3 chairs, grey
- 1 wall coat rack
- 1 cubicle (1 x 1 sqm), lockable
- Planning and organization
- Setup and dismantling

**Power supply**

- For power and electricity please complete and return order form in section C.3!

**Carpet colours**



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

**Basic equipment**

**S-004**

For additional equipment see order form C.8



EUR 60,50 per sqm

**Materials and equipment**

- Modular stand construction system: Expo 8 silver
- Carpet (see order form), by the metre
- Walls white foil covering, height 250 cm

**Power supply**

- For power and electricity please complete and return order form in section C.3!

**Carpet colours**



**S-301** black



**S-302** dark grey



**S-303** grey



**S-304** signal red



**S-305** claret



**S-306** blue



**S-307** azure



**S-308** light green



**S-309** bottle green

**Exhibition stand**

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email service@mzs.at

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Type of stand  R  E  P  I

Stand space:  m x  m =  sqm

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

**Exhibition stand**

	Item no.	Description	Carpet/Colour	Unit price EUR/sqm	Quantity	Total price EUR
<input type="checkbox"/>	S-004	Basic equipment	S-	60,50	sqm	
<input type="checkbox"/>	S-001	Expo 8 First	S-	118,80	sqm	
<input type="checkbox"/>	S-002	Expo 8 Hermes 1	S-	141,50	sqm	
<input type="checkbox"/>	S-003	Expo 8 Avant 1	S-	On request	sqm	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

**Face plate lettering – additional lettering see C.6**

**B-017** Face plate lettering (black max. 20 characters)  
Face lettering text:

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Please send us a quote for our logo. To provide you with a quote, we require a sample image (EPS, TIFF file format...)

**Personalized exhibition stand**

We are interested in a personalized exhibition stand. Please contact us.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days





### Sanitary installations

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Please complete  = water supply 1/2 Scale 1:100

Type of stand  R  E  P  I  Stand space:  m x  m =  sqm



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB), the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

**Electrical installations 230 volt** [incl. set up]

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)


EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:  
(Prices for all connections and electrical installations exclude power consumption!)


**Electrical connections 230 volt**

**Stand power supply is switched off for safety reasons half an hour after trade fair closes!**

Item no.	Quantity	Connection	Type of connection	Unit price EUR	Total price EUR
D-170		Equipotential bonding conductor connection for metal constructions obligatory according to ÖVE/Önorm E 8002-8		85,30	
D-102		Up to 3 kW/230 V 	Power Connection, incl. safety power socket	141,40	

**Main electrical connection 24h / 230V** [only possible in the supply area]

For refrigerators, refrigerated showcases, etc. you need a permanent power connection, as the bunk power supply for safety reasons it is switched off half an hour after the trade fair has closed.

Item no.	Quantity	Connection	Type of connection	Unit price EUR	Total price EUR
D-108		Up to 3 kW/230 V 	Power Connection, incl. safety power socket	167,40	

Energy flat rate for the duration of the trade fair up to 4 days, plus connections and electrical installations

Item no.	Connection	Stand size	Unit price EUR
D-150	230 V	up to 12 m <sup>2</sup>	44,00
D-151	230 V	13 – 19 m <sup>2</sup>	55,00
D-152	230 V	20 – 29 m <sup>2</sup>	68,20
D-153	230 V	30 – 49 m <sup>2</sup>	74,80
D-161	230 V	50 – 65 m <sup>2</sup>	92,40
D-162	230 V	66 – 80 m <sup>2</sup>	108,90
D-154	230 V	81 – 99 m <sup>2</sup>	147,40
D-155	230 V	ab 100 m <sup>2</sup> *	2,50 pro m <sup>2</sup> *

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

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**Electrical installations 400 volt** [incl. set up]

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)




EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

**Electrical main connection 400 volt** [only possible in the supply area]

Stand power supply is switched off for safety reasons half an hour after trade fair closes.

Item no.	Quantity	Connection	Description	Unit price EUR	Total price EUR
D-103R		up to 10 kW/400 V 	Power supply connection, incl. CEE-5*16 A	398,50	
D-104R		up to 20 kW/400 V 	Power supply connection, incl. CEE-5*32 A	591,00	
D-105R		up to 40 kW/400 V 	Power supply connection, incl. CEE-5*63 A	881,20	

To be booked only in conjunction with a main connection:

Pos.-Nr.	Menge	Bezeichnung		Einzelpreis EUR	Gesamtpreis EUR
D-102A		Additional safety power socket, 230 V <input type="checkbox"/> triple*	Additional safety power socket, 220 V	43,40	
D-103A		Additional power socket CEE 5*16 A	Additional safety power socket, 400 V	On request	
D-626		Distribution box, rental fee		270,50	

**We kindly request the submission of an electrical plan.**

Without a plan, additional costs may arise if the installed connection needs to be modified again.

Datum Ort Firmenstempel und Unterschrift

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

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**Electrical installations 400 volt** [incl. set up]

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)



EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

**Electrical main connection 24h / 400 volt** [only possible in the supply area]

**For refrigerators, display cases, etc., you require a continuous power connection, as the booth power supply is shut off half an hour after the end of the trade fair for safety reasons.**

Item no.	Quantity	Connection	Type of connection	Unit price EUR	Total price EUR
D-109R		Up to 10 kW/400 V	 Power supply connection, 24h, incl. CEE-5*16 A	431,50	
D-110R		Up to 20 kW/400 V	 Power supply connection, 24h, incl. CEE-5*32 A	624,00	

**Outdoor area**

For outdoor areas, an additional amount of EUR 72.30 per connection will be charged for connections in addition to the points electrical connections and continuous power.

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

32



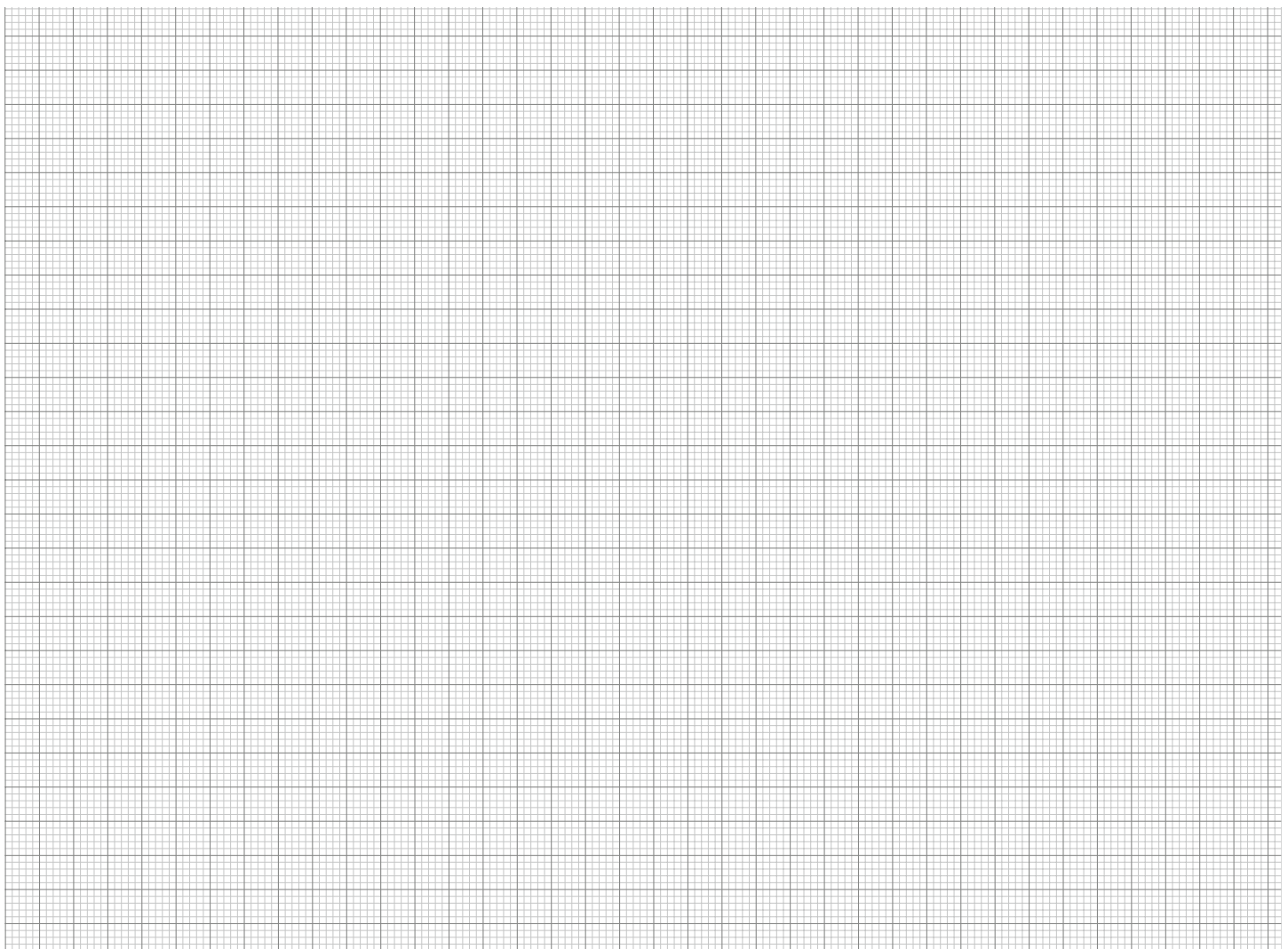
**Electrical installations** [incl. set up]

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

Please complete = Spotlight (arrow in direction of light) = single socket = triple socket Scale 1:100

Type of stand  R  E  P  I Stand space:  m x  m =  sqm



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB), the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

**Electrical installations - lighting & lighting appliances** [incl. set up]







Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

**Stand installation – Lighting**

Item no.	Quantity	Connection	Description	Unit price EUR	Total price EUR
<b>Stand installation – Lighting (not available without power connection)</b>					
D-112		100 W/230 V 	Arm spotlight „chrom 100“	80,40*	
D-113		300 W/230 V 	Arm spotlight Nova	134,20*	
D-114		70 W/230 V 	Power rail 1 running metre incl. 1 spotlight 'Ellipsoid' 70 W	182,70*	
D-115		150 W/230 V 	Power rail 1 running metre incl. 1 spotlight 'Powerspot' 150 W	183,70*	
D-116		100 W/230 V 	Armspotlight, LED "Solax"	92,40*	
D-119		200 W/230 V 	Power rail 1 running metre incl. 2 spotlights 'Concord' 100 W	164,40*	

\*Lighting only available in conjunction with a Standout exhibition stand.

All prices are quoted excluding statutory taxes and a 1% contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25% on all services. The quoted prices include operational set up, rental fees for materials, as well as light fittings and dismantling. To ensure that your exhibition stand has an adequate supply of power, it is absolutely imperative that you provide us with your exact connection values!

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



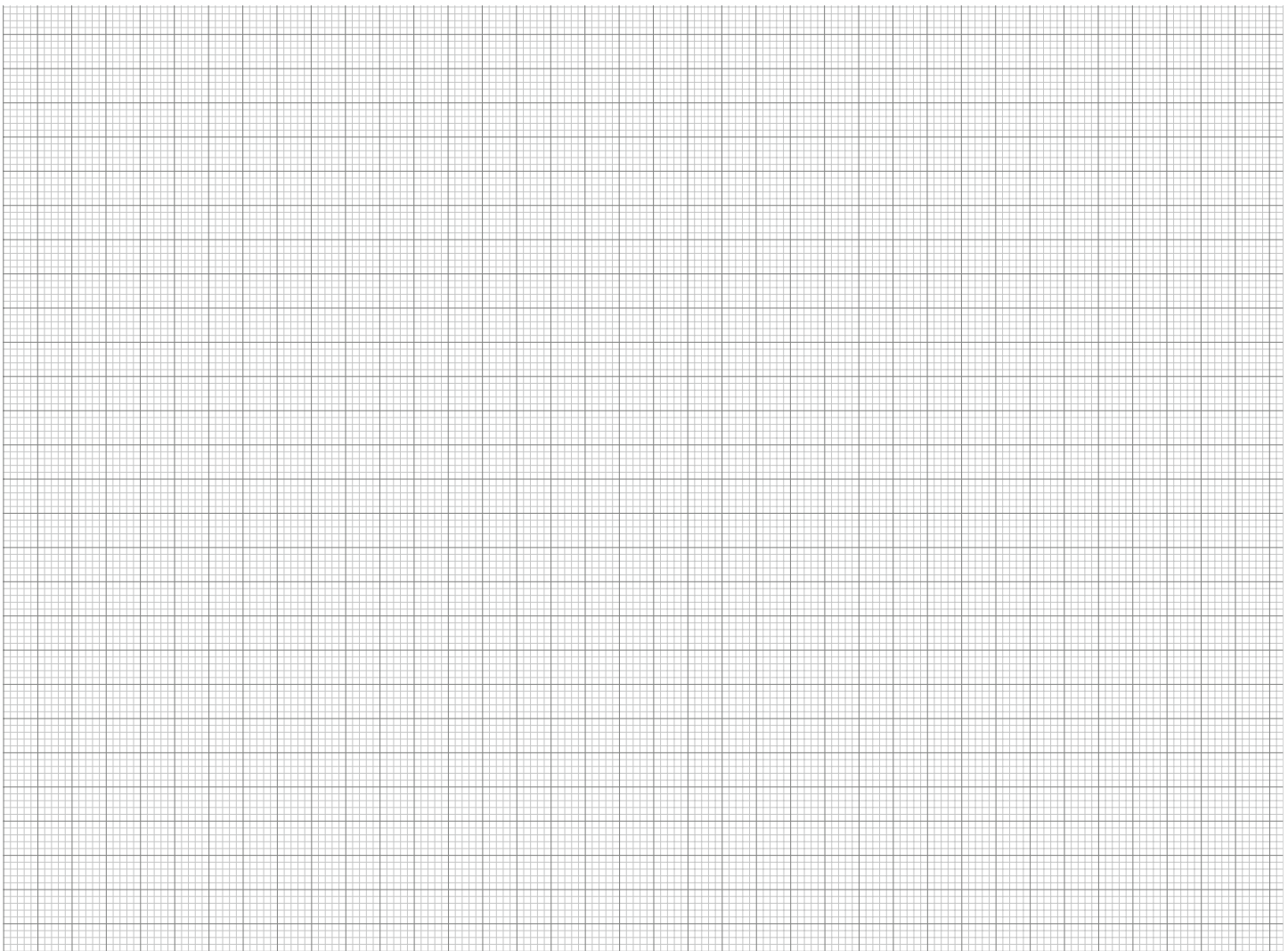
**Electrical installations - lighting & lighting appliances** [incl. set up]

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Please complete = Spotlight (arrow in direction of light) = single socket = triple socket Scale 1:100

Type of stand  R  E  P  I Stand space:  m x  m =  sqm



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB), the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days



### Ceiling suspensions

Order form, please return at least **8 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

### Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Information on type of suspension:
Weight of hanging parts:
Exact localization via attached plan:
Height of suspensions above hall floor:

Item no.	Quantity	Description	Unit price EUR	Total price EUR
D-501		Suspension point consisting of 6 mm steel rope and 8 mm safety rope* • Securing and release will be charged separately according to expenditure (per hour of scaffolding) • Suspension points that are not located under existing suspension points have to be pre-rigged by our partner Standout and have to be submitted in a separate offer	312,80	
D-502		Chain hoist	on request	
D-506		Motorized chain hoist	on request	
D-504		Man hour for various types of work with scaffolding (Minimum unit 30 min.)	224,30	
D-505		Pre-rigg (Suspension points which cannot be mounted on an existing construction under the ceiling have to be built on a pre-rigg and will be accordingly offered)	on request	

\* Hanging points are excluding any additional costs for labour work. Additional costs can come up if the stand contractor requires rigging support or when chain holsts has to hang up / down. Concluding safety work will also be charged extra.

Changes to the order due to static conditions are reserved for the contractor. Rope suspensions are not possible from every point. The contracting party grants the corresponding approval. In the case of delayed orders, we cannot guarantee the execution of your desired suspension due to necessary static calculations and approvals!

For safety and insurance reasons, ceiling suspensions may only be carried out by the authorized partner Standout GmbH. or Messezentrum Salzburg GmbH.

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time:

Date:

Time:

Date Place Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



**Walls & fittings**

	<p><b>Item No. S-200</b>                  Wall panel 'white covering'                  3 mm homogeneous panel                  Height 248 cm,                  Width 99 cm                  incl. stayer and frame                  EUR 57,20</p>		<p><b>Item No. S-201</b>                  Wall panel 'coloured covering'                  6 mm homogenous panel,                  Height 248 cm, Width 99 cm                  incl. stayer and frame.</p> <table border="0"> <tr> <td> light grey</td> <td> grey</td> </tr> <tr> <td> black</td> <td> light blue</td> </tr> <tr> <td> blue</td> <td> dark blue</td> </tr> <tr> <td> light green</td> <td> green</td> </tr> <tr> <td> yellow</td> <td> orange</td> </tr> <tr> <td> red</td> <td></td> </tr> </table> <p>EUR 79,50</p>	light grey	grey	black	light blue	blue	dark blue	light green	green	yellow	orange	red	
light grey	grey														
black	light blue														
blue	dark blue														
light green	green														
yellow	orange														
red															
	<p><b>Item No. S-206</b>                  Modular door – lockable                  Height 248 cm,                  Width 99 cm                  white                  EUR 234,40</p>														
	<p><b>Item No. S-208</b>                  Blind                  incl. face plate                  white                  EUR 99,70</p>		<p><b>Item No. S-207</b>                  Folding door – lockable                  Height 248 cm                  Width 99 cm                  white                  EUR 211,80</p>												
	<p><b>Item No. S-210</b>                  Insert panel 'coloured covering',                  3 mm, Height 38 cm,                  Width 99 cm, maximum                  lettering height 28 cm,                  12 colours, see S-201                  EUR 45,40</p>		<p><b>Item No. S-209</b>                  Insert panel 'white covering',                  3 mm, Height 38 cm,                  Width 99 cm, maximum                  lettering height 28 cm                  EUR 40,40</p>												
	<p><b>Item No. S-212</b>                  Stayer                  Height 248 cm                  EUR 18,60</p>		<p><b>Item No. S-213</b>                  Frame                  H: 17,5 cm; W: 1,6 cm; L: 95 cm                  EUR 16,10  <b>Item No. S-213A</b>                  Diagonal ceiling frame                  H: 17,5 cm; W: 1,6 cm; L: 136 cm                  EUR 29,80</p>												

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

## Walls &amp; fittings



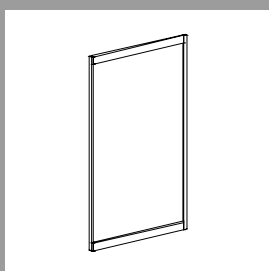
**Item No. S-219**  
Shelf 'horizontal'  
Height adjustable  
Width 100 cm,  
Depth 30 cm

EUR 39,10



**Item No. S-222**  
Platform  
99 x 99 x 48 cm  
additional measures  
on request

EUR 118,80



**Item No. S-409**  
Wall panel 'white covering'  
for wall mounted screens,  
16 mm homogeneous panel  
Height 248 cm,  
Width 99 cm  
EUR 147,50

**Walls & fittings**

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:		RESPONSIBLE PERSON	HALL/STAND NO.
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR/sqm	Total price EUR
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				

All prices are quoted excluding statutory taxes and a 1% contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time:

Date:

Time:

Date Place Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



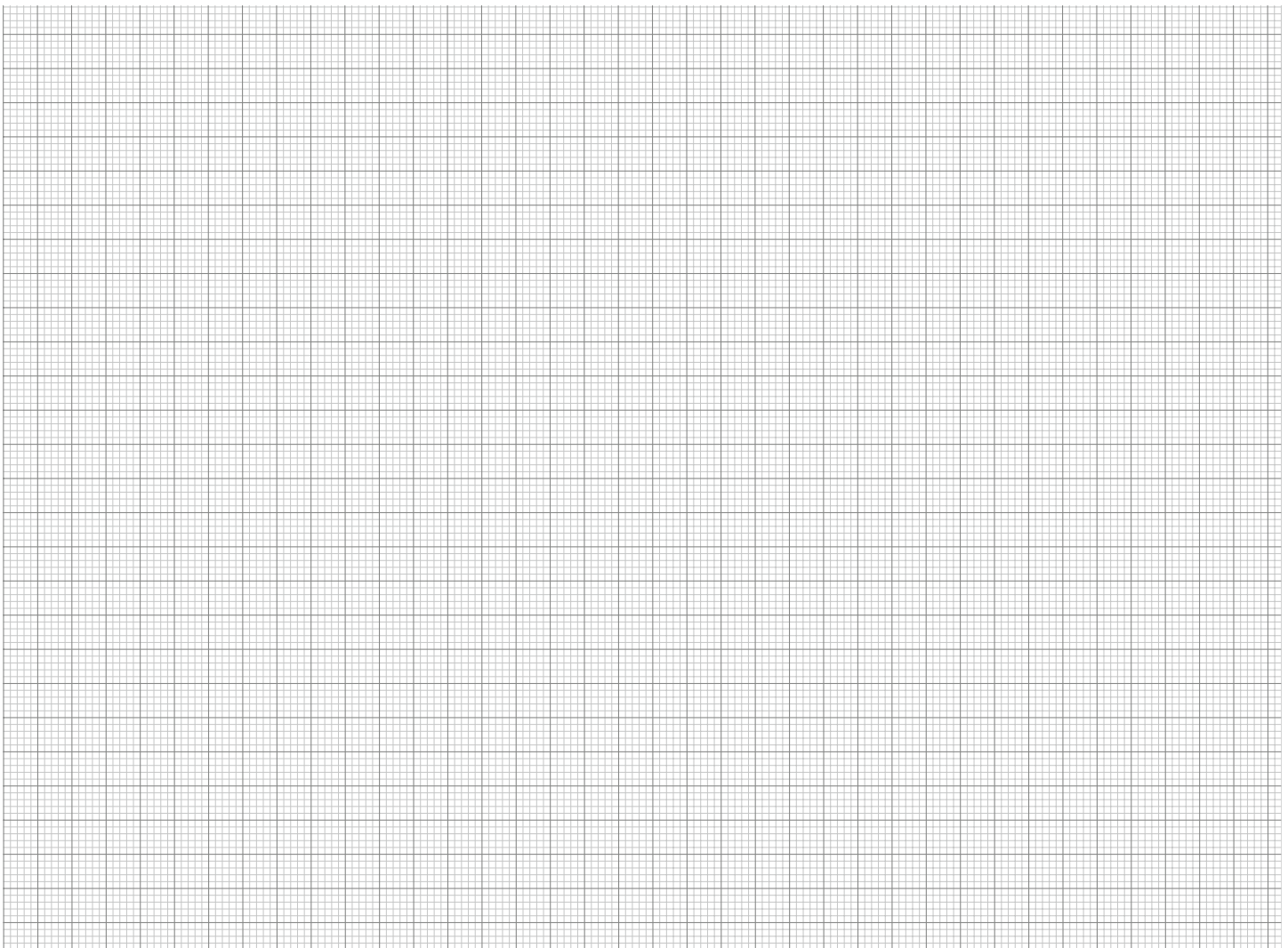
**Walls & fittings**

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Type of stand  R  E  P  I

Stand space:  m x  m =  sqm



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB), the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days





## Lettering

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

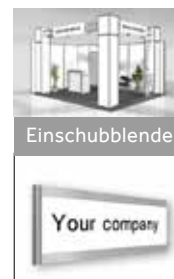
### Our range of products and services

- Computer-edited texts, signets, original company logotypes and logos. Fully finished for easy self-assembly or assembly by our team of professionals.
- Wide selection of various films and foils for all types of applications (e.g. exhibition stand lettering, company building signage, car lettering,...)
- Around 1.000 different fonts with a number of modifications (e.g. contours, italics, shaded, mirrored, circular, cylindrical,...)
- Foil coverage, felting
- Car lettering, company building sign-age and display lettering

## Lettering

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR	Total price EUR
S-401		Trade fair package incl. 20 letters Font: <input type="checkbox"/> Futura <input type="checkbox"/> Arial <input type="checkbox"/> Times <input type="checkbox"/> other: _____ Desired colour <input type="checkbox"/> black <input type="checkbox"/> other: _____ Lettering in <input type="checkbox"/> Slide-in trim <input type="checkbox"/> 1.954 x 300 mm Your text: _____	134,10*	
S-402		Additional letter	4,40*	
S-403 A		Original company logotype and logos, each panel	60,90*	
S-400		Labour for data preparation (if necessary) – per hour	On request	



\*Labeling only possible in conjunction with Standout exhibition stand.

You can find more detailed information regarding the formats and submission of graphics on the following page.

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

## Lettering

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Lettering

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

### Lettering material

Light cardboard (depaft)  Forex  Filling  Wall panel

Stand space:  m x  m =  sqm

### Print data

- Format 1:10
- Resolution minimum 600 dpi
- Fonts have to be vectorized
- CMYK colour space
- Store as .pdf (print optimised)
- Data format:
  - Vector files: AI, EPS, PDF
  - Bitmap files: PHOTOSHOP, DRUCK-PDF, TIFF

### Data transfer

- via Dropbox: Please contact us! Tel +43 (0)662 2404-61 or Email [service@mzs.at](mailto:service@mzs.at)
- via Email: [service@mzs.at](mailto:service@mzs.at)
- by post: Messezentrum Salzburg GmbH, Event Service, Am Messezentrum 1, 5020 Salzburg

Understand the production and the material used. To ensure that the colors match your expectations, a color-binding template (PROOF) is used. Evidence must be received on the same medium as the print.

The rights must be received no later than 4 weeks before the start of the trade fair. All prices are exclusive of taxes and 1% contract fee. Please listen to duplicate orders! For orders that are received at Messezentrum Salzburg GmbH later than 14 days before the start of the event, the prices of all services are reduced by 25%.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

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Flooring



**Item No. S-301**  
 Carpet  
 Black  
 By the metre  
 EUR 19,70/m<sup>2</sup>



**Item No. S-302**  
 Carpet  
 Dark grey  
 By the metre  
 EUR 19,70/m<sup>2</sup>



**Item No. S-303**  
 Carpet  
 Grey  
 By the metre  
 EUR 19,70/m<sup>2</sup>



**Item No. S-304**  
 Carpet  
 Signal Red  
 By the metre  
 EUR 19,70/m<sup>2</sup>



**Item No. S-305**  
 Carpet  
 Claret  
 By the metre  
 EUR 19,70/m<sup>2</sup>



**Item No. S-306**  
 Carpet  
 Blue  
 By the metre  
 EUR 19,70/m<sup>2</sup>



**Item No. S-307**  
 Carpet  
 Azure  
 By the metre  
 EUR 19,70/m<sup>2</sup>



**Item No. S-308**  
 Carpet  
 Light green  
 By the metre  
 EUR 19,70/m<sup>2</sup>



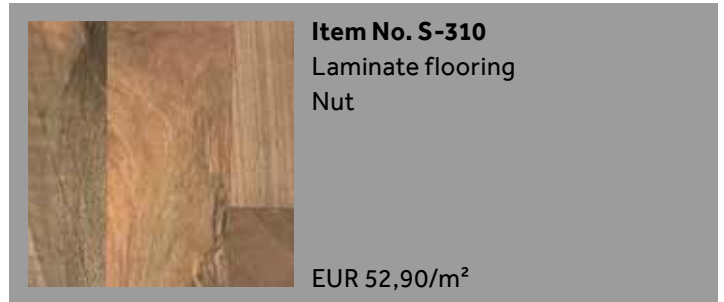
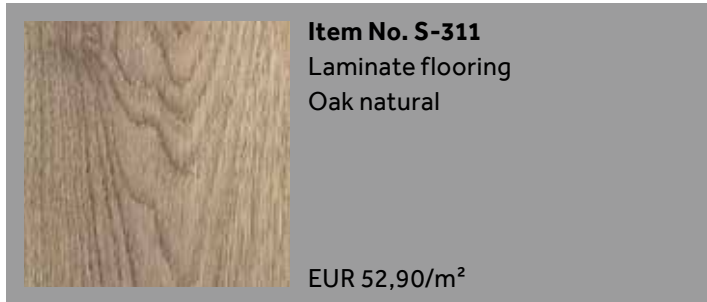
**Item No. S-309**  
 Carpet  
 Bottle-green  
 By the metre  
 EUR 19,70/m<sup>2</sup>

**Additional colours and models on request!**

The colours shown are not colour-proof! Carpeting is already included in modular stand packages unless you require a different colour. Please do not hesitate to contact us!  
 All prices include installation, film covering and disposal.

## Laminat flooring

Laminate flooring: Laid on installation panels including aluminium edges



## Flooring

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Menge	Bezeichnung	Einzelpreis EUR/m <sup>2</sup>	Gesamtpreis EUR
S-301	m <sup>2</sup>	Carpet black	19,70	
S-302	m <sup>2</sup>	Carpet dark grey	19,70	
S-303	m <sup>2</sup>	Carpet grey	19,70	
S-304	m <sup>2</sup>	Carpet signal red	19,70	
S-305	m <sup>2</sup>	Carpet claret	19,70	
S-306	m <sup>2</sup>	Carpet blue	19,70	
S-307	m <sup>2</sup>	Carpet azure	19,70	
S-308	m <sup>2</sup>	Carpet light green	19,70	
S-309	m <sup>2</sup>	Carpet bottle-green	19,70	
S-310	m <sup>2</sup>	Laminate nut	52,90	
S-311	m <sup>2</sup>	Laminate oak natural	52,90	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_






Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

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Rental furniture

	<p><b>Item No. S-501</b> Set 'LIFESTYLE 1' 3 chairs 'Lifestyle' 1 table 'Lifestyle'</p> <p><b>Set price:</b> <b>EUR 180,80</b></p>		<p><b>Item no. S-101</b> Set „FLORENCE“ 3 barstools, 1 table</p> <p><b>Set price:</b> <b>EUR 213,90</b></p>
	<p><b>Item no. S-102</b> Set „ALICE“ 3 chairs, 1 table</p> <p><b>Set price:</b> <b>EUR 163,00</b></p>		<p><b>Item no. S-103</b> Set „COSA“ 3 armchairs 'Cosa', 1 table</p> <p><b>Set price:</b> <b>EUR 480,70</b></p>
	<p><b>Item no. S-104</b> Set „TOSCA“ 3 chairs, 1 table</p> <p><b>Set price:</b> <b>EUR 107,90</b></p>		<p><b>Item no. S-105</b> Set „ZETA“ 3 barstools, 1 bar table</p> <p><b>Set price:</b> <b>EUR 171,00</b></p>
	<p><b>Item no. S-106</b> Set „STANDARD“ 3 chairs, 1 table</p> <p><b>Set price:</b> <b>EUR 152,00</b></p>		<p><b>Item No. S-502</b> Set 'Lifestyle 2' 3 barstools 'Capri' 1 bar table 'Lifestyle'</p> <p><b>Set price:</b> <b>EUR 258,80</b></p>
	<p><b>Item no. S-183 white, S-184 beige</b> <b>S-185 black</b> Set „NAPOLI“, Ver. 1: 2 benches, 4 stools (2x30°,2x60°) 2 couchdesks with glass cover: textile leather, height 45 cm</p> <p><b>Set price:</b> <b>EUR 595,80</b></p>		<p><b>Item no. S-186 white, S-187 beige</b> <b>S-188 black</b> Set „NAPOLI“ Ver. 2: 2 Sitzbänke, 2 Hocker, 2 Couchtische mit Glasplatte Polster: Textilleder Höhe ca. 45 cm</p> <p><b>Set price:</b> <b>EUR 463,00</b></p>

Rental furniture








	<p><b>Item No. S-108</b>                      Table 'Business'                      Height 72 cm, Ø 70 cm                      Leg frame: chrome                      Table top: white</p> <p>EUR 54,90</p>		<p><b>Item No. S-111</b>                      Bistro table 'Florence'                      Height 110 cm, Ø 70 cm,                      Leg frame: chrome                      Table top: light grey</p> <p>EUR 59,30</p>
	<p><b>Item No. S-110</b>                      Table 'Florence'                      Height 72 cm, Ø 70 cm                      Leg frame: chrome                      Table top: light grey</p> <p>EUR 52,70</p>		<p><b>Item No. S-113</b>                      Table 'Salzburg'                      80 x 80 x 70 cm                      Leg frame: chrome                      Table top: light grey</p> <p>EUR 53,50</p>
	<p><b>Item No. S-115</b>                      Conference table 'Chrom 1'                      80 x 80 x 72 cm                      Leg frame: chrome                      Table top: white</p> <p>EUR 46,30</p>		<p><b>Item No. S-116</b>                      Conference table 'Chrom 2'                      70 x 120 x 72 cm                      Leg frame: chrome                      Table top: white</p> <p>EUR 57,50</p>
	<p><b>Item No. S-119</b>                      Bistro table 'Veneto'                      Height 103 cm, Ø 60 cm,                      Leg frame: chrome                      Table top: glass 8 mm</p> <p>EUR 82,40</p>		<p><b>Item No. S-118</b>                      Table 'Cosa'                      55 x 55 cm                      wood                      black</p> <p>EUR 66,00</p>

Rental furniture











	<p><b>Item No. S-121</b>                      Coffee table 'Milano'                      65 x 65 x 38 cm                      Leg frame: chrome                      Table top: glass</p> <p>EUR 97,30</p>		<p><b>Item No. S-122 B</b>                      Chair 'Comodo'                      Frame: chrome                      upholstered, grey</p> <p>EUR 42,10</p>
	<p><b>Item No. S-540</b>                      Chair 'lifestyle'                      Frame: chrome                      Seat/back rest: white</p> <p>EUR 45,60</p>		<p><b>Item No. S-123</b>                      Chair 'Disco'                      Frame: chrome                      Seat/back rest: velour, black</p> <p>EUR 42,10</p>
	<p><b>Item No. S-125</b>                      Chair 'Salzburg'                      Frame: anthracite                      Seat: natural beech</p> <p>EUR 42,90</p>		<p><b>Item No. S-126</b>                      Chair 'Tosca'                      Frame: chrome                      Seat/back rest: plastic dark grey,                      with row connection</p> <p>EUR 26,70</p>
	<p><b>Item No. S-127</b>                      Chair 'Alice'                      Frame: chrome                      Seat/back rest:                      textile leather, black</p> <p>EUR 42,90</p>		<p><b>Item No. S-128</b>                      office chair                      Seat/back rest:                      upholstered, black</p> <p>EUR 63,50</p>



Rental furniture

	<p><b>Item No. S-129</b>                      leather armchair 'Cosa'                      70 x 78 x 61 cm                      Seat height: 50 cm,                      Textile leather, black</p> <p>EUR 154,90</p>		<p><b>Item No. S-134</b>                      Barstool 'Standard'                      Frame: chrome                      Upholstery: black                      Seat height: 80 cm</p> <p>EUR 41,30</p>
	<p><b>Item No. S-133</b>                      Barstool 'Zeta'                      Frame: chrome                      Upholstery: black                      Seat height: 80 cm</p> <p>EUR 47,60</p>		<p><b>Item No. S-136</b>                      Barstool 'Capri'                      Frame: chrome                      Seat: black                      Seat height: 60–81 cm</p> <p>EUR 69,00</p>
	<p><b>Item No. S-135</b>                      Barstool 'Florence'                      Frame: chrome                      Upholstery: black                      Seat height: 72 cm</p> <p>EUR 59,30</p>		<p><b>Item No. S-138</b>                      Barstool 'Capri'                      Frame: chrome                      Seat: white                      Seat height: 60–81 cm</p> <p>EUR 69,00</p>
	<p><b>Item No. S-137</b>                      Barstool 'Capri'                      Frame: chrome                      Seat: silver                      Seat height: 60–81 cm</p> <p>EUR 69,00</p>		<p><b>Item No. S-600</b>                      Bar desk 'Maxima' with board,                      white                      100 x 60 x 90/110 cm</p> <p>EUR 224,30</p>
	<p><b>Item No. S-139</b>                      Barstool 'Capri'                      Frame: chrome                      Seat: red                      Seat height: 60–81 cm</p> <p>EUR 69,00</p>		

Rental furniture

	<p><b>Item No. S-145</b> Information desk 99 x 98 x 49,5 cm lockable</p> <p>EUR 173,20</p>		<p><b>Item No. S-144</b> Counter 'Expo 8' 100 x 50 x 105 cm</p> <p>EUR 137,90</p>
	<p><b>Item No. S-147</b> Segmented bar 'D-2500' 190 x 90/120 cm</p> <p>EUR 532,30</p>		<p><b>Item No. S-150</b> Display case 'Standard 1', no shelves, Sliding glass lockable, 99 x 49,5 x 248 cm</p> <p>Eur 310,40</p>
	<p><b>Item No. S-149</b> Bar counter 'white' 99 x 98 x 49,5 cm</p> <p>EUR 146,80</p>		<p><b>Item No. S-151</b> Display case 'Standard 2', no shelves, Sliding glass lockable, 99 x 49,5 x 248 cm Frame with sliding door</p> <p>EUR 351,80</p>
	<p><b>Item No. S-153</b> Shelf unit, four shelves 50 x 200 cm Additional dimensions on request</p> <p>EUR 119,40</p>		<p><b>Item No. S-152</b> Glass shelf for display cases 97 x 47,5 cm</p> <p>EUR 42,70</p>
	<p><b>Item No. S-155</b> Coat rack, wall-mounted (3 hooks)</p> <p>EUR 31,50</p>		<p><b>Item No. S-157</b> Coat rack White</p> <p>EUR 50,90</p>

## Rental furniture



**Item No. S-158**  
Exhibition kitchen (without connections): Refrigerator, sink and hot plate 4,5 kW  
90 x 90 x 60 cm

EUR 436,20



**Item No. S-156**  
brochure display  
A4  
Aluminium

EUR 90,70



**Item No. S-160**  
Sink (no connections)  
incl. cupboard and  
water heater 2.2 kW  
80 x 53 x 90 cm

EUR 295,10



**Item No. S-159**  
Table display case  
100 x 50 x 95 cm  
Glass unit height 20 cm

EUR 232,20



**Item No. S-161**  
Cupboard  
incl. 1 shelf  
Lockable  
97 x 44 x 85 cm

EUR 116,50



**Item No. S-165**  
Refrigerator  
Capacity: 140 l  
Power supply: 230 V  
50 x 55 x 85 cm

EUR 123,10



**Item No. S-166**  
Waste paper basket

EUR 11,40

### Rental furniture

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

### Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item No.	Quantity	Description	Unit price EUR/m <sup>2</sup>	Total price EUR
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time

Date:

Time:

Date Place Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



### Rental furniture

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

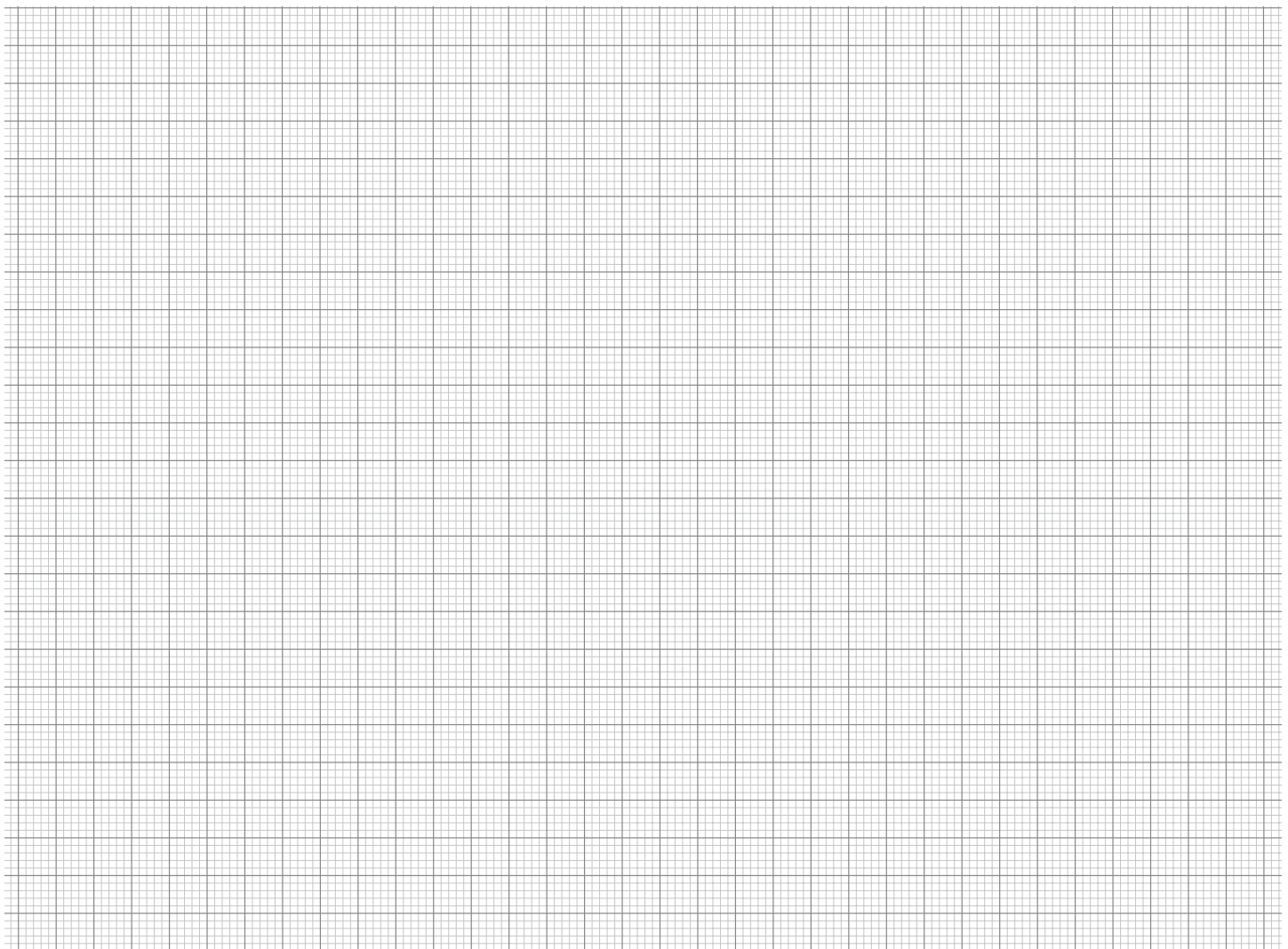
EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

Type of stand

R  E  K  I

Stand space

m x  m =  m<sup>2</sup>



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days



### Internet & IT-Equipment

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	*E-MAIL	* Access data for WLAN / LAN will be sent to this email	

### Order internet services

In accordance with the General Terms and Conditions in Section D.3, we order from Messezentrum Salzburg GmbH as follows:

LAN products must be ordered no later than 15 working days before the start of the event. If LAN products are ordered after this period, implementation cannot be guaranteed and a late delivery surcharge of € 100.00 will apply for all products. By signing this order, you confirm that you will comply with the Terms of Use for LAN and WLAN in the currently valid version. All deliveries and services associated with this order are subject to the applicable General Terms and Conditions

Item No.	Quantity	Description	Price for 1-day event	Price for a multi-day event	Total price EUR
<b>D-310</b>		<b>Single LAN internet connection</b> One physical LAN port, 10 Mbit / s bandwidth guaranteed, client-2-site VPN possible, private IP, single-user solution, entire duration of the event	120,00	220,00	
<b>D-310 A</b>		Option: 10 Mbit / s additional bandwidth	55,00	55,00	
<b>D-310 B</b>		Option: further physical LAN port only possible when ordering the first connection at the same time	65,00	110,00	
<b>D-318</b>		<b>Single WLAN per device</b> 1x WLAN code, up to 10 Mbit / s bandwidth per user, VPN possible; Total duration of the event.	60,00	165,00	
<b>D-313</b>		<b>Multi LAN internet connection</b> One physical LAN port, 20 Mbit / s bandwidth guaranteed, 1 public IP, VPN possible, entire duration of the event, including 1x LAN router up to 24 ports ( up to 100Mbit bandwidth)	530,00	960,00	
<b>D-319 X</b>		<b>Multi-WLAN internet connection</b> Up to 20x WLAN codes, up to 10Mbit / bandwidth per user, VPN possible, entire duration of the event	385,00	960,00	
<b>D-310 A</b>		Option: 10 Mbit / s additional bandwidth	55,00	55,00	

I consent to my personal data [master data, e-mail addresses, telephone number, VAT number] (<https://www.mzs.at/de/datenschutz/>) being processed.

Desired delivery date/time:

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120.00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



### Internet & IT-Equipment

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-38 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

#### Order 5G indoor-campus (only available in hall 1 & 10)

Unless otherwise stated, all of the above prices are per event, in euros and exclusive of statutory VAT. Price changes reserved. 5G wireless technology stands for highly reliable communication with very short delay times. It is precisely this property that makes 5G interesting wherever reliable and very fast data transmission is required.

With the 5G Indoor Campus solution, the Salzburg Exhibition Center offers up to 600 Mbit/s bandwidth in the download area and 90 Mbit/s in the upload area. Combination with VPN is possible and can be used for the entire duration of the event.

In accordance with the General Terms and Conditions from Chapter D.3, we order from Messezentrum Salzburg GmbH as follows:

Item No.	Quantity	Description	Price for 1-day event	Price for a multi-day event	Total price EUR
D-320Z		<b>5G Cube</b> Internet connection: Two physical LAN ports, up to 600 Mbit/s bandwidth download and 90 Mbit/s upload, VPN possible, entire duration of the event, usable in Halls 1 and 10.	475,00	860,00	

Gewünschter Liefertermin:

Datum:	Uhrzeit:
--------	----------

Datum Ort Firmenstempel und Unterschrift

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



## Internet & IT-Equipment

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

### Order internet services

In accordance with the General Terms and Conditions in Section D.3, we order from Messezentrum Salzburg GmbH as follows:

LAN products must be ordered no later than 15 working days before the start of the event. If LAN products are ordered after this period, implementation cannot be guaranteed and a late delivery surcharge of € 100.00 will apply for all products. By signing this order, you confirm that you will comply with the Terms of Use for LAN and WLAN in the currently valid version. All deliveries and services associated with this order are subject to the applicable General Terms and Conditions

Item No.	Quantity	Description	Price for 1-day event	Price for a multi-day event	Total price EUR
D-313 B		Option: Router standard configuration by network technician	110,00	110,00	
D-320 Y		<b>Private WiFi</b> Services included: Individual WLAN name and password, total bandwidth 100MBit, VPN possible, no time limit per access, information: which halls are required Password information (at least 8 characters)	990,00	1.320,00	
D-403		<b>Special service</b> Service prepared individually at the customer's request	On request		

I consent to my personal data [master data, e-mail addresses, telephone number, VAT number] (<https://www.mzs.at/de/datenschutz/>) being processed.

Desired delivery date/time:

Date:	Time:
-------	-------

Date

Place

Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

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### Staff rental: stand security

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

### Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR /h	Total price EUR
E-301		Stand security per hour	37,10	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date	Time (minimum quantity 4 hrs/day)	
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until

100 % surcharge from the 13 th hour; 100 % bank holiday surcharge; 50 % surcharge cancellation fee and for changes 3 days before the beginning of booked time period.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



**Staff rental: hostess service**

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@messezentrum-salzburg.at](mailto:service@messezentrum-salzburg.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR /h	Total price EUR
F-301		Hostess per hour	40,20	
F-302		Foreign language hostess per hour	on request	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Holiday surcharge from midnight to midnight: 100%. Cancellation fee and changes from 3 days before the booked booking time: 50%.

Date	Time (minimum quantity 4 hrs/day)	
	from	until
	from	until
	from	until
	from	until

Date

Place

Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

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## Desinfection

  <p>inclusive 700ml</p>	<p><b>RENTAL OBJECT</b></p> <p>Item no. <b>H-103</b></p> <p>Hand disinfectant dispenser with floor stand and sensor</p> <p>Contactless via sensor</p> <p>Incl. disinfectant 700ml</p> <p><b>Rental price:</b></p> <p>EUR 99,00</p> <p>INFO: This dispenser can only be rented during the event.</p>
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## Hygiene Products for Sale

	<p>Item no. H-103-N</p> <p>Hand disinfectant 700ml refill for disinfectant dispenser with floor stand</p> <p>Price:</p> <p>EUR 27,20</p>
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### Hygiene Plus

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

### Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR / sqm	Total price EUR
H-				
H-				

All prices are excluding taxes and 1% contract fee. Please avoid duplicate orders!

For orders received by Messezentrum Salzburg GmbH later than 3 weeks before the start of the event, the prices of all services will be increased by 25% and the provision can no longer be guaranteed

Desired delivery date/time:

Date  Place  Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days



## Stand cleaning service

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR / sqm	Total price EUR
E-100	sqm	Stand cleaning/ up to 3 days	4,21	
E-101	sqm	Stand cleaning/ up to 4 days	5,13	
E-102	sqm	Stand cleaning/ up to 5 days	6,04	
E-103	sqm	Stand cleaning/ up to 7 days	6,90	
E-104	sqm	Stand cleaning/ up to 9 days	8,15	
E-105	sqm	Single stand cleaning	2,76	
E-106		Man hour	42,20	
<b>Special services as dish washing, adhesive removal, damp mopping etc. are charged according to time taken (E-106)</b>				

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

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## Waste disposal

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

## Waste Disposal - Information

Anyone generating waste on the exhibition grounds is responsible for the proper and environmentally friendly disposal of the waste. Each exhibitor has the option to either dispose of all waste generated by them during setup, dismantling, and the exhibition responsibly on their own, or to commission the authorized service partner of Messezentrum Salzburg for a fee-based disposal.

## Order Container

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description /Type of container	Unit price EUR	Total price EUR
E-206		Container 1100 l, Provision and disposal, per emptying	79,00	
E-205A		Container 1100 l, Provision express (late order on site) and disposal, per emptying	89,00	
E-208		Skip, 7 - 9cbm, incl. delivery /return and rental fee for 1 week (minimum fee), add. disposal fee	199,00	
E-209		Roll-off tipper, 20cbm, incl. delivery /return and rental fee for 1 week (minimum fee), add. disposal fee	199,00	

## Order Waste disposal

Additional to the rental fee for containers waste disposal is subject to charges. In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description /Type of container	Unit price EUR	Total price EUR
E-201		Disposal of residual waste, per ton	243,65	
E-202		Disposal of wooden waste (correctly sorted), pro Tonne	153,45	

A container (up to 20 m<sup>3</sup>) can be rented for larger amounts of waste. Price on request.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_  
Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

## Plants & Flowers

Order form, please return at least **2 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)



Item No. **P-101**  
Laurel  
in grey plastic planter  
Height approx. 180 cm

**Rental price:** EUR 70,00



Item No. **P-104**  
Plant set 'Modern'  
2 palm trees in metal planter  
1 fresh flower arrangement

**Rental price:** EUR 190,00



Item No. **P-109Z**  
Zamia in metal planter  
Height approx. 150 cm

**Rental price:** EUR 70,00



Item No. **P-126**  
Orchids 'Jumbo'  
Height approx. 150 cm

**Rental price:** EUR 150,00



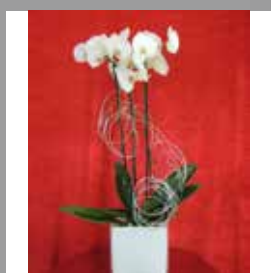
Item No. **P-105**  
Plant set 'Avantgarde'  
2 Zamia in metal planters  
2 stick bundles

**Rental price:** EUR 190,00



Item No. **P-128**  
Glass vase with white flowers  
Height 100 cm

**Rental price:** EUR 95,00  
**Purchase price:** EUR 160,00



Item No. **P-127**  
Orchid in white cachepot  
Height approx. 60 cm

**Rental price:** EUR 94,00  
**Purchase price:** EUR 124,00

## Floristry is a craft!

Our service partner is happy to create individually designed flower bouquets and arrangements. Inquiries can be made via [service@mzs.at](mailto:service@mzs.at).

**Plants & Flowers**

Order form, please return at least **2 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR	Total price EUR
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time:

Date:

Time:

Date Place Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days





# CATERING TO YOUR SUCCESS



## As a creative full-service partner at the Messezentrum Salzburg

we support you in your trade fair appearance with custom-fit catering concepts. We move away from humdrum everyday menus to offer you pleasure rich in ideas - seasoned to your taste. We know how to inspire with new trends and to set unusual accents, irrespective of scale. Rapid, purposeful and focused. We pamper you with inimitable, sustainable catering.

## What we serve is in season!

FAIR CATERING

STAND CATERING

GET-TOGETHERS

MEETINGS

EVENT-CATERING

FINGER-FOOD STAND-PARTIES

PHILOSOPHY

ABOUT US

SUSTAINABILITY

CATERING ACCESSORIES

CHEF PARTIE

**How you want it, where you want it, what you want - (almost) everything is possible.**

We are happy to provide you with an individual offer for events of all kinds. Whether booth catering or congress hosting — we will gladly assist you with the organization of your unforgettable event.



**Chef Partie**  
A COMPANY OF  
BIRNGRUBER GASTRONOMIE GMBH  
[www.chefpartie.at](http://www.chefpartie.at)

Am Messezentrum 6  
A-5020 Salzburg  
T +43(0)6232 36093 40  
[reservierung@chefpartie.at](mailto:reservierung@chefpartie.at)

[www.salzburg-messe.catering](http://www.salzburg-messe.catering)

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120.00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

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Messezentrum Salzburg GmbH  
Am Messezentrum 1  
5020 Salzburg - Austria



[www.mzs.at](http://www.mzs.at)  
[office@mzs.at](mailto:office@mzs.at)  
T +43 (0)662 / 24 04-0

**Stand construction permit** (for stands 5 m and higher)

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**The above-mentioned company is**

- Stand construction company  
 Exhibitor

**Contact for technical enquiries regarding stand construction:**

Mr/Ms \_\_\_\_\_ E-Mail \_\_\_\_\_

**We acknowledge the event location's technical guidelines and Messezentrum Salzburg GmbH's General Terms and Conditions and have taken them into consideration in our project plans** (latest GTC to be found at [www.mzs.at](http://www.mzs.at)).

**Required documentation**

- Stand design plans (ground plan, layout sketches, overviews, scale 1:100), but only from a construction height of 5 m!
- Technical building description (system description)
- Material information (flame retardant, etc.)

**Important information and guidelines for two-storey exhibition stands, stands with accessible levels:**

- These stands always require a permit
- Prior to planning, consult the technical services department for information on maximum construction height
- Send two copies of each set of plans (ground plan and overview) to Messezentrum Salzburg
- You will not be permitted to construct your stand unless you have submitted your plans for approval

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

## Compressed Air

Order form, please return at least **8 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	E-MAIL		

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item No.	Quantity	Description	Unit price EUR	Total price EUR
M 101		Compressed air connection *	on request	

\*Compressed air installations may only be carried out by the authorized service partner of the Messezentrum Salzburg. Compressed air is provided in halls 10 and 1 via floor outlets. The maximum pressure provided through floor outlets is 8 bar.

A basic sketch must be enclosed with the compressed air order form, on which the desired position of the connections as well as the required output power (l /min) and pressure (bar) is evident. The possibility of a compressed air outlet is examined upon request for all halls. In case of feasibility, a quotation on the rental compressors and the required booth installation is issued. The request for compressed air must thus be taken out on time and directly with the organizer according to the trade fair regulations.

Inside the booths, the compressed-air installations may be carried out by the exhibitor. Additional equipment required such as air-pressure controller must be provided by the exhibitor.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder.\* | All prices are for a trade fair lasting up to 7 days

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## Forwarding services – Exhibition logistics

### Customer orientation, creativity, flexibility

- Individual consulting / concept development for all aspects of logistics
- Formulation and provision of transport guidelines and supervision
- Centralisation of communication channels
- Personal contact for all services
- Transport insurance provision and consulting
- Arrangement of transport services ex works to event and back
- Handling of customs (temporary, final, Carnet ATA etc.)

### Performance of trade fair services

- Transport to/from exhibition grounds
- Handling on exhibition grounds (autonomous handling with the support of our trained hall supervisors – this means no additional down-time for your staff)
- Provision of technical equipment, e.g. forklifts, cranes and transport workers
- Warehouse logistics for empties and packing materials, full goods, exhibition stands
- Personal consulting on-site Messezentrum Salzburg (returns, distribution, etc.)

### Fair tariff

- Application form/informations see our homepage:  
[www.lagermax.com/at-de/dienstleistungen/transportloesungen/messe-logistik/](http://www.lagermax.com/at-de/dienstleistungen/transportloesungen/messe-logistik/)



### Organisation

- **Messespedition/Standort:**  
**Lagermax Logistics Austria GmbH**  
Am Messezentrum 6  
5020 Salzburg  
T +43 (0)662 / 4090-2293, 2294  
M messe.salzburg@lagermax.com  
W www.lagermax.com

## Deliveries to Messezentrum Salzburg

### Delivery address for shipments to your stand

Items that you need for the exhibition can be sent directly to your exhibition stand within the usual set-up period. The sample address below must be provided to the courier or shipping agent. If handling equipment or personnel are required at the exhibition stand, or if no one will be present at your stand when the items are delivered or collected, please contact the exhibition's transport company Lagermax, which will be pleased to assist you. You can also have items (including small ones) sent out at any time before the official set-up period. However, these would have to be delivered to the address of our transport company (see below) after informing them in advance of the exact delivery date/time.

### Forwarding

Lagermax Logistics Austria GmbH  
 Am Messezentrum 6  
 5020 Salzburg  
 T +43 (0)662 / 4090-2293, 2294  
 M messe.salzburg@lagermax.com

### Sample address for sender:

To person resp./Company/Exhibitor:	_____
c/o Exhibition:	_____
Hall: _____ Stand: _____	_____
Date of delivery to exhibition stand/Time:	_____

### Delivery address for shipments to your stand

(Company)  
 c/o Messezentrum Salzburg  
 (name of exhibition)  
 (hall/stand number)  
 Am Messezentrum 1  
 5020 Salzburg  
 Austria

Please note that Messezentrum Salzburg is unable to accept any items or parcels addressed to the exhibitor.

Mail (letters and parcels) intended for exhibitors must always be delivered to the traders/exhibitors and their employees in the area of the leased stand. Especially during the assembly and disassembly phase, this form of delivery may not be possible under certain circumstances.

## Forwarding

Forklift with driver	Net price EUR
up to <b>3.0 t</b> lifting capacity per hour	126,00
up to <b>3.0 t</b> lifting (every further ½ hour)	63,00
short jobs up to 10 minutes	80,00
up to <b>5.0 t</b> lifting capacity per hour	136,00
up to <b>5.0 t</b> lifting (every further ½ hour)	68,00
<b>Minimum:</b> 1 hour – the above prices apply for every additional ½ hour started. The price includes travel to and from the exhibition center.	
<b>Forklift insurance – Liability premium</b> based on the stated value of the goods to be moved. Otherwise, Lagermax will obtain forklift and liability insurance with a coverage sum per order of <b>EUR 5,000.00.</b>	5,00
<b>Premium per handling order</b>	

Special equipment, rental and work equipment, work materials	Net price EUR
Rolling car per hour	15,90
Manual lift truck per hour	19,80
Strapping machine per hour	15,90
Long forks, ropes, shackles per order	9,00
Euro pallet (excl. delivery to stand)	23,00

Personnel placement	Net price EUR
Transport worker per hour (minimum: 2 hours)	48,00
Expenses for service and communications per hour	65,00
Loading and unloading supervision per hour	52,00
worker for stand construction per hour	50,00
foreman per hour	52,00

Top priority and priority storage	Net price EUR
TOP – Priority storage per label and package. Delivery within the first hour after the end of the fair or after approval by the organiser.	92,00
Priority storage per label and package. Delivery within the first hour after the end of the fair or after approval by the organiser.	66,00

Long term storage	Net price EUR
Warehouse fees per cbm Storage space and month started	12,90

Empties storage	Net price EUR
Incl. pick up before commencement of exhibition, temporary storage and delivery after closure of exhibition.	46,00
Minimum = 2 cbm	92,00

Storage of full packing goods (during the exhibition period)	Net price EUR
Incl. pick up before commencement of exhibition, temporary storage and delivery after closure of exhibition	57,00

Surcharge for required storage space	Net price EUR
after regular service hours for assembly & dismantling period per cbm	11,00
Our rates are calculated based on required storage space in cbm and are subject to correct transfer of goods at the exhibition stand	

Additional fee	Net price EUR
for short term order or small package (minimum)	19,00
Part load up to 20 cbm	58,00
Part load from 20 cbm – 33 cbm	78,00
From 34 cbm or full load / max. flate rate	98,00
Forwarding commission for fair	15,00

Storage group-age consignments	Net price EUR
Unloading Lagermax warehouse, storage max. 3 days incl. delivery to the booth per m <sup>2</sup> (m <sup>2</sup> = max. 2cbm) [min. EUR 98,00]	76,00
Pick up from the booth incl. interim storage in our warehouse max. 3 days per m <sup>2</sup> (m <sup>2</sup> = max. 2cbm) [min. EUR 98,00]	76,00

## Forwarding

### Overtime/surcharges

Charge for services performed outside of regular service hours (unless specified otherwise).

MON – FRI	6.00 a.m. to 8.00 a.m./5.00 p.m. – 9.00 p.m.	+ 50 %
SAT	6.00 a.m. to 9.00 p.m.	+ 50 %
MON – FRI	9.00 p.m. to 6.00 a.m.	+ 100 %
SAT	9.00 p.m. to 6.00 a.m.	+ 100 %
SUN/public holidays		+ 100 %

Additional trips will be charged according to actual time taken (minimum 2 hours).

### RVS/SVS/LVS (insurance) charge per forwarding order

according to valid VS (insurance) table.

### Costs for customs clearance / other forwarding services

upon request or based on actual time taken.

We work exclusively on the basis of the General Austrian Forwarder's Terms and Conditions (AÖSp) and the carriage and storage provisions for furniture transportation, in their applicable version that is published in the "Wiener Zeitung" and which we have at our disposal: VAT Reg. No. ATU 33898404. The place of performance and jurisdiction is Salzburg. The company is registered in the commercial register of Salzburg District Court under the number FN 50594d.

**Forwarding services – Transfer order**

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

<b>Collection address:</b>		<b>Delivery address:</b>	
<b>Assembly:</b>	<b>Date/time:</b>	<b>Dismantling:</b>	<b>Date/time:</b>
Contact person:		Contact person:	
Telephone:		Telephone:	

<b>Scope of goods/shipment</b> (number of units, dimensions, load metres):

<b>Transport insurance coverage?</b> Transport insurance will reduce your risk and protect you against liability limitation clauses!	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Forwarding insurance RVS/SVS/liability</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Value of goods in EUR:</b>		
SVS/RVS premium 1 ‰ (thousandth) of the value of the goods! If no value is specified for the goods, Lagermax Int. Spedition GmbH, Salzburg, will arrange insurance cover to the amount of EUR 5,000.00. Premium: EUR 5.00 per order. Please inform us in advance if you are listed as a prohibited RVS/SVS customer (i.e. if you already have a global insurance policy)!		

The scheduling of forwarding services (transport, forklift, storage, etc.) requires timely planning. We therefore encourage you to submit your order well in advance. The signatory hereby authorises Lagermax Internationale Spedition GmbH to perform the services outlined herein. The individual trade fair services/ transports will be invoiced according to the respectively valid trade fair tariffs and transport agreements. We work exclusively on the basis of the General Austrian Forwarder's Terms and Conditions (AÖSp) and the carriage and storage provisions for furniture transportation, in their applicable version that is published in the "Wiener Zeitung" and which we have at our disposal: VAT Reg. No. ATU 33898404. The place of performance and jurisdiction is Salzburg. The company is registered in the commercial register of Salzburg District Court under the number FN 50594d.



### Forwarding services – Exhibition handling

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

<b>Forklift:</b>	<input type="checkbox"/> up to 3.0t lifting capacity	<input type="checkbox"/> long forks	<input type="checkbox"/> ropes, shackles
	<input type="checkbox"/> up to 5.0t lifting capacity	<input type="checkbox"/> lift truck	<input type="checkbox"/> strapping machine
		<input type="checkbox"/> Loading and unloading supervision	
<b>Crane:</b>	<b>Power:</b>		
t lifting capacity:	Amount:	approx. hours:	
<b>Assembly:</b>	<b>Date/time:</b>	<b>Dismantling:</b>	<b>Date/time:</b>

<b>Temporary storage:</b>	<input type="checkbox"/> Empties/packaging materials	<input type="checkbox"/> full goods
Collection time/date:	Delivery time/date:	Volume approx.:

The scheduling of forwarding services (transport, forklift, storage, etc.) requires timely planning. We therefore encourage you to submit your order well in advance. The signatory hereby authorises Lagermax Internationale Spedition GmbH to perform the services outlined herein. The individual trade fair services/transportations will be invoiced according to the respectively valid trade fair tariffs and transport agreements. We work exclusively on the basis of the General Austrian Forwarder's Terms and Conditions (AÖSp) and the carriage and storage provisions for furniture transportation, in their applicable version that is published in the "Wiener Zeitung" and which we have at our disposal: VAT Reg. No. ATU 33898404. The place of performance and jurisdiction is Salzburg. The company is registered in the commercial register of Salzburg District Court under the number FN 50594d.

<b>Value of goods to be handled:</b>	<b>Value of goods in EUR:</b>	
<b>Forwarding insurance RVS/SVS/liability</b> <b>Note: Be sure to provide this information before ordering!</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Premium 1 ‰ (thousandth) of the indicated value of the goods. If no value is listed for the goods to be handled, Lagermax Internationale Spedition GmbH, Salzburg, will take out insurance cover to the amount of EUR 5,000.00. Premium EUR 5.00 per order.		

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120,00 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

## House rules

### Messezentrum Salzburg GmbH (MZS), Fn 67914z, Status Quo 10 / 2020

- 1. Emergency Numbers**
- 2. Access to Premises**
- 3. Staying on Premises**
- 4. Staying of Minors**
- 5. Staying of Visitors**
- 6. Photography, Filming, Drawing**
- 7. Video Surveillance**
- 8. Smoking**
- 9. Security Check**
- 10. Weapons and Dangerous Objects**
- 11. Dogs and other Animals**
- 12. Means of transportation**
- 13. Safety Instructions**
- 14. Safety and Hygiene Measures**
- 15. Opening Hours**
  - 15.1 Assembly and Dismantling Times**
  - 15.2 Event Duration**
- 16. Ban on Vehicular Access to all Halls**
- 17. Violation of the House Rules**

The fairground is a private area. The owner is Messezentrum Salzburg GmbH. It exercises the domiciliary rights alongside the respective organiser. The house rules and regulations of use apply to all persons entering, driving on or staying on the private premises of the MZS.

#### 1. Emergency Numbers

Fire brigade 122  
Police 133  
Ambulance 144  
European emergency number 112  
First aid info-point of the respective fair/event

#### 2. Access to Premises

Exhibitors, contract partners, construction companies can purchase permanent parking tickets from the organiser of the respective event or at the counter of the parking space management. These entitle the holder to unlimited entry, passage and stay during the construction, dismantling and fair/event period. The parking fees are binding according to the notice board at all entrances and exits.

#### 3. Staying on Premises

Staying on the exhibition grounds is only permitted for the times and buildings specified by the admission ticket or an identification card. Visitors must keep the admission tickets. Persons who are unable to prove their identity during their stay by means of a valid admission ticket or ID from the MZS/organiser may be turned away from the exhibition grounds.

#### 4. Staying of Minors

Minors under the age of 14 may only enter the exhibition grounds if accompanied by a parent or guardian. Exceptions to this rule are only valid if they are

explicitly posted at the entrances or ticket offices.

#### 5. Staying of Visitors

The facilities open for event visitors must be used with care and consideration. Visitors may not enter or put into operation any other facilities and installations. Exhibition stands may only be entered in the presence of stand personnel. Event visitors must leave the event and the premises at the end of the opening hours.

#### 6. Photography, Filming, Drawing

Photography, filming and drawing on the entire exhibition grounds and in the halls/Salzburgarena, in particular of the exhibits and events, is only permitted to persons who have been approved for this purpose by the organiser and who are in possession of a valid id issued by the organiser.

#### 7. Video Surveillance

Please note that the exhibition premises are video monitored.

#### 8. Smoking

Smoking is generally prohibited in MZS buildings. Smoking areas are indicated with corresponding signs.

#### 9. Security Check

Depending on the nature of the event, it may be prohibited to bring bags and similar items into the event. For security reasons, bags and similar items and clothing such as coats, jackets and capes as well as vehicles may also be checked for their contents.

#### 10. Weapons and Dangerous Objects

Weapons or objects considered as weapons may not be brought to or used on the premises. Exceptions to this rule are only valid if expressly posted at the entrances and box office at certain events.

#### 11. Dogs and other Animals

Dogs and other animals may not be brought onto the premises or buildings. Exceptions apply only if expressly posted at the entrances and box office. In the event of an exception, dogs must always be kept on a leash and muzzled.

#### 12. Means of transportation

During the event, the use of technical means of transportation, in particular scooters, electric scooters, skateboards and bicycles, is strictly prohibited in the halls and connecting areas.

#### 13. Safety Instructions

The instructions of the building services or the exhibition management, as well as those of the security and supervisory staff, must always be followed.

#### 14. Safety and Hygiene Measures

The currently valid safety and hygiene measures of Messezentrum Salzburg GmbH must be observed and are available at: [www.messezentrum-salzburg.at](http://www.messezentrum-salzburg.at) or displayed on site.

All persons authorised to stay at the exhibition grounds are responsible for observing the recommended hygiene measures regarding the spread of infec-

## House rules

### Messezentrum Salzburg GmbH (MZS), Fm 67914z, Status Quo 10 / 2020

tious diseases by the Salzburg provincial government and the Austrian federal government.

Persons who do not adhere to the general protective measures may be turned away from the exhibition grounds by the owner of the premises/organiser or their authorised persons.

#### 15. Opening Hours

##### 15.1. Assembly and Dismantling Times

The assembly and dismantling work can be carried out at the times specified in the contract. Early assembly or extended dismantling can be requested. The approved times are subject to a fee (see the service folder of the organiser).

For reasons of general safety on the exhibition grounds, the halls and the exhibition grounds shall remain closed outside these times. After the official end of construction, only final stand construction work within the exhibitor's own exhibition space is permitted. The visitor aisles must be cleared by this time.

##### 15.2. Event Duration

During the event, the halls will be opened one hour before the start of the fair and closed one hour after the fair ends. MZS/the organiser reserves the right to make special arrangements. Exhibitors who, in justified individual cases, have to remain at their stands beyond this time require special written permission from the MZS/organiser.

#### 16. Ban on Vehicular Access to all Halls

All trucks and cars are generally prohibited from entering the halls. Vehicles may only enter the halls with special permission.

#### 17. Violation of the House Rules

In the event of any violation of the house rules of Messezentrum Salzburg GmbH, persons may be turned away from the exhibition grounds and/or be subject to a ban on entering. Any tickets purchased will not be reimbursed in such cases.

Messezentrum Salzburg GmbH  
As of: November 2023

## Technical Guidelines

### Messezentrum Salzburg GmbH (MZS), Fn 67914z, Status Quo August 2015

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## 1. Preliminary Observations

The Messezentrum Salzburg GmbH, Am Messezentrum 1, 5020 Salzburg, Austria, Tel.: +43 (0)662 2404 0 – “MZS” below – has issued guidelines for trade fairs, exhibitions, and other events in order to give all exhibitors and organizers the optimal opportunity to present their exhibits and to address their visitors. These guidelines apply to all contracts with MZS over rental or other use of the fairground or parts of it over the participation in fairs organized by MZS over service deliveries by authorized service partners (below summarized as “partners”) The fairground are all halls, foyers, corridors, meeting- and press rooms, Salzburgarena, open-air ground and car parks even if there are run by others than MZS. These guidelines also apply to contractual partners of the tenant, e.g. if a partner sublet the rented halls for an exhibition to another company or give it further rights of use. In this case the partner is liable for the observance of the guide- lines by the contractual partner. Whenever the term “partner” is used in these technical guidelines it also includes the contractual partners. MZS is also entitled to demand the adherence to the Technical Guidelines from contractual partners of the partner. This includes giving instructions or taking measures in order to enforce the observance of the guidelines.

All partners are liable for the observance of the Technical guidelines by its assistants, staff and contractual partners. In any case MZS is entitled to execute its domestic authority and demand the observance of the Technical guidelines from everyone present on the fairground.

At the same time, these guidelines contain security provisions providing a maximum of safety of the technical and creative equipment, which benefit exhibitors, organizers and visitors alike. In any case the partner must obey all regulations given by technical norms or laws. The partner is also liable that its subcontractors obey these regulations.

The building code, fire regulations and miscellaneous safety regulations must be observed. Any violation of the safety provisions is deemed a material breach of contract.

MZS reserves the right to verify the adherence to these provisions or have this verified by a third party, and to take appropriate measures should any of these provisions be violated.

MZS is entitled to enact safety and event construction regulations that extend beyond the provisions in the Technical Guidelines.

The order forms for services (Service folder) are sent in time; these must be filled and returned in due time according to the fair provisions; otherwise MZS/ the organizer cannot guarantee proper and timely execution. MZS cannot guarantee that services are provided due in time and correctly if the applications are submitted too late. An order requires approval. Approval may be given by implication – by providing the goods and service ordered. There is no legal entitlement to the approval of an order. The approval of an order may be denied, especially to partners who failed to comply with financial obligations towards MZS/ the organizer in previous events. Furthermore MZS reserves the right to levy a surcharge on the fees for delayed orders as outlined in the service folder.

Depending on the event conception it may also be possible to place orders through the Online Service Center via the Internet.

Additional information on the details of the preparation and execution of the exhibition will be mailed to partners.

Due to structural and legal factors of the various fair locations the respective implementations rules of the Technical guidelines may vary.

MZS reserves the right to amendments. Valid is the German text as of August, 2021.

## 2. House Rules

MZS executes the domestic authority. The house rules apply to all persons who present on the fairground.

### 2.1 Emergency numbers

Fire brigade	122
Police	..... 133
Emergency	144
Euro emergency	..... 112
First aid	Info point of the respective fair/event

### 2.2 Site accessibility

Partner and their staff can buy permanent parking tickets entitling to unlimited access, transit and stay during build-up, dismantling, and fair/event opening hours from the respective organizer or at the counter of the parking space manager. The parking fees displayed at all access and exit points are binding.

### 2.3 Stay at the fairground

The stay at the fairground is only permitted for the times defined by an admission ticket or an exhibitor pass. Persons who cannot legitimatise themselves during their stay with a valid ticket or an exhibitor pass can be asked to leave the fairground.

### 2.4 Minors

Minors below the age of 14 may enter the premises only when accompanied by a parent or legal guardian. Exceptions are valid only by express notice at the access points or ticket offices.

### 2.5 Visitor regulations

The facilities cleared for visitors are to be treated with care. Visitors may not access or utilize any other facilities or premises. Booths may be entered only in presence of booth staff. Event visitors must leave the premises by the end of the opening hours.

### 2.6 Photographing, filming, drawing

Only persons authorized by the organizer and who have been issued a valid pass by the organizer are allowed to photograph, film or draw anywhere on the fair premises and the pavilions/Salzburgarena; this refers to the exhibits and presentations in particular.

### 2.7 Video Surveillance

Please note that the exhibition premises are video monitored.

### 2.8 Smoking

Smoking is strictly forbidden in all MZS buildings. Smoking areas are identified as such.

### 2.9 Security check

Depending on the type of event it may be forbidden to take bags or similar articles to the event. For security reasons the contents of bags and similar articles, coats, jackets, capes as well as cars may be checked.

### 2.10 Weapons and dangerous articles

Weapons and articles qualifying as weapons may not be carried on the grounds, nor may they be used thereon. Exceptions for certain events are expressly announced at the access points and the ticket offices.

### 2.11 Dogs and other Animals

Dogs and other animals may not be taken onto the grounds or into buildings. Exceptions only apply when express permission is granted on signs at the access points and ticket offices. In the event that exceptional permission is granted, dogs must always be on a leash and wear a muzzle.

### 2.12 Safety instructions

Instructions issued by building management and security or supervision personnel must be obeyed at all times.

### 2.13 Safety and Hygiene Measures

The currently valid safety and hygiene measures of Messezentrum Salzburg GmbH must be observed and are available at: [www.mzs.at](http://www.mzs.at) or displayed on site.

All persons authorised to stay at the exhibition grounds are responsible for observing the recommended hygiene measures regarding the spread of infectious diseases by the Salzburg provincial government and the Austrian federal government.

Persons who do not adhere to the general protective measures may be turned away from the exhibition grounds by the owner of the premises/organiser or their authorised persons.

## 2.14 Opening hours

### 2.14.1 Assembly and Dismantling Times

Setup and dismantling works may be carried out at the contractually defined schedules only. Setup ahead of schedule or dismantling beyond schedule is only possible with a special agreement. The hours approved are subject to charge (see organizer's service folder).

The halls and fairground remain closed outside these times for security reasons.

After the official setup time only finishing booth works are permitted within your own exhibition space only. The visitor aisles must be cleared at this time.

### 2.14.2 Event Duration

For the duration of the event the halls will be opened one hour before the start of the fair and closed one hour after the end of the fair.

Partners and their staff are not allowed to enter or to stay in halls where booths are positioned.

Partners who need to access the premises at other times require written consent from MZS/organizer).

## 2.15 Ban on Vehicular Access to all Halls

It is generally forbidden to drive into the halls with trucks or cars. Exceptions require a special permission of MZS/the organizer.

## 2.16 Violation of the House Rules

In the event of any violation of the house rules of Messezentrum Salzburg GmbH, persons may be turned away from the exhibition grounds and/or be subject to a ban on entering. Any tickets purchased will not be reimbursed in such cases.

## 3. Traffic on the fair grounds

Escape routes, Safety Equipment and Devices

### 3.1 Traffic regulations

The respective traffic regulations apply on MZS grounds. The garage and parking provisions are binding.

In order to ensure a smooth traffic flow during construction and dismantling times and for the duration of the event traffic regulation and directing rules must be strictly observed.

The parking space manager assigned by MZS is authorized to execute and enforce all effective regulations with regard to the garage terms and conditions. Furthermore, instructions issued by the personnel in charge of traffic regulation and direction must be strictly obeyed.

Parking tickets with special authorizations are to be visibly displayed on the vehicle.

The maximum allowed speed on the fairgrounds is 30 km/h. Restricted ways and greens must not be driven on.

Motorhomes and travel trailers may not be parked on the fairground for accommodation purposes overnight. Parking areas designated for motorhomes and travel trailers by the MZS/event organizer are exempt from this regulation.

There is stopping restriction for the entire fairground except for the specially designated areas. MZS reserves the right to remove vehicles, semitrailers, containers, reservoirs and other empties or crates of any kind at the risk and expense of the originator, keeper or owner, respectively.

In addition, the event-specific provisions and access regulations apply.

The MZS reserves the right to regulate the access to halls and various booths respectively.

For fairs and exhibitions it is recommended to utilize the entire construction period since experience has shown that the fair grounds are overcrowded on the last two construction days. Delays caused due to overcrowding of the fairgrounds or to directives issued by the MZS/organizer for traffic control on the fairgrounds or booth access do not entitle the partner, its stand construction company or its subcontractors to assert any legal claims against MZS/the organizer.

## 3.2 Escape routes

### 3.2.1 Areas reserved for fire brigade vehicles, fire hydrants

Areas designated as areas reserved for fire brigade vehicles, escape routes and safety zones may not be obstructed by parked vehicles, trucks or by the storage of exhibits, construction and packaging materials or the like at any time.

Vehicles and objects obstructing areas reserved for fire brigade vehicles, escape routes or safety zones shall be removed at the owner's expense.

Fire hydrants and their corresponding signage may not be obstructed, barricaded, covered, or made unrecognisable in any way.

### 3.2.2 Emergency exits, emergency hatches, hall aisles

All exits and aisles designated in the hall diagrams must be kept fully accessible. In case of emergency they serve as escape routes and therefore may not be obstructed by objects placed on or extending into aisles or exits. The doors in the course of escape routes must be maintained in such a way that they can be easily and completely opened from the inside. The exit doors and emergency hatches may not be obstructed, barricaded, covered, or made unrecognizable in any way.

Should such escape and emergency routes lead through a booth, then these areas designated as such may not be obstructed, barricaded, covered, or made unrecognizable in any way.

### 3.3 Safety installations

Sprinkler systems, fire alarm boxes, emergency telephones, smoke flaps, fire-fighting equipment, smoke detectors, electronic locking mechanisms of the hall doors, power distribution points and switchboards, telephone switchboards and other safety installations, their markings as well as the green emergency exit markings must be accessible and visible at all times; they may not be obstructed or removed in any way.

Agents of MZS, as well as the supervisory authority, may access the equipment mentioned at any time.

### 3.4 Booth numbering

All booths shall be marked with booth numbers by the organizer.

### 3.5 Security

The organizer and the security service licensed for the fairground are in charge of the general supervision on the fairgrounds during the event, the mantling- and dismantling times.

The security service is not asked to supervise the equipment of partners. MZS is not liable for damages or thefts (also not in case of a break-in) of the partner's equipment (neither exhibits nor other equipment). MZS/the organizer is not responsible for the custody of the partner's booth, exhibits or any equipment on the booth.

The exhibitor is obliged to arrange for the booth and security himself with a MZS-authorized service partner. This service must be ordered separately at MZS. The exhibitors are expressly advised that there is a higher risk for the exhibits and other objects brought by the exhibitors during the construction and dismantling periods. Valuable or easily moveable objects should always be under lock at night or be additionally insured.

### 3.6 Evacuation, vacation

For security reasons, especially due to official directive, the closure of rooms, buildings, halls and/or outdoor exhibition areas and their evacuation and vacation may be directed.

In this cases the partner is not entitled to demand replacement or abatement of rent except the evacuation was made intentionally by MZS.

## 4. Technical data and equipment of the halls and the open air area

### 4.1 Technical specification exhibition halls

Hall	Length m	Width m	Total area approx, m <sup>2</sup>	Height m	Flooring	Load approx, in kg/m <sup>2</sup> a	Gates	Gate size approx, in m
1	45,4	55,7	2.529	9,1	Asphalt	1.700	2	5 x 4,5
2	60	49	2.933	6	Asphalt	1.700	2	5 x 4,5
3	50	40	1.860	6	Asphalt	1.700	3	5 x 4,5
4	70	35	2.172	5,6	Asphalt	2.000	2	4,2 x 4,2
5	50	40	1.958	6	Asphalt	1.700	2	5 x 4,5
6	60	49	2.877	6	Asphalt	1.700	3	5 x 4,5
7	60/30	46	2.235	6,6	Asphalt	2.000	3	4,2 x 4,2
8	60	46	2.768	6,6	Asphalt	2.000	4	4,2 x 4,2 auf 10 m zu öffnen
9	50	40	2.215	6,6	Asphalt	2.000	2	4,2 x 4,2
10*	127,5	120	15.165	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	10	4,5 x 4,5
10 A	42,5	40,5	1.720	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	1	4,5 x 4,5
10 B	42,5	39,5	1.671	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	2	4,5 x 4,5
10 C	42,5	46	1.882	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	1	4,5 x 4,5
10 D	42,5	40,5	1.675	10,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	0	
10 E	42,5	39,5	1.627	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	0	
10 F	42,5	40,5	1.720	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	2	4,5 x 4,5
10 G	42,5	40,5	1.720	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	1	4,5 x 4,5
10 H	42,5	39,5	1.671	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	2	4,5 x 4,5
10 I	42,5	40,5/18,5	1.479	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	1	4,5 x 4,5
Area halls			36.712					
*Hall 10 is divisible into 9 segments: hall 10 A – 10 I. The dimensions of each segments are specified.								
Arena			Max. 2.545	15	Coating Exposit resin		1	3,5 x 4,0

Notice: Fixed catering areas are designated in the halls listed below; these areas are used by the fair caterer and must be deducted from the usable floor space:  
Hall 4 4,01 m<sup>2</sup> Bistro  
Hall 5 80,00 m<sup>2</sup> Café / Restaurant

#### 4.1.1 General Illumination, Type of Current, Voltage

The general artificial illumination in the halls at the time of the trade show is ca. 300 lux/m<sup>2</sup> (Measurement: 1.00 m above the hall floor). In each hall there is natural light and artificial light.  
Existing type of current and voltage on the fairground:  
Type of mains: TN-CS-System  
Alternating current: 230 Volt (+6%/- 10%)/50 Hz  
Three-phase current: 3 x 400 Volt (+6%/- 10%)/50 Hz

#### 4.1.2 Compressed Air, Power and Water Supply

The power and water supply of the booths is carried out in the halls from floor ducts and/or connection units in the hall floor, which in general run in a pattern of ca. 7.50 m x 10.00 m. In hall 1, the power supply can also be carried out via the side walls to foyer D and/or C. A firmly installed compressed air system does not exist (see item 6.6). Power supply up to 200 W / m<sup>2</sup>  
Water supply ½" / min 3.5 bar  
Drain DN 100

#### 4.1.3 Communication System

The supply of the booths in the hall with telephone, fax and data connections is carried out predominantly via floor ducts. The fairground of MZS, including the Salzburgarena, halls and meeting rooms are equipped with a comprehensive Wi-Fi (see item 6.8)

#### 4.1.4 Sprinkler Systems

The halls 1, 2/6, 3/5 and 10 are equipped with sprinkler systems. The legal regulations must be observed

#### 4.1.5 Heating, Ventilation

The MZS provides heating and ventilation for the halls. Halls 1, 2/6, 3/5 and 7 – 10 are partly air-conditioned.

#### 4.1.6 Interference

MZS building services must be informed immediately in the event of interference with the technical supply (e.g. of power, compressed-air, heating, ventilation, etc.).  
The MZS assumes no liability for damages which result from output fluctuations or force majeure interferences or in cases where the power supply is interrupted by order of the public authorities and/or the power, water or energy supply companies.



## 4.2 Salzburgarena – Hall Specifications

### 4.2.1 Overview – Premises, Cloak Room, Offices

Room Number	Description	m <sup>2</sup> (without WC)	Telephone Connections (Extension line = ext.)	Internet connections	WC	Shower	Wall hook	Window	Fridges	Carpet	Facilities
1	Room	19,19	2 ext.	1	1	1		yes		yes	
2	Room	19,25	2 ext.	1	1	1		yes	1	yes	
3	Room	19,23	2 ext.	1	1	1		yes		yes	
4	Room	19,25	2 ext.	1	1	1	6	yes		yes	Dressing table + lighted mirror
5	Room	24,74	2 ext.	1			6	yes		yes	Dressing table + lighted mirror
6	Room	19,25	2 ext.	1	1	1	6	yes		yes	Dressing table + lighted mirror
7	Room	19,25	2 ext.	1	1	1	6	yes		yes	Dressing table + lighted mirror
8	Room	23,7	2 ext.	1				yes		yes	
9	Room	25,36	2 ext.	1		2	35	yes		no	
10	Room	19,75	2 ext.	1		2	36	yes		no	
11	Room	18,34	2 ext.	1		2		yes		no	
12	Room	19,2	2 ext.	1		2		yes		no	
13	Room	19,71	4 ext.	1				yes		no	
14	Room	19,71	4 ext.	1				yes		no	
15	Room	19,71	4 ext.	1				yes		no	
16	Room	19,66	4 ext.	1			2	yes		no	
17	Room	19,66	4 ext.	1			2	yes		no	
18	Room	19,71	4 ext.	1			2	yes		no	
19	Room	19,71	4 ext.	1			2	yes		no	
20	Room	19,71	4 ext.	1				yes		no	
21	Room	19,71	4 ext.	1				yes		no	
22	Stagehands	19,71	X	1				yes		no	
23	Stagehands	18,65	X	1				yes		no	
24	Men's Room				2			no		no	
25	Ladies' Room				3			no		no	
26	Disabled Restroom				1			no		no	
27	Storage	25,78						no		no	
28	Room	25,39				3	34	no		no	
29	Room (Buffet)	22,96				3	35	no	1	no	
30	Backstage Kitchen	39,51						no	3	no	Exhaust hood + sink
31	Ladies' Room				4			no		no	
32	Storage	27,59						no		no	Tiled floor
33	Engineering	46,21						no		no	
34	Men's Room				2			no		no	
35	Storage	39,51						no		no	
	Catering, Bistro	814									

Not usable rooms	Rooms with connecting door
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#### 4.2.2 Height of Hall, Floor Loading

The clearance height of the Salzburgarena equals 15 m. The floor loading in the hall and the truck access equates to bridge capacity BK1, truck traffic-ability, area load 9kN/m<sup>2</sup>, point load 150kN. The floor loading in the foyers equates to the capability for elevating trucks with an area load of 5kN, Point load 5kN/m<sup>2</sup>.

#### 4.2.3 Stage, Monitor, FOH, Pursuer

The Salzburgarena has 280 m<sup>2</sup> Bütec stage elements with platforms between 1.0 – 1.5 m.

Positions of the monitor and the FOHs are determined with the MZS according to the event type. The hall does not have pursuer spots.

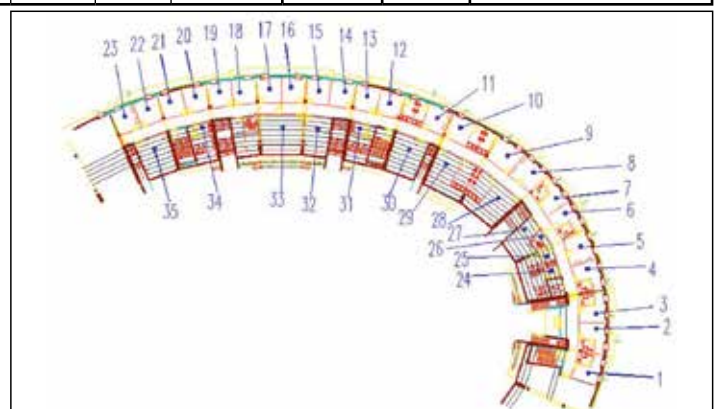
#### 4.2.4 Type of Current, Voltage

Existing type of current and voltage in the Salzburgarena:

Kind of mains: TN-CS-System

Alternating current: 230 Volt (+6%/- 10%)/50 Hz

Three-phase current: 3 x 400 Volt (+6%/- 10%)/50 Hz



#### 4.2.5 Suspensions from hall roof

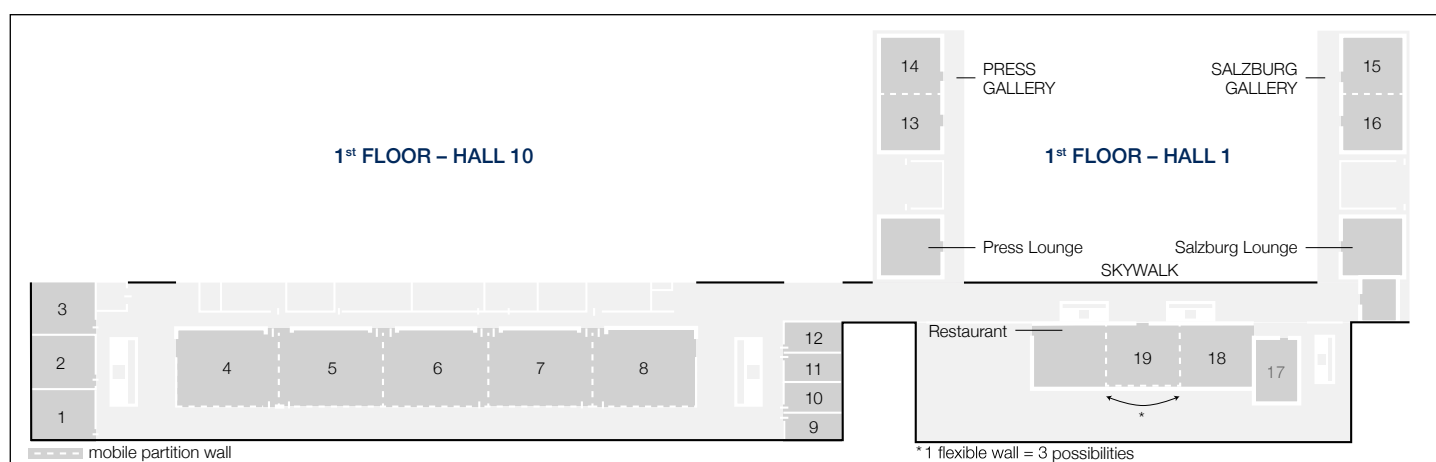
The provision of the suspension points as well as the design and modifications on the mounting construction is exclusively carried out by the obligated contracting party and/or height worker (rigger) of the MZS. Pendant objects are to be secured – regardless of their weight – by two independent suspension arrangements. Cf. item. 5.14

## 4.3 Conference Rooms

### 4.3.1 Overview - Rooms

Meeting rooms	Length m	Width m	Total area in m <sup>2</sup>	Height m	Flooring	Max seats (row)*	Max seats (parliament) *
1	10,94	8,09	90	4,40	Parquet	86 pax	44 pax
2	10,94	8,26	90	3,40	Parquet	86 pax	42 pax
3	10,94/10,29	8,49	90	3,40	Parquet	86 pax	42 pax
4	16,67	12,32	200	4,40	Parquet	204 pax **	120 pax**
5	16,17	12,32	200	4,40	Parquet	204 pax **	120 pax**
6	16,73	12,32	200	4,40	Parquet	204 pax **	120 pax**
7	16,17	12,32	200	4,40	Parquet	204 pax **	120 pax**
8	16,67	12,32	200	4,40	Parquet	204 pax **	120 pax**
9	8,69	5,19	40	4,40	Parquet	44 pax	24 pax
10	8,69	4,83	40	3,40	Parquet	44 pax	24 pax
11	8,69	4,91	40	3,40	Parquet	40 pax	24 pax
12	8,69	4,86	40	3,40	Parquet	44 pax	24 pax
Salzburg-Lounge	10,27	8,88	91	3,0	Parquet	84 pax	45 pax
Press Lounge	10,24	8,73	89	3,0	Parquet	55 pax	36 pax
13	8,75	9,42	82	3,0	Parquet	84 pax	48 pax
14	8,75	9,72	85	3,0	Parquet	84 pax	48 pax
15+16	19,23	9,24	178	3,0	Parquet	180 pax	99 pax
18	9,87	8,72	86	3,0	Parquet	84 pax	48 pax
18+19	19,89	8,72	173	3,0	Parquet	192 pax	99 pax

\*maximum seats without stage direction seat / technical equipment / incl. distance for speaker's desk | \*\* incl. stage 3 x 2 meters



### 4.3.2 Floor loading capacity, trafficability

The maximum floor loading capacity in Foyer 10 is 500 kg. Foyer 10 is not suitable for supply of hall 10. Exclusively hand lift trucks with rubber tires are allowed. The maximum floor loading capacity in the conference rooms in the upper floor is 200 kg. If loads heavier than 200 kg are to be brought in to this area boards for load distribution must be used. Hand lift trucks of any kind are not allowed in the conference area in the upper level. MZS will provide suitable transport vehicles if needed.

### 4.3.3 Illumination, Energy, air conditioning

All conference rooms are air conditioned. Rooms 1-3 and 9-12 also have a controllable shadow cover. Die general illumination is dimmable. The general energy supply is 230 V due socket-outlets in the floor. In room 4 and in the corridor 2 x 32 Ampere high-voltage power supply is available.

### 4.4 Open-Air Ground

There are paved parking areas available on the MZS, which serve as open-air/exhibition grounds. Parking lots are marked all around the Salzburgarena for productions and the backstage entrance. This area may only be used as exhi-

bition, parking or advertising space with consent of the MZS/organizer and it is subject to licensing requirements.

Open-air ground ca. 56.000 m<sup>2</sup>

The open-air grounds comprise different surfaces, e.g. asphalt, turf grid, humus gravel compound. At night the area is lit by general street lighting. Power supply connections are available in a limited amount. Bus bars are available from 16 – 32 A. Options for water supply and waste water connections must be jointly agreed upon in any case with the MZS/organizer. The areas are cleaned by the MZS, kept free of snow and strewn if required.

### 4.5 Clearances

The clearance between hall 6 and hall 7 to the courtyard is 5.00 m. The clearance to the parking level is 2.00 m. The headroom to the parking area P3 is 2.10 m. The clearance of the truck loading area of the Salzburgarena is 4.00 m. The clearance of hall doors is 4.0 m as well.

## 5. Regulations for booth constructions

### 5.1 Booth safety

Booths and stage facilities, including equipment and exhibits, as well as advertisement media, are to be erected in a manner that does not pose a hazard to public order and safety – in particular to life or health safety must be ensured for every construction phase (assembly, modifications, and disassembly). Rules and legal regulations regarding industrial safety must be observed by all active companies on the premises.

The partner is responsible for the static security of the booths and the stage. If required the partner has to provide a verification by means of a static acceptance test. If this verification is not provided immediately MZS can obtain a survey at the expense of the partner and can make the proper arrangements to establish the stand safety at costs of the partner.

All hall fixtures are to be erected and operated according to the applicable guidelines and laws. The respective inspection certificates and results are to be presented prior to the start-up, if necessary.

Any regulations in regard to site supervision and fire extinguishing of the ÖVE (Austrian Electrotechnical Association), as well as the regulatory authorities, need to be complied with by the Lessee.

MZS reserves the right to close booths and exhibits if the legal requirements of the event are not met and/or if there are reasonable doubts whether the booth or traffic security is ensured, even when an acceptance test has been provided. Booth constructions on the open-air grounds are to be rated for respective wind forces and – if necessary – for snow loads.

### 5.2. Authorization for booth constructions

In compliance with the Technical Guidelines, in the design and execution of the booth, it is not necessary to present drawings for an authorization for a single-floor booth construction in halls that are not higher than 2.50 m. If required, the MZS/organizer can inspect the presented construction plans (in duplicate) for the partner. MZS assumes no liability for personal or material damages due to unprofessional execution, including but not limited to liability toward third parties.

Furthermore, all other booth constructions and flying constructions etc. are required to obtain a permit.

#### 5.2.1. Inspection and approval of constructions subject to authorization

Each partner, contractual partner or service provider is obligated to check whether provisional fixtures or constructions planned by him, be it in the halls or the open-air grounds, require authorization. In cases of doubt, please contact the organizer. Booths in the halls: Dimensioned booth plans for single-storey booths from a height of more than 2.50 m must be submitted to the MZS/organizer on schedule according to the trade fair regulations in duplicate (ground plan, overview sketches, and technical description) for authorization. Provided that an authorization is granted, one copy with the note of authorization of the organizer is returned to the exhibitor/booth builder. With this, the construction permit is granted.

Booths on the open-air ground:

Dimensioned booth plans for single-storey booths from a height of more than 2.50 m must be submitted to the MZS/organizer on schedule according to the trade fair regulations in duplicate (ground plan and overview sketches) for authorization. Provided that an authorization is granted, one copy with the note of authorization of the organizer is returned to the exhibitor/booth builder. With this, the construction permit is granted.

Possible costs of the construction licensing procedure (pre-acceptances, inspections of the presentation office) are charged to the account of the partner.

#### 5.2.2. Vehicles, Containers, Fairground Rides

Vehicles, containers, fairground rides and tents are to be approved by the organizer as exhibits on the entire fairground.

#### 5.2.3. Removal of Non-Approved Booths

Booths that are not approved, do not meet the Technical Guidelines or do not conform to the the Event Location Act of the city of Salzburg and/or the applicable guidelines and regulations, must be modified or removed at the organizer's request.

In the event that this work is not executed on schedule, the organizer or the event office is entitled to close the booths or to make modifications at the expense of the exhibitor, if necessary.

### 5.2.4. Scope of liability

The partner is liable for all damages done by himself or his staff, no matter if it is done intentionally or by accident.

Furthermore the partner has to exempt MZS from all claims of third parties that are arising from a malpractice of the partner, its staff, or its subcontractors.

### 5.3 Construction Heights

The regular construction height of a booth is 2.50 m. The part facing the neighboring booths above 2.50 m is to be designed with neutral faces (grey or white). The construction height is determined specifically for the event and can be requested from the organizer.

In all cases in which the booth and promotional display constructions exceed a height of 2.50 m, the booth design is to be presented to the organizer for authorization. Exhibits are generally not subject to this restriction, but notice has to be given to the MZS/organizer prior to the event.

The accessibility of permanently installed electrical distributors and other technical facilities must be ensured.

### 5.4 Fire Protection and Safety Regulations

#### 5.4.1 Booth construction and decoration materials

Easily inflammable materials or materials that produce burning droplets of gases or toxic gases may not be used.

Specific requirements may be imposed on supporting structural parts in certain cases due to safety reasons (e.g. non-flammable).

Booth construction and decoration materials must at least comply with fire classification B1, Q1 and Tr1 according to ÖNORM A 3800 Part 1 for materials or comply with the classifications B-s1d0 and C-s1d0 (slow-burning, low smoking and non-dripping) according to EN 13501/1. An inspection certificate indicating the fire protection classification of the used material may be required.

Decorations that are used repeatedly are to be re-tested in regard to their flame resistance, and, if necessary, impregnated again. Superstructures must comply with the official structural and fire protection regulations.

The use of cable straps in order to fix parts that are statically stressed and/or to fix lamps is not permitted.

Trees and plants may only be used for decoration purposes when they are freshly cut (leaves and needles must be green and lush.) If during the exhibition it is determined that trees and plants have become dry and are thus easily inflammable then they will need to be removed. Bamboo, reed, hay, straw, bark mulch, turf or similar materials normally do not meet the requirements and are not permitted in general.

Waste is strictly to be removed and cleaned up immediately, and/or collected in appropriate containers and brought to a professional disposal. In halls with sprinkler systems, these may not be impaired in their function; facilities of fire prevention are to be kept free and must not be impaired in their function.

#### 5.4.2 Exhibition of automobiles

Vehicles with combustion engines may only be exhibited on the fairground with consent of the MZS/organizer and only according to official licensing requirements. The battery must be disconnected and the fuel tank must be locked.

Combustion engines may not be demonstrated in the halls and in the booths constructed by the exhibitors. Fuels may not be stored in the booths.

The display of vehicles with alternative drive technology such as electric or hybrid drive is permitted in accordance with official regulations and after approval by MZS. Charging is prohibited.

#### 5.4.3 Explosive substances, ammunition

Explosive substances and materials are subject to the Explosives Act in the respectively applicable version and may not be exhibited or stored on fairgrounds, exhibitions and the premises of the MZS. This also applies to ammunition as defined by the firearms act.

#### 5.4.4 Pyrotechnics

Pyrotechnical shows are subject to authorization and must be coordinated with the MZS/organizer.

#### 5.4.5 Usage of balloons, airships and other flying objects

The usage of balloons, airships and other flying objects on the fairground must be authorized by the MZS/organizer. Should authorization be given, the balloons and the airships may only be filled with non-flammable and nontoxic gases.

#### 5.4.6 Fog machines

The usage of fog machines is to be coordinated with the MZS/organizer.

#### 5.4.7 Ash Bins, Ashtrays

The no-smoking rule prevails in the buildings of the MZS.

#### 5.4.8 Waste bins, recycling bins and residue bins

Waste bins, recycling bins and residue bins made of inflammable materials may not be placed in the booths. Waste, recycling material and residues that accrue in the booths must be disposed of regularly in the evening on each event day at the latest. If larger amounts of flammable waste accrue, e.g. wood shavings, wood scraps, sawdust and the like, then they must be removed several times a day.

The disposal can be carried out by the contracted cleaning company. This service is available for a fee.

Further information on the waste disposal may be requested from the organizer (Cf. item 7.1).

#### 5.4.9 Packaging and waste, waste disposal

During the assembly and dismantling periods, the Lessee is to ensure that the following provisions are strictly adhered to:

a. Flammable waste material (e.g. packaging material, woodwool, etc.) may only be collected in such quantities as could not cause a major fire or the rapid spread of a fire. This requires the following measures:

- The waste materials in the corridors may not exceed a height of 2 m, and any heaping up of such materials is to be avoided.
- The waste is to be removed at regular intervals of at least every 4 hours, as well as, moreover, at the latest once the unpacking procedure has been finished.

b. The emergency exits must be kept free in the area of the main routes, despite the packaging material being stored there temporarily.

#### 5.4.10 Airbrush, nitro lacquers

The use of airbrushes as well as the utilization of nitro lacquer is not permitted.

#### 5.4.11 Abrasive Cutting and all hot works

Welding, cutting, brazing, constructing and abrasive cutting works must be announced to the MZS/organizer in written form. The approval is given by the MZS/organizer. During the works, the surrounding area is to be shielded adequately in order to protect it from damage. Extinguishing devices must be kept at hand in direct proximity.

Open flame and combustible operations are prohibited.

#### 5.4.12 Empties

The storage of empties of any kind (e.g. packaging and packaging containers) in the halls, (both inside and outside of the booth) and in front of the hall gates is not permitted. Accumulating empties are to be removed immediately. The storage of empties on the fairground may be removed by the contractually bound site agent. This service is available for a fee.

The MZS/organizer is entitled to initiate the disposal at the expense and risk of the partner if the partner does not comply with the request to remove the illegal storage.

#### 5.4.13 Fire Extinguishers

In special cases, the use of fire extinguishers in the booths may be required.

#### 5.4.14 Cleaning agents, solvents

The usage of flammable liquids for cleaning purposes inside the fairground is not permitted. Cleaning agents that contain harmful substances are to be used in accordance with the regulations (Cf. item 7.2.2)

#### 5.4.15 Fuels

Any use of naked lights or fire without the Lessor's consent is not permitted. No spirit, oil, gas or similar substances intended for cooking, heating or operational purposes may be used. In the case of any cooking and heating procedures, the fire protection regulations are to be strictly adhered to.

#### 5.5 Booth covers

Booth covers of any kind are - regardless of their size - subject to approval and the MZS/organizer must be informed of their presence. A maximum of 50% of the booth may be overbuilt.

Booth covers (metal grates, metal grids and textile ceiling covers) are to be designed at a minimum using slow-burning materials according to ÖN A 3800 - 1 and/or EN 13501/1 (Cf. Item 5.4.1) The covers must be suitable for sprinklers and must not interfere with the optical smoke detector. The test certificate is to be submitted and/or to be kept at hand at the booth.

#### 5.6 Glass and Acrylic Glass

Only glass suitable for the respective application may be used. Only security glass may be used for constructions made of glass. Edges and rims of glass planes must be processed and protected in a way that prevents the risk of injury. All-glass components are to be marked at eye level.

#### 5.7 Recreation rooms, lecture rooms, cinema

All rooms with a floor space of more than 100 m<sup>2</sup> that are closed on all sides (enclosed space) and which have neither optic nor acoustic connections to the hall must have at least two exits each as distant from each other as possible and in opposite directions to each other, which serve as escape routes and/or emergency exits. Exit doors must be identified (Cf. § 14 Event Location Act of the city of Salzburg).

#### 5.8 Exits, escape routes, doors

##### 5.8.1 Exits, escape routes

The distance from any given place of an exhibition booth to the visitor aisle may never exceed 25 m.

In the MZS the clear width of the visitor paths must be at least 2.00 m. The clear width of escape routes (visitor aisles to emergency exits) must be at least 3.00

m. Emergency exits and escape routes may not be covered or obstructed. This goes for the construction and disassembly stages as well. All information and identifications must be executed and designed according to all effective laws and regulations.

##### 5.8.2 Doors

The implementation of swing doors, revolving doors, code doors, sliding doors, lever doors, or any other access obstruction in escape routes and emergency exits is prohibited.

#### 5.9 Platforms, Ladders, Steps, Runways

Generally accessible areas directly adjoining areas that are more than 0.40 m below must be enclosed with railings. These must be at least 1.00 m high, it must not be possible to scale them and they must ensure safe passage.

A static certificate is to be submitted for the podium. The height of accessible, single-tier platforms may not exceed 0.20 m. Ladders, steps, catwalks, stairs and podiums must comply with accident prevention regulations.

#### 5.10 Booth Design - Appearance

The equipment and design of the booth and the required construction is the responsibility of the partner. However, the partner has to consider the character and the appearance of each trade fair and exhibition.

Exhibitors are obligated to confine their rented booth within boundary walls unless they bring their own booth. Existing wall elements along the hall walls are subject to a fee and must be ordered. Booth boundary walls can be ordered and rented using the organizer's service folder.

Solid floor-covering, booth labeling and decorated booth boundary walls that are visually suited to the surroundings are a mandatory minimum requirement. The MZS/organizer is entitled to request modifications in the booth design.

The MZS/organizer also reserves the right to determine the frame structure at individual trade fairs and exhibitions.

The name and booth number of the exhibitor must be attached to the booth in a clearly visible manner.

Above a construction height of 2.50 the walls facing the neighboring booths must be kept neutrally white or grey and clean so that they do not interfere with the neighboring booth (Cf. item 5.3).

## 5.11 Inspection of the leased premises

The leased premises are sized by the organizer on the hall floor and marked at the edges.

After the booth allocation, each partner is obligated to obtain information about the location and measurements of possible built-in components, especially fire detectors, the layout of water and energy supply lines, ventilation systems, etc. and to inform the booth constructor if necessary. The boundaries of the leased premises are to be complied with unconditionally.

## 5.12 Interference with the building fabric

Hall elements and technical devices must not be damaged, soiled or otherwise modified (e.g. drilling, nailing, and screwing). Likewise painting, wallpapering and pasting is not permitted.

Hall elements and technical devices not designated for this purpose may not be laden with booth constructions and exhibits.

However, pillars and supports of the hall within the booth area may be built around within the admissible construction height, as long as care is taken not to damage them.

Joints at hall walls, ceilings and floors may not be damaged in any case by caulking, foundation or similar works. Inserting bolts and anchoring is not permitted.

## 5.13 Hall floors

Carpets and other floor coverings must be anti-slip and accident-proof and must not go beyond the borders of the leased premises.

Only duct tape that can be removed without leaving residue may be used to install carpets or floor coverings. Likewise, the hall floor may neither be taped nor painted.

All utilized materials must be removed without leaving residue. Substances such as oil, grease, paint and the like must be removed from the hall floor immediately. Any expenses arising from the restoration to the original condition are charged to the account of the partner who causes the damage.

The utilization of the floor ducts is exclusively reserved for the appropriate contractual partners of the MZS.

Anchoring and fixation, e.g. while planning two-storey booths, need to be applied for at the MZS. There is no right for the placement and use of floor anchoring. The restoration to the original condition is the exclusive responsibility of the MZS. The arising expenses are charged to the account of the party who causes the damage.

## 5.14 Suspended mounting from the all ceiling in the fair halls

### 5.14.1 Provision of anchoring supports

The suspended mounting of lightweight covers, advertisement frames, banners, lightweight fitting and lightweight bridges on the hall ceiling is possible at the designated technical fixtures. The possibility of suspended mounting is not given in all halls. The authorization for it can only be taken out by the organizer by indication of positioning, heights and loads after submission of the booth design. With the help of the submitted documents the organizer checks the realization of the desired anchoring supports.

The provision of the supporting points, as well as the design and modifications at the mounting construction, is exclusively carried out by the contractual partner and/or height worker (rigger) of the MZS.

### 5.14.2 Installations of Objects on the Anchoring Supports

The objects to be mounted (lamps, spotlights, etc.) on the ordered anchoring supports may only be installed by specialists of the trade fair or accredited specialized companies in accordance with the regulations applicable in Austria and/ or the EU according to the state of the art, and are to be secured – regardless of their weight – by two independent suspension arrangements.

## 5.15 Booth boundary walls

Boundary walls are subject to a fee and can be ordered via the organizer or the contractual partner.

The boundary walls and supports must neither be modified nor processed by the partner. The exhibitor is liable for all personal and material damages resulting in the event of a violation.

## 5.16 Advertising Material/ Presentations

Booth and exhibition labeling, company logos and trademarks may not exceed the stipulated construction height. They should present an attractive image. All types of demonstrations and presentations, as well as all forms of optical, moving or acoustic advertisement, must be submitted to the organizer in written form. They must not disturb other participants of the trade fair, evoke visitor crowds leading to overcrowding in the hallways, and must not drown out the trade fair announcements in the halls. The volume may not exceed 80 dB(A) at the booth boundary.

The distribution of printed papers and the utilization of advertising material is only admissible inside one's own booth. Advertisements going beyond these limitations are to be discussed with the MZS/organizer. The organizer and/ or his contractual partner is entitled to remove, cover or prohibit advertisements violating the aforementioned regulations at the expense and risk of the exhibitor.

## 5.17 Open-Air Grounds

Apart from the canopied fairground there are also open-air grounds available. Portable buildings such as tents, pavilions and the like – even for short periods – are subject to approval without exception and the MZS/organizer must be notified of their presence.

Partner with booths adjoining the boundary fence of the fairground may not use the fence for their own purposes. It is not permitted to use the exterior side of the fence as an advertising space. This also applies for the assembly and disassembly period.

For the remainder, the general regulations and the regulations for the hall area apply, provided that they are analogously applicable for the open-air grounds.

## 5.18 Two-Storeyed constructions

Two-storeyed constructions may be built only after prior approval of the MZS/organizer and the responsible authorities. The approval also depends on the intended position in the hall and the respective floor space. The effect on the design and clarity of the hall as well as the neighboring booths is decisive for an approval. The maximum construction height is determined separately for each event and can be obtained from the organizer.

For the remainder, all regulations regarding safety and booth design of single-storey booth constructions apply, provided that they are analogously applicable to two-storeyed booth constructions. The necessary construction of two-storeyed booth constructions according to all applicable laws, guidelines, regulations and technical standards remains unaffected.

## 5.19 Disassembly of the Booths

All booth construction materials, all exhibits and items as well as all remaining exhibition objects must be removed without leaving residue and restore the original condition of the exhibition area by the end of the announced disassembly period of each trade fair.

MZS is entitled, but not obligated, to have exhibits still remaining after the end of the disassembly period removed and stored by the trade fair carrier, at the expense and risk of the exhibitor and to charge an appropriate processing fee for this service. The MZS/organizer is entitled to dispose or sell all exhibits and all other items left behind by the partner after the end of the disassembly period at the expense of the partner.

## 6. Industrial Safety, Technical Safety Regulations, Specifications, Supply

### 6.1 General Specifications and Supply

#### 6.1.1 General Specifications

All mantling and dismantling works which are resulting from orders from the service folder may only be carried out by MZS-authorized service partner.

#### 6.1.2 Supply

The permanent supply of electricity or water can only be guaranteed to the extent that the respective utility company guarantees it. In the case of power cuts, power will be supplied from the officially approved emergency power unit.

## 6.2 Damages

All damages to the fairground, its buildings or facilities caused by the partner or its authorized agent are remedied by the MZS at the end of the trade fair, at the expense of the party who causes the damage.

## 6.3 Usage of Work Equipment

All work equipment used must be in accordance with the accident prevention regulations.

Only cranes, forklifts and working platforms provided by the contractual partners of the MZS/organizer may be used.

All work equipment must be operated in such a way that there is no risk for third parties.

## 6.4 Electrical Installation

### 6.4.1 Connections

Electrical installations from the collector ducts to the booths may be performed only by the contractual partner of the MZS. The exhibitor is not authorized to obtain electricity for his booth from persons that have not been authorized by the MZS for this purpose.

The partner is in particular not permitted to obtain the electricity from the neighboring booths. Furthermore, the partner is not authorized to supply third parties on the fairground with electricity, except his fellow exhibitors.

The exhibitor is in particular not permitted to supply neighboring booths with electricity.

A basic sketch must be enclosed with the electricity orders (forms can be found in the service folder of the MZS/organizer), on which the desired position of the connections, as well as the required power requirements is evident. Otherwise, a secure power supply cannot be ensured. The material listed on the form is provided on a rental basis.

Generally the power consumption is calculated all-inclusive, it is calculated by means of the connected loads and the theoretical on-time (starting with the official assembly period, through the trade fair and to the end of the disassembly period). If the booth has an installed counter, then the consumption is calculated per kW and/or kWh at the prices determined in the service folder.

### 6.4.2 Booth Installation

Electrical installations inside the booth may be carried out by exhibitor's qualified personnel under consideration of the valid technical norms.

Prior to the connection of power supply the professional execution is to be confirmed by an acceptance report from electrical engineering and to be submitted on-site. Should the partner refuse to submit the electronic acceptance report, then the organizer is not obligated to provide the power supply. If fluorescent lamp equipment with a rated voltage of over 1 KW is used, the technical documents and test certificates of the constructor and/or the manufacturer must be enclosed.

### 6.4.3 Assembling, Operation and Security Instructions

Equipment and devices must be in accordance with the applicable regulations of the ÖVE (ETG, ETV, NspGV) and the local EVU. MZS assumes no liability for any damages resulting from power breakdown, voltage fluctuation and the resulting damages on the partners equipment.

No liability is assumed for the consequences of blackouts, voltage fluctuations and damages to equipment.

Lighting gear in arm's reach of the hallways is not permitted. Suspended lighting gear must be secured by two independent suspension attachments – regardless of their weight.

Lamps must possess a safety screen, protective cage or an arrester device preventing the lamps or lamp components from falling out. Booths in which the existing general safety lighting is not efficient due to the particularity of their construction require additional safety lighting.

A sufficient distance to flammable materials (check the marking of the lamp) is to be adhered to. Open strip connectors are inadmissible. Clamping of electrical lines must be carried out in fully enclosed junction boxes.

An earth leakage circuit breaker with a rated leakage current of 0.03 A is generally binding for all facilities.

In cases of severe violations of the regulations for electrical engineering the power supply will be turned off. In any case, the costs for the initial connection are charged to the account of the partner/organizer.

## 6.5 Water and Waste Water Installations

### 6.5.1 Connections

Water installations and plumbing from the collector ducts to the booths may only be performed by the contractual partner of the MZS.

The partner is not authorized to obtain water for his booth from persons not

authorized by the MZS for this purpose.

The partner is particularly not permitted to obtain water from neighboring booths. Furthermore, the partner is not permitted to supply third parties on the fairground – with the exception of his fellow exhibitors – with water. The partner is particularly not permitted to supply neighboring booths with water. A basic sketch must be enclosed to the water and sanitary requests (forms can be found in the service folder of the MZS/organizer), on which the desired position of the connections is evident. Otherwise, a secure water supply cannot be ensured. The material determined in the form is provided on a rental basis. If the water consumption is not calculated as all-inclusive, then it is calculated by means of the installed counter per m<sup>3</sup> at the prices indicated in the service folder of the organizer.

Chemically polluted waste water must not be discharged into the canal system. The MZS/organizer reserves the right to disconnect the exhibitor's water supply after the end of the trade fair for safety reasons.

### 6.5.2 Booth Installations

Inside the booths plumbing (water and waste water installations) may be carried out by specialists of the trade fair or accredited specialized companies according to the state of the art. On request, plumbing works inside of the booths may also be performed by the MZS and/or the contractual partner. Connections, machines and devices not authorized or not in accordance with the regulations are not admissible. They can be removed from the booth by the organizer and stored at the expense and risk of the exhibitor.

In order to prevent water damages, the installed outlet valve must be closed before leaving the booth. The partner assumes liability in cases of damages resulting from improper installation or operation by the exhibitor or the water engineering company.

In cases of drain gradients, dishwashers without installed waste water pumps are not connected to the water system for safety reasons.

The connection of cooling units with an open cooling circuit must be reported to the organizer. The MZS/organizer reserves the right to prohibit the usage of cooling units with an open cooling circuit.

## 6.6 Compressed-Air Installation

### 6.6.1 Connections

Compressed-air installations in the booths may only be carried out by the contractual partners of the MZS/organizer.

The partner is not authorized to obtain compressed air for his booth from persons not authorized by the MZS for this purpose.

The partner is in particular not permitted to obtain compressed air from neighboring booths. Furthermore, the partner is not authorized to supply third parties on the fairground with compressed air, except his fellow exhibitors.

The partner is in particular not permitted to supply neighboring booths with compressed air. A fixed compressed air system is not present (see item 4.1.2)

A basic sketch must be enclosed with the compressed-air request (forms can be found in the service folder of the MZS/organizer), on which the desired position of the connections as well as the required output power is evident.

The possibility of a compressed air outlet is examined upon request for all halls. In case of feasibility a quotation on the rental compressors and the required booth installation is issued. The request for compressed air must thus be taken out on time and directly with the organizer according to the trade fair regulations. The MZS/organizer reserves the right to discontinue the compressed-air supply of the exhibitor after the end of the trade fair for safety reasons.

### 6.6.2 Booth Installations

Inside the booths, the compressed-air installations may be carried out by specialists of the trade fair or accredited specialized companies according to the state of technology.

Compressed air works inside the booths may also be performed by the MZS and/or the contractual partner.

Connections, machines and devices that are not authorized or that have energy consumption levels that exceed the indicated limits are not admissible. They can be removed from the booth by the organizer and taken into storage at the expense and risk of the partner.

## 6.7 Gas Installation

Gas connections are not provided in the entire area of the fairground. The utilization of fluid gas is strictly prohibited by the public authorities. In exceptional cases gas bottles until 2 kg weight can be approved for exhibiting reasons. This is under the condition that only 1 gas bottle is stored at the booth. If possible this bottle must be stored tethered or lashed in a closed room. It is not allowed to store further gas bottles at the stand. The approval is to be applied for in time.

## 6.8 Information and Communication Services at Trade Fairs

All wired and wireless connections for information and communication services at the booth are exclusively provided by MZS or the authorized service partner. MZS reserves the right to block individual end devices (e.g., laptops, notebooks, tablets, etc.) as well as specific ports/services. Furthermore, it is prohibited to employ techniques that may impair the network environment.

Examples of techniques by network participants that could disrupt the network:

- ARP Spoofing
- Rogue DHCP
- MAC-Flooding
- Malicious STP packets
- Etc.

### Wireless Connections:

The halls are equipped with comprehensive Wi-Fi coverage, and access to LAN can also be installed. Authorization for the use of these infrastructures can be ordered through the order form in the MZS service folder.

It is prohibited for the contracting party and their contractors and personnel to operate any type of radio equipment (except WLAN clients) as it may cause interference with the in-house system. This regulation primarily, but not exclusively, applies to the following frequency ranges:

- 2,3995 to 2,4845 GHz
- 5,150 to 5,350 GHz
- 5,470 to 5,725 GHz
- 5,925 to 6,425 GHz
- 57,0 to 66,0 GHz

Applications that can cause interference include:

- WLAN transmitters
- Drones
- Zigbee devices
- Bluetooth transmitters
- Other devices (microwaves, peripherals, AV devices, etc.)

Exceptions to this regulation require written consent from MZS. In the event that the partner, their personnel, or a partner's contractor operates radio equipment and knowingly or unknowingly disrupts the in-house radio equipment, resulting in damages such as additional costs, troubleshooting, or claims from other contracting parties and individuals, the partner is also responsible for their contractors or personnel.

MZS will approve exceptions to the above regulation only if the following guidelines are adhered to:

- The user may only use their own radio equipment for personal purposes and may not offer it for use to other partners or visitors, either for a fee or free of charge.
- Operating personal WLAN systems is only allowed if the in-house system does not meet the necessary functionalities for the partner or their contractors, or if the configuration of the in-house systems incurs disproportionate costs.
- Operating personal WLAN systems is preferably to be done in the 5 GHz or 6 GHz frequency band.
- If radio equipment is used in the 2.4 GHz frequency band, the transmission power must be minimized.

- The operation of personal radio equipment by the partner or their contractors may be prohibited despite approval if, despite compliance with the above conditions, there is interference with technical facilities of the trade fair operation or the in-house WLAN.

In the event of disruption to technical facilities of the trade fair operation caused by the radio equipment operated by the partner or their contractors, MZS is authorized to take all necessary measures, including shutting down the supply systems for the exhibition stand (internet, power), to ensure the smooth operation of the technical facilities of the trade fair operation.

The partner, their personnel, and their contractors must follow MZS directives and, if instructed by MZS, switch off the operated system.

### Wired Connections:

In the event that the partner, their personnel, or a partner's contractor operates a network device and knowingly or unknowingly disrupts the in-house network, resulting in damages such as additional costs, troubleshooting, or claims from other contracting parties and individuals, the partner is also responsible for their contractors or personnel.

The operation of personal network equipment by the partner or their contractors may be prohibited despite approval if there is interference with technical facilities of the trade fair operation.

In the event of disruption to technical facilities of the trade fair operation caused by the network device operated by the partner or their contractors, MZS is authorized to take all necessary measures, including shutting down the supply systems for the exhibition stand (LAN, WAN, power), to ensure the smooth operation of the technical facilities of the trade fair operation.

The partner, their personnel, and their contractors must follow MZS directives and, if instructed by MZS, switch off the operated WLAN system. **6.9 Machinery, pressure container, exhaust systems**

### 6.9.1 Machine Noises

The operation of machines and devices causing noises requires prior written approval from the organizer. The noise must not disturb other participants of the trade fair, evoke visitor crowds leading to overcrowding in the hallways or drown out the PA system/loudspeaker devices of the trade fair. Noise emitting machines and devices may only be used in short intervals and only as long and as often as the presentation requires. The volume may not exceed 80 dB(A) at the booth boundary.

Despite the initially given approval, the organizer has the right to limit or prohibit those presentations causing noise and visual disturbances or which lead to significant disturbances of the trade fair and/or the participants of the trade fair due to other reasons.

### 6.9.2 Equipment and Product Safety

During presentations, the required provisions for the personal protection need to be arranged by the booth staff. The booth staff is also responsible for ensuring the elimination of unauthorized switching operations. Machines and device components may be launched only with all safety devices in place. The regular safety devices may be replaced by a safe cover made of glass/transparent material.

The safety devices may be removed when the devices are not in operation in order to present the construction and design in detail to the visitor. The safety devices must then be placed visibly next to the machine.

### 6.9.3 Test Method

The exhibited technical work equipment may be inspected by the responsible regulating authority with regard to their industrial safety and their safety-related design, when indicated in conjunction with the expert committee of the Accident Prevention & Insurance Association in charge in order to verify the compliance with safety requirements.

## 6.9.4 Operation Ban

The MZS/organizer has the right to prohibit the operation of machines, apparatuses and devices when safety-related deficiencies and personal risks are evident.

## 6.9.5 Pressure Tanks

Pressure tanks are generally not admissible anywhere on fairground.

## 6.9.6 Emissions and Vapors

Exhibitors are prohibited from discharging flammable and noxious vapors and gases emitted from the exhibits and devices into the halls or vapors and gases that disturb the participants of the trade fair.

## 6.9.7 Exhaust System

Flammable and noxious vapors and gases emitted from the exhibits and devices or vapors and gases that disturb the participants of the trade fair must not be discharged into the halls/Salzburgarena. The outlets must be mounted by specialists of the exhibition or by accredited specialized companies in accordance with the regulations applicable in Austria and/or the EU and according to the state of the art.

## 6.10 Flammable Liquids

Flammable and noxious vapors and gases emitted from the exhibits and devices or vapors and gases that disturb the participants of the trade fair must not be discharged into the halls/Salzburgarena. The outlets must be mounted by specialists of the exhibition or by accredited specialized companies in accordance with the regulations applicable in Austria and/or the EU and according to the state of the art.

## 6.11 Film, Photo, Music, Television and other Presentations

Presentations and acoustic advertisements require prior consent of the organizer and must be performed in such a way that they do not disturb the neighboring exhibitors. The volume may not exceed 80 dB(A) at the booth boundary. Notwithstanding the initially granted approval, the organizer has the right to limit or prohibit those presentations causing noise and visual disturbances or which lead to significant disturbances of the trade fair and/or the participants of the trade fair due to other reasons.

The official regulations need to be observed.

## 6.12 Music playback/AKM

Musical playbacks of any kind require the authorization of the AKM under the premise of the currently applicable Copyright Law. The application for the permission by the AKM may be submitted using the form in the service folder of the organizer.

## 6.13 Radiation Protection

Contact with radioactive materials and substances is prohibited on the entire fairground.

The operation of x-ray equipment, sources of stray radiation, laser systems, high frequency units, radio installations and electromagnetic fields is subject to official authorization.

## 6.14 Cranes, Forklifts, Exhibits, Packaging Goods, Shipments

The contractual carrier of the MZS – in the following the trade fair carrier – exercises the sole carrier right, i.e. for the shipment of exhibits, booth constructions, etc. into the booth, including provision of possible auxiliary devices (forklifts, cranes) as well as customs clearance for the temporary and/or the definite import. Only the trade fair carrier may be assigned for carrier performances within the fairground.

MZS does not assume any liability for any risks arising from the activities of the trade fair carrier. The storage of empties of any kind inside the booths is prohibited.

## 6.15 Dispensing Equipment

The installation and operation of dispensing equipment for draught beverages in the booth must be carried out in accordance with all applicable laws, guidelines, regulations and technical standards.

## 6.16 Food Quality Control

All legal regulations, in particular currently applicable food and hygiene regulations are to be observed for handing out of samplings and the sale of food and beverages for on-site consumption.

The partner must observe the Food Hygiene Act when commercially producing or marketing food. It is his responsibility to stay informed of and observe all relevant regulations, including those of the local National Security Authority.

## 6.17 Disturbance caused by Exhibits

Exhibits inducing a significant disturbance of the trade fair operations due to appearance, noises, shocks or similar characteristics, especially those resulting in a significant endangerment or disturbance of the participants or exhibits of third parties on the trade fair need to be removed immediately upon request of the MZS/organizer. This obligation of the partner prevails even when he has indicated this information in his application and has been granted participation in the trade fair.

Should the partner not comply immediately with his duty to remove the exhibit the MZS/organizer has the right to remove the rejected exhibits at the expense and risk of the partner or to close his booth, without any claims of the partner arising towards the MZS/organizer. The time of dismantling the closed booth is to be determined by the MZS/organizer.

## 7. Environmental Protection

The MZS is committed to the preventive environmental protection.

The exhibitor is obligated to ensure that all environmentally related regulations and specifications are observed by his subcontractors as well.

Only materials and products should be used on the fairground that are designed for longevity, ease of repair, reusability or recyclability, and which compared to other materials or products produce little or easily disposable waste and/or which are made of residue or refuse.

Catering should abstain from the use of disposable plates and cutlery. Beverages should preferably be obtained in reusable containers.

## 7.1 Waste Management and Disposal

Anyone producing waste on the fairground is responsible for the appropriate and ecological disposal of the waste. Anyone producing waste has the choice of either taking all the waste produced and disposing of it properly and independently outside the fairground, or commissioning the organizer and/or contractual partner with the waste disposal (Cf. item 5.4.8).

The waste producer is responsible for the compliance with legal and official regulations, as well as the following stipulations. Should the waste producer be directly or indirectly employed by an exhibitor/organizer, then he is also responsible for the conduct of the waste producer. If the waste producer violates any legal or official regulations and/or the following stipulations, then the MZS has the right to hold the exhibitor/organizer responsible as well in addition to waste producer himself. In this case the waste producer and the exhibitor/organizer are liable as joint debtors.

### 7.1.1 Waste that requires special monitoring

The waste producer is obligated to report hazardous wastes and other wastes which are extremely harmful to health and environment and which are explosive or easily flammable due to their nature or amount to the organizer, and their appropriate disposal must be arranged for by the responsible contractual partner of the organizer. This particularly applies for the following wastes: Oils, cleaning agents, aerosol cans with contents, impregnating agents, chemicals, salts, quicksilver (e.g. embedded in switches and thermometers), emulsions, acids, bases, lacquers, adhesives, waxes, solvents (such as gasoline, ethyl alcohol, tri-acetone, paint thinner, glycerin), batteries, rechargeable batteries, electrical switches, fluorescent tubes, PVC leftovers (e.g. floor plates and wall plates), television sets and radios, engines and refrigerators. The same applies for the disposal of building rubble, bulky waste and the disposal of carpets.

Does the partner not comply to the named conditions MZS is entitled to dispose the waste on costs of the partner.

### 7.1.2 Off-site Waste Materials

Materials and wastes that are not produced in the course of the trade fair period, assembly or disassembly phase may not be brought to the fairground.

## 7.2 Water, Waste Water, Soil Protection



## 7.2.1 Oil and Grease Separators

The discharge into the water network may not exceed the usual contaminant amounts for domestic homes.

If oily or greasy waste waters exceeding these amounts are discharged, it will be necessary to use oil and grease separators.

Mobile catering must ensure that grease and oils are collected separately and discharged into a separate disposal.

Anyone producing, processing or presenting oily or fatty goods in their booths and operating a dishwasher whose flush period is 2 minutes or less is required to discharge the accumulating waste water through a grease separator.

## 7.2.2 Cleaning/Cleaning Agents

The cleaning of the booth is the responsibility of the partner (in case of renting whole halls the conditions are defined in the rental contract; in case of renting a stand space the conditions are defined in the application).

Cleaning works are generally to be performed with biodegradable products.

Liquids or substances or other materials that are absolutely necessary for the cleaning of the booth and/or for the cleaning, operation and maintenance of the exhibits must be used in a professional and proper manner to ensure that no pollution impacts on the environment. Residues, including additives (e.g. soaked cleaning rags) are to be disposed of properly as hazardous wastes.

Cleaning agents containing harmful solvents are to be used only in exceptional cases and according to the regulations (Cf. Item 5.4.13).

## 7.3 Environmental Damages

Environmental damages/contaminations (e.g. by gasoline, oil, solvents, paint) are to be reported immediately to the MZS/organizer.

## General Terms and Conditions

### Messezentrum Salzburg GmbH (MZS), Fm 67914z, Status Quo 18. September 2020

GENERAL TERMS AND CONDITIONS  
OF MESSEZENTRUM SALZBURG GMBH (MZS), FN 67914Z

These General Terms and Conditions shall apply to the participation of the Exhibitor in the event/fair designated in the application (hereinafter jointly referred to as „Fair“).

#### Registration/Registration Confirmation

1. The Exhibitor's registration is a legally binding offer to which the Exhibitor is bound for 60 days from receipt of the registration by MZS.

2. The contract for participation is concluded by MZS sending the confirmation of registration. Unless otherwise specified in the registration confirmation, the prices announced for the event shall apply. The prices do not include VAT plus 1 % legal transaction fee.

3. The registration form specifies the stand area and stand form requested by the Exhibitor. MZS will provide the desired stand area and stand form if possible. MZS can change the position and form of the stand area, the size of the area up to +/- 20 %. The position, the stand form and the size of the stand area will be conclusively specified in the registration confirmation or stand confirmation sent by MZS to the Exhibitor. If the Exhibitor does not object to the registration confirmation or stand confirmation in writing within 8 days of receipt, the contract shall be deemed to have been concluded under the terms of the registration confirmation or stand confirmation.

#### Prices/Payment

4. The prices listed on the registration form or in the registration confirmation or stand confirmation shall apply for participation and the provision of the stand space. The Exhibitor may order additional services in accordance with the offer in the service folder and under the conditions specified therein. Contracts for ancillary services are concluded upon confirmation of the order by MZS.

5. Payments are due at the times stated on the invoice; in case of lack of any indication on the invoice, the amount resulting from the invoice is to be paid in such a way that it is received by MZS at least 4 weeks before the usage begins.

6. After the end of the fair, MZS will - unless otherwise agreed with regard to the ancillary costs - send the invoice for the ancillary costs and the invoice/invoices for other services used by the Exhibitor. Invoices are due for payment immediately after (also electronic) sending.

7. A down-payment may be charged for ancillary services ordered by the Exhibitor, which is due for payment upon receipt of the down-payment invoice.

#### Handover/Return

8. The stand area shall be handed over to the Exhibitor on the construction day specified in the application form, or, if not specified in the application form, on the construction day specified in the general announcement of the fair. The Exhibitor may only use the stand area and - provided that this does not cause unreasonable hindrance to other exhibitors - the traffic areas surrounding the stand area for the purposes of construction.

The Exhibitor shall dispose of any waste produced during the construction of his stand himself or - if applicable - via the waste disposal system provided by MZS against payment of the corresponding disposal fees.

9. After the end of the fair, at the latest by the end of the dismantling period, the Exhibitor must hand over the stand area to MZS properly cleared and cleaned. Point 8 shall apply mutatis mutandis to any waste produced in the process.

#### Use of the Rented Area by the Exhibitor, Obligations of the Exhibitor

10. The Exhibitor shall use the stand space for the purpose of presenting the goods/products/services specified in the application. The change/extension of the goods/products/services ranges require the consent of MZS. Upon request of MZS the Exhibitor shall present a list of products/services which can be used by MZS to inform fair visitors. The complete or partial transfer of stand space or the exhibition stand to third parties is not permitted, neither against payment nor free of charge. A separate application via an application form and the express consent of MZS is required for the admission of co-exhibitors. If the consent is not obtained, MZS is entitled to increase the agreed price by 25%.

11. The Exhibitor shall comply with the relevant legal provisions when presenting and selling his products. The presentation may not exceed the limits of morality and may only be carried out in such a way that it does not disturb the fair operations and the other exhibitors (music, noise, odours). No advertising or agitation for political parties, objectives or religious associations may be carried out at the stand.

12. Entries in the list of exhibitors are made on the basis of the information provided by the Exhibitor in the registration. If a catalogue is published by MZS for the event and/or an exhibitor database is set up on the internet, the Exhibitor may arrange for advertising against reimbursement of costs.

13. The exhibitor shall name a person before the start of the fair who will be present in the exhibition centre during the set-up times, on fair days one hour before the start of the fair until the end of the fair and during the dismantling times and who can be contacted by MZS via mobile phone. This person is authorised to make binding decisions for the Exhibitor and to receive declarations from MZS. If such a person has not been named, any person employed by the Exhibitor at the exhibition stand shall be deemed to be authorised to make and receive declarations.

14. The Exhibitor is obliged to staff and operate his stand during the opening hours of the fair for the presentation of the agreed goods/products/service. In the event that the Exhibitor violates the above-mentioned operating obligation, he shall be obliged to pay a contractual penalty of one tenth of the stand price for each commenced hour of the violation of the operating obligation, however a minimum of € 1,000 per commenced hour of the violation of the operating obligation.

15. The Exhibitor is obliged for himself and his staff (in particular employees, suppliers and those employed in the construction, dismantling or operation of the stand) to comply with the applicable

- House rules

- Technical guidelines

available at [www.mzs.at/en/conditions/](http://www.mzs.at/en/conditions/). The Exhibitor is obliged to review these regulations again 8 days before the start of stand construction so that the Exhibitor and his staff are informed of the current status of these regulations.

16. The Exhibitor shall construct his stand himself or have it set up by entrepreneurs employed by him. Other work, in particular connections for water, electricity etc. and services which are important for the course of the event or safety or which require familiarity with the facilities of the exhibition centre (e.g. transport from the unloading point to the rented stand area, cleaning services and security outside the opening hours of the fair) may only be carried out by service partners authorised by MZS. A list of authorised service partners can be obtained on request from the responsible project team at the Exhibition Centre.

17. Motor vehicles must not be driven in the Halls. Transportation, unloading and transfer of equipment and other items of equipment that have been received may only be carried out in accordance with the instructions of MZS staff on duty. If transport services using machines (e.g. forklifts, cranes, vehicles) are required, these may only be carried out (from the unloading location to the stand area) by authorised service partners.

18. Loading gates must not be opened by the Exhibitor; opening and closing of loading gates shall be carried out exclusively by MZS personnel on duty.

19. It is not permitted to spend the night on the premises of the Exhibition Centre, to set up or use tents or caravans on the premises of the Exhibition Centre.

20. In case the Exhibitor violates the regulations concerning the use of the stand space, MZS shall be entitled to prevent further use of the stand by taking measures (e.g. discontinuing the power/water supply or obstructing the surrounding traffic areas).

## General Terms and Conditions

### Messezentrum Salzburg GmbH (MZS), Fm 67914z, Status Quo 18. September 2020

#### Parking Spaces/Traffic Areas

21. It is not permitted to park vehicles anywhere other than the designated parking spaces.  
The parking spaces marked as such are managed by MZS. The use of the parking spaces by the Exhibitor and his staff shall be based on the provisions applicable to the use of parking spaces.  
The parking of trucks, trailers, mobile homes, etc. in the designated visitor parking areas is only permitted with the prior approval of MZS.  
In the event of parking vehicles for the purposes of loading and unloading, the instructions of MZS personnel or companies authorised by MZS must be followed. MZS is entitled to move vehicles parked in security zones (e.g. fire brigade zones) marked as such to other locations at the expense of the Exhibitor (regardless of whether the vehicles are the Exhibitor's vehicles or those of his staff) and to release them only after payment of the towing costs and the flat-rate handling charges of € 100.

22. If parking tickets have been provided to the Exhibitor, these entitle the Exhibitor to park one car per parking ticket in the designated parking spaces in accordance with the provisions applicable to the use of parking spaces and subject to availability. If a specific parking space is to be provided exclusively for the use of the Exhibitor, this requires a separate written agreement.

23. The use of the traffic areas is subject to the provisions of the Road Traffic Act, a maximum speed of 15 km/h must be observed. In the area of Hall 4 and Hall 5, motor vehicles may not be driven after 10 pm.

24. MZS does not guard parked vehicles. MZS shall not be liable for damages suffered by the Exhibitor and his staff due to the use of the traffic areas as a result of the condition of the traffic areas or due to the behaviour of other road users. MZS is only liable for the omission of traffic safety obligations in case of intent.

#### Postal Delivery

25. If the Exhibitor wishes to receive mail/parcels from delivery services, he may specify the delivery address as follows:  
..... (Exhibitor)  
p.A. Messezentrum Salzburg GmbH  
Rezeption Halle 1, 1. Stock  
Am Messezentrum 1  
5020 Salzburg

MZS will accept the consignment on behalf of the Exhibitor after prior information. MZS is not liable for punctual and correct delivery to the Exhibitor.

#### Cancellation

26. The Exhibitor may cancel a registration confirmed by MZS in accordance with Section 3 in writing, either in full or in part in case of a space reduction. In case of cancellation (in whole or in part) the following cancellation fees must be paid:

- if the cancellation is received up to 8 weeks before the event/fair 80% of the assessment basis
- if the cancellation is received less than 8 weeks prior to the event/fair 100% of the assessment basis

The assessment basis for the cancellation fee is the total price plus VAT at the statutory rate specified in the confirmation of registration for participation and the provision of the stand space. Any orders (e.g. from service partners), if they can no longer be cancelled free of charge, will be invoiced.

#### Liability of MZS

27. It is the responsibility of the Exhibitor to protect the items he has brought with him against removal or damage. MZS shall not be liable for loss or damage by visitors or other exhibitors and their people to the items brought in by the Exhibitor. MZS is also not liable for financial losses of the Exhibitor and personal injuries to the Exhibitor and his people caused by the behaviour of other Exhibitors or their people or by service providers (such as cleaning companies) commissioned by MZS.

28. MZS shall only be liable for all damages of any kind incurred by the Exhibitor due to the conduct of MZS or its employees if MZS or its employees have acted intentionally.

#### Public Safety Obligation of the Exhibitor

29. The Exhibitor shall comply with the public safety obligations for the stand area made available to him and the stand constructed on it. He is also obliged to ensure that his conduct or the conduct of his people does not endanger persons using the general areas of the exhibition centre.

30. Objects which could pose a risk - whether for the purpose of constructing the stand or for use during the exhibition - must be reported to MZS prior to being brought into the exhibition. MZS may prohibit the use of such objects.

31. The Exhibitor shall indemnify and hold MZS harmless in the event that claims are asserted against MZS by third parties as a result of violations by the Exhibitor or his employees of the Exhibitor's public safety obligations.

#### Liability of the Exhibitor

32. The Exhibitor shall be liable to MZS for all damages caused by the Exhibitor or his staff to the facilities of the exhibition centre and for all damages caused to MZS by culpable behaviour of the Exhibitor or his staff. Should a third party (e.g. fair visitors/other exhibitors) make a claim against MZS due to damage caused by the Exhibitor or his people, the Exhibitor is obliged to indemnify and hold MZS harmless.

33. The Exhibitor must have a valid liability insurance policy covering the damages mentioned in Sections 29 - 32 with an insurance sum of at least €10 million for each damage to property and personal injury per damage event. The Exhibitor must prove the existence of such insurance upon request of MZS.

#### Data Protection

34. The data protection policy, available at [www.mzs.at/en/data-privacy/](http://www.mzs.at/en/data-privacy/), shall apply to the storage and processing of data stored based on the business relationship between MZS and the Exhibitor.

#### Withdrawal

35. MZS is entitled to withdraw from the contract for important reasons, important reasons are in particular:

- a) if the Exhibitor has not paid due fees despite reminders and a grace period
- b) if insolvency proceedings have been initiated against the Exhibitor's assets or if there are justified concerns that the Exhibitor will not meet his payment obligations and the Exhibitor has not provided an appropriate security (deposit of funds or bank guarantee) required by MZS within the period set by MZS;
- c) if MZS has decided not to hold the fair for important reasons or for reasons within the sphere of MZS.

In the cases referred to under a) and b), the Exhibitor is obliged to pay 100% of the total fee.

In the case of lit. c), MZS will reimburse the advance payments made by the Exhibitor; the Exhibitor's claims for compensation due to cancellation of the fair are excluded.

36. MZS may change the date of start and the duration of the fair. MZS will inform the Exhibitor in writing. In this case, the Exhibitor may withdraw from the contract within 10 days of receipt of the notification. In this case, MZS will refund the advance payment made by the Exhibitor; any further claims of the Exhibitor against MZS shall be excluded.

## General Terms and Conditions

### Messezentrum Salzburg GmbH (MZS), Fm 67914z, Status Quo 18. September 2020

#### General

37. The legal relationship between the Exhibitor and MZS shall be governed exclusively by Austrian law.

38. In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder.

39. If exhibitors are several persons, they shall be jointly and severally liable for the performance of the contract.

40. Declarations to be made by MZS to the Exhibitor on the basis of the contractual relationship shall be deemed to have been effectively received if they have been made in writing (also by email) to the Exhibitor - in the case of multiple Exhibitors to one Exhibitor - or have been made to the local authorised representative and then confirmed in writing.

41. Declarations made by the Exhibitor to MZS must be in writing to be legally effective; email is also sufficient. If the Exhibitor are multiple persons, the legal validity of legal declarations requires a declaration by all exhibitors. The person named as contact person in the registration form and the persons named in section 13 are deemed to be entitled to order additional services (see section 4). Such orders need not be done in writing.

42. The Exhibitor may only set off claims of MZS against counterclaims that are not opposed by an objection of MZS.

43. Any claims of the Exhibitor against MZS must be asserted in writing within 6 months after the end of the exhibition, otherwise they shall be forfeited; claims of the Exhibitor against MZS expire within one year after the end of the exhibition.

44. The legal transaction fee arising from the contract shall be borne by the Exhibitor.

45. Should individual provisions of these General Terms and Conditions or of the contract that is concluded be invalid, the validity of the remaining provisions shall not be affected. The ineffective provisions shall be replaced by provisions which are economically close to the content of the ineffective provision.