FEFCO
Technical Seminar
11-13 October 2017 - Messe Vienna

EXHIBITOR MANUAL

FEFCO Technical Seminar
Vienna, Austria

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General Information - FEFCO Technical Seminar

Organiser

FEFCO
European Federation of Corrugated
Board Manufacturers
Avenue Louise 250
B-1050 Brussels
T: +32 2 646 40 70
houriet.lefebvre@fefco.org

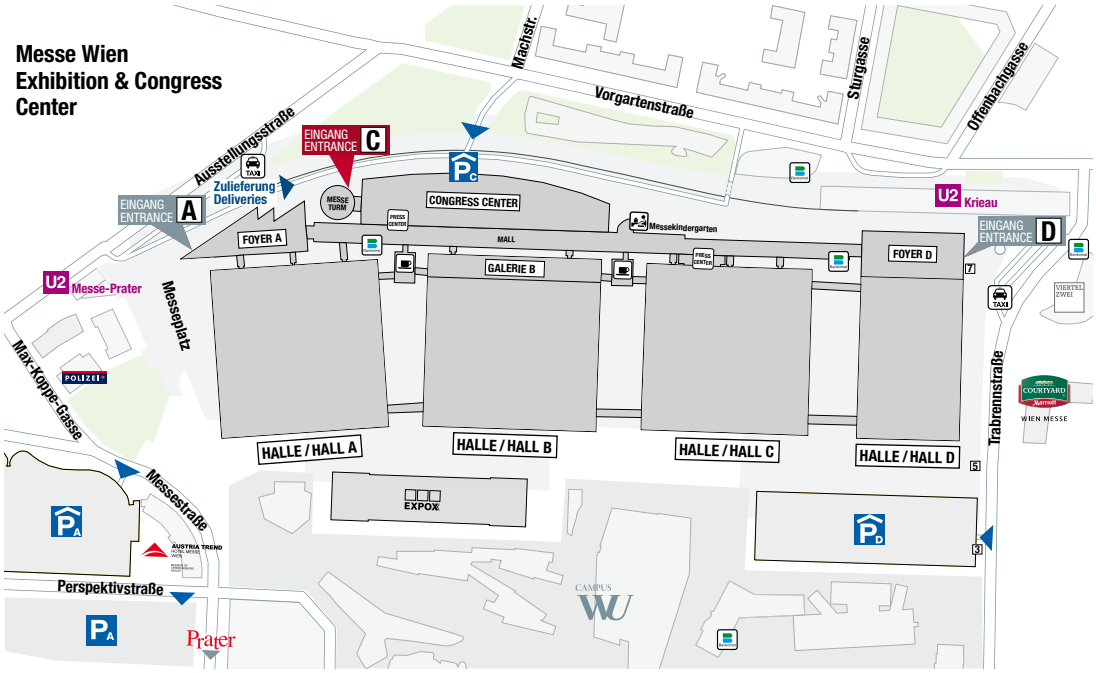
FEFCO Exhibition hall Opening Hours

	Date	Time
Set up for exhibitors with own stands		16.00 – 20.00
Set up shell scheme exhibitors		07.00 – 22.00
Opening day 1		08.00 – 18.30
Opening day 2		08.00 – 18.30
Opening day 3		08.00 – 14.30
Dismantling Day 3		14.30 – 23.00

Place of the Event and how to get there

Messe Wien
Reed Messe Wien
Messeplatz 1
A-1020 Wien

Entrance and deliveries Congress Center (Entrance C)



» Go to the Appendix

Access Messe Wien – Congress Centre

FROM AND TO THE AIRPORT

There are several ways to reach the Messe Wien Congress Center from the airport:

1. By train

- "CITY AIRPORT TRAIN" to Wien Mitte/Landstraße
  take the U4 line in direction Heiligenstadt
  get out at Schottenring
  take the U2 line in direction of the Stadium, exit "Messe Prater"
- SCHNELLBAHN S7, Runs every 30 minutes to "Landstrasse/Wien Mitte"
  take the U4 line in the direction of "Heiligenstadt"– get out at "Schottenring"
  take the U2 line in direction of the Stadium, exit "Messe Prater"

2. By Public Transport

- Metro: U2 UNDERGROUND LINE „Karlsplatz
  Aspernstraße" The ideal exit to entrances A and Congress Center: station „Messe-Prater"
- BUS line 11A „Heiligenstadt - Krieau"
- BUS line 80B „Kaiserebersdorf - Krieau"

3. Taxi

There is a Taxi rank outside Airport, Train Station & Congress Centre.
Contact at:

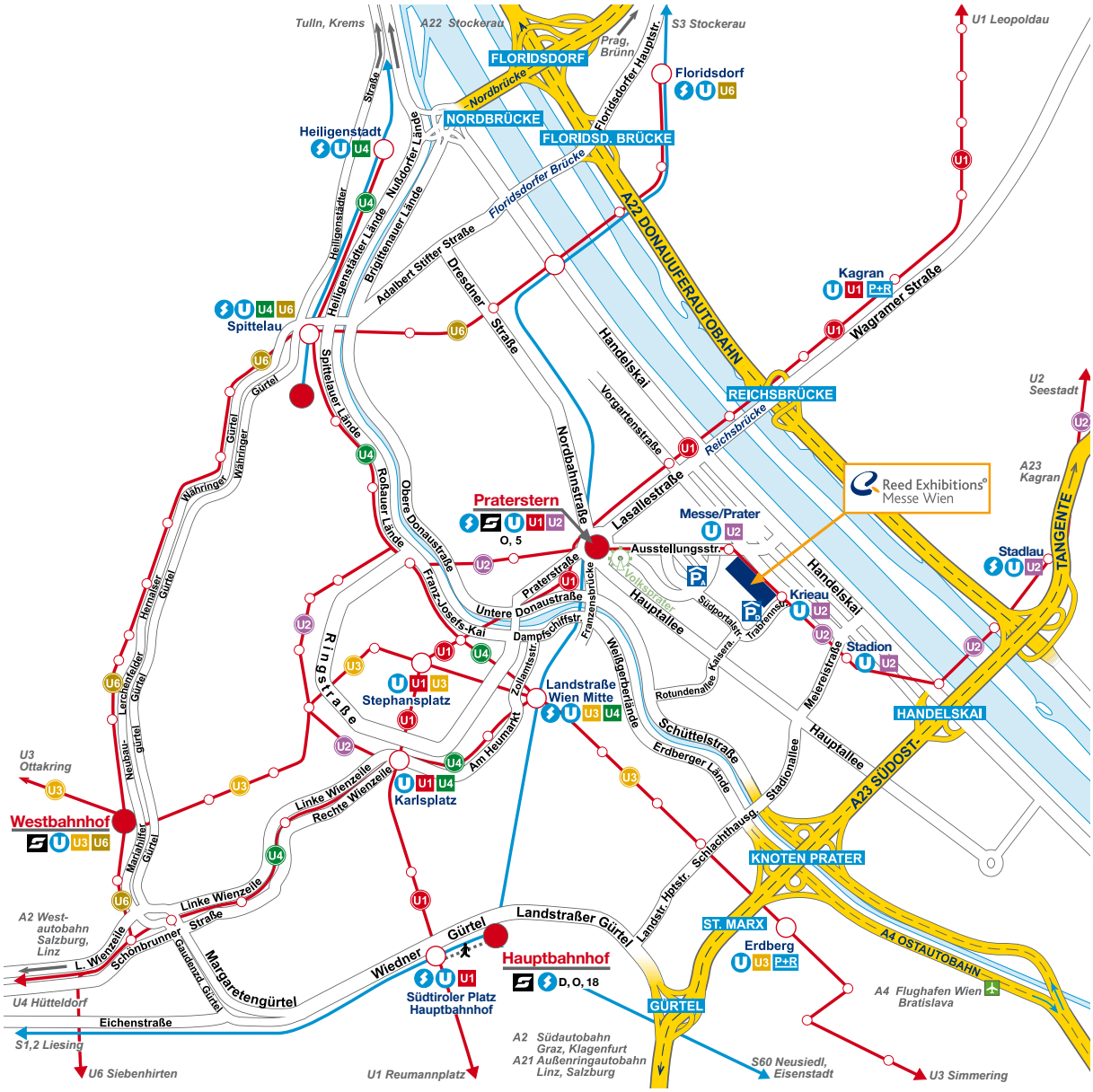
- Tel.: +43 140 100
- Tel.: +43 160 160
- Tel.: +43 131 300

4. By car

- From the south: Südautobahn A2 - Südosttangente A23 in the direction of Praha/Brno
  exit Handelskai/Messezentrum
- From the east (Wien-Schwechat Airport): Ostautobahn A4
  Südosttangente A23 in the direction of Praha/Brno
  exit Handelskai/Messezentrum
- From the west: Westautobahn A1 until the motorway junction at Steinhäusl
  Außenringautobahn A21 until the motorway junction at Vösendorf
  Südosttangente A23 in the direction of Praha/Brno - exit Handelskai/Messezentrum
- From the north: Donauuferautobahn A22 until the exit for Reichsbrücke (direction Zentrum)
  after the bridge turn left at the first traffic light into Vorgartenstraße and drive to the junction
  to Ausstellungsstraße

» Go to the Appendix

MAP OF CENTRE



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PUBLIC TRANSPORT IN VIENNA

It is easy to travel within the urban area of Vienna by public transport.

SÜD/OSTBAHNHOF:

- Underground U6 in direction Floridsdorf to Längenfeldgasse
- U4 line in direction Heiligenstadt to Schottenring
- U2 line in direction Aspernstraße o Schnellbahn to Praterstern
- U2 line in direction of Stadium, exit " Messe Prater"

WESTBAHNHOF

- Underground U3 in direction Simmering to Volkstheater
- U2 line in direction Aspernstraße

FRANZ-JOSEFS-BAHNHOF

- Tramway o line 5 in direction Praterstern to Praterstern
  U2 line in direction Aspernstraße
- line D in direction Südbahnhof to Schottentor
  U2 line in direction Aspernstraße
- line 33 in direction Friedrich-Engels-Platz to Friedensbrücke

U4 line in direction Hütteldorf to Schottenring U2 line in direction Aspernstraße

BAHNHOF PRATERSTERN (ehem. Bahnhof Wien Nord)

- Underground U2 in direction Aspernstraße

MAP OF THE PUBLIC TRANSPORT IN VIENNA

» Go to the Appendix

General Information - Exhibition

FEFCO stand Rules

Exhibitors building their own stand must stay within the limits of the stand. Extending the stand walls into the aisles, carpeting the aisles, or any construction that connects stands outside the 4 unit blocks as designed on the official floor plan, are not allowed.

Max Stand height is 4 m Max. in the main hall and 3.5 m in the Stolz area near the entrance (only concern stands on the waiting list). Companies with a stand higher than 3.5 m will be located in the appropriate area. In case of doubt, please contact FEFCO.

Max. floor pressure is 500 kg/m^2

The aisles must be clear and stands ready on 10 October by 22h00.

It is mandatory that exhibitors order their own walls. FEFCO will not allow the exhibitors to leave their stand empty. Exhibitors must order from a basic scheme or the necessary equipment. They can also bring their own stand.

Cleaning: Stand cleaning on the day before opening is included only for Shell scheme exhibitors. Exhibitors building their own stand, must order stand cleaning see STANDout service manual on page 21 **STANDout** is the technical partner of Messe Wien during the FEFCO Technical Seminar 2017.

Their range of services include:

- Shell Scheme stands with basic furniture package
- Other types of stands
- Provision of equipment such as furniture, partitions, flooring, graphics, electronics, and much more Sale of POS products such as roll-ups, display walls, presentation tools
- Creation of graphics on various materials, vehicle signage, digital printing

Choose your basic stand package from STANDout Service manual for Exhibitors and send your questions and order to Manuel Vilim. Please refer to "FEFCO Seminar 2017" in your communication.

Mr. Manuel Vilim
Email: manuel.vilim@standout.eu
T: +43 1 702 720 6203

If your stand is higher than 4 m or hanging points are required, please contact **Mr. Thomas M.I. Hanreich**, Civil Engineer. (see form page 67 in German or 68 in English)

Thomas M.I. Hanreich
Dreyhausenstrasse 9/10
1140 Wien - Austria
T: +43 1 8121109
F: +43 1 8133818
Mobile: +43 664 5248299
E-mail: office@zt-menzl.at

» *Go to the Appendix*

VERY IMPORTANT - MESSE WIEN GENERAL REGULATIONS

Before ordering your stand package, equipment or catering please read all Messe Wien documents and General Regulations on pages 57 to 66

Basic rules for exhibitors

TAKING CARE OF THE MESSE WIEN

Please do not tape, tighten nor pin on the venue's and booths' installations.

SAVING ENERGY

At the end of the day our technicians will disconnect the electrical power. Don't forget to switch off all your electric devices to avoid any damage.

RECYCLING

Different types of recycling bins and containers are available around the venue. Please, let us know if you have any specific waste for removal.

ELECTRICAL INCIDENT

Please do not use or manipulate any electrical switchboard. Let us know and one of our professionals will take care of it.

FOOD AND BEVERAGE

Keep in mind that the Messe Wien as its own **F&B service** (GERSTNER CATERING) that will provide you with everything that you may need. It is not allowed to bring food or beverages on-site from external sources.

Minors under 18 are not allowed in the exhibition area during the set up and break down. During the opening hours of the exhibition, access may be regulated. Please confirm with the organization.

Please be aware that any new service requested should **be immediately paid** with a credit card.

Smoking is not permitted on the premises of Messe Wien.

CARPETING

Carpeting must be laid under all stands in the Congress Center, mostly to prevent floor damage.

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Shipping Guidelines

DHL has been appointed as the freight forwarder and handling contractor for the FEFCO Technical Seminar.

Mess Wien does not accept any direct deliveries to the venue. Exhibitors must be present on the stand to accept it. Same rule apply for the dismantling.

CONTACT

DHL FREIGHT
DHL Global Forwarding (Austria) GmbH
Trabrennstr. 5 / Halle D - 3. Stock
A-1020 Wien / Vienna
Thomas Hausmeister
T +43 1 728 31 60
F +43 1 728 31 60 8790
E thomas.hausmeister@dhl.com

Shipping Manual

Please read and fill-in the documents in the Appendix pages (page 71)

Deliveries (see plan page 3)

Deliveries can be made during the official set-up hours only. Please use the delivery road access from Ausstellungsstraße and follow the road until you are at the back of the congress center. The delivery doors have a height of 235 cm and a width of 175 cm. It is not permitted to use fork lifts in the Congress Center. Please note that there are no truck parking spots on the premises.

To find public truck parking you can use the app of the official Austrian motorway operator Asfinag: http://www.asfinag.at/on-the-way/hgv-and-bus/hgv-parking-spaces

Waste removal and exhibitor storage

Waste removal must be ordered from STANDout, see order Form on page 20 and 21.

A limited storage of empty boxes will be available at Messe Wien – next to the Exhibition hall. For larger and heavier items, please contact DHL.

Insurance

Insurance for your stand and/or goods is not provided by FEFCO.

Exhibitors must have their own insurance for company and/or personal items as well as third party liability.

» *Go to the Appendix*

TECHNICAL SERVICES

STAND OUT
or stay invisible.

WILLKOMMEN
WELCOME

Sehr geehrte/r Aussteller/In,

herzlichen Dank für Ihre Teilnahme an der Messe! Wir freuen uns, Ihnen diese Servicemappe überreichen zu können. Sie finden darin wichtige Formulare, um Serviceleistungen und Equipment bestellen zu können. Darüber hinaus bieten wir Ihnen **Messestandarchitektur – kreatives Design** und umfassende **Projektabwicklung mit nur einem Ansprechpartner**. Ob in **Systembauweise** oder als **Individualstand** - wir realisieren Ihren Messeauftritt nach Ihren persönlichen Vorstellungen. Falls Sie spezielle Fragen oder Wünsche haben, bitten wir Sie, sich einfach telefonisch unter **+43 1 72 720 - 6101** an unsere Mitarbeiter zu wenden, die Sie jederzeit gerne beraten und unterstützen.

Wir wünschen einen erfolgreichen Messeauftritt!
Ihr **STANDout** Team / Projektleiter Manuel Vilim

Dear Exhibitor,

thank you for your decision to take part at the fair. We take pleasure in giving you this service kit, which is intended to serve you as guide to your tenancy.
*Moreover we offer you **stand architecture – creative design** and comprehensive **project settlement up with only one counterpart**.*
*Whether as a **system construction** method or as an **individual booth** - we realise your fair appearance according to your personal requirements.*
If you have any special questions or wishes, please do not hesitate to call our staff -
*call no. **+43 1 72 720 - 6101** - which is looking forward to advise and assist you.*

We wish a successful fair appearance!
*Your **STANDout** Team /*
Project Manager Manuel Vilim

E: manuel.vilim@standout.eu
T: +43 1 72720 - 6203
F: +43 1 72720 - 6109

INHALTSVERZEICHNIS / *REGISTER*

01-07 Technischer Service I Technical Service
01 Stromversorgung I *Electrical installations*
02 Standinstallationen I *Booth installations*
03 Beleuchtung I *Lighting*
04 Wasseranschluss I *Water Supply*
05 Planskizze I *Technical layout*
06 Reinigung & Müllentsorgung I *Cleaning & Waste disposal*
07 Deckenabhängung I *Ceiling Attachement*

08 - 15 Mobiliar I Furniture
08 Besprechungstische & Tische I *Meeting tables & Tables*
09 Tische & Stehtische I *Tables & Hightables*
10 Couchtische & Barhocker I *Couch tables & Barstools*
11 I 12 Barhocker & Sessel I *Barstools & Chairs*
13 Loungemobiliar I *Loungefurniture*
14 I 15 I Sitzgruppen I *Seating groups*

16 - 32 Stand Ausstattung I Stand Equipment
16 I 17 I 18 Ausstattung I *Equipment*
19 I 20 Vitrinen & Pulte I *Showcases & Bars*
21 Wände & Türen I *Walls & Doors*
22 Blenden & Fächer I *Fascias & Shelves*
23 Deckenkonstruktion I *Ceiling Construction*
24 Bodenbelag I *Floor covering*
25 I 26 I 27 I 28 Grafik & Beschriftung I *Graphics & lettering*
29 I 30 Pflanzen I *Plants*
31 Zahlungsformular I *Payment form*
32 Anfrage Individualstände I *Request for individual stands*

33 Weitere Services I Additional Services
33 Internet I *Internet services*
34 Standbewachung I *Stand security / Hostessen*
35 Standbetreuung I *Stand attendance / Hostesses*
36 Mediensysteme I *Video-,Audio-,Light & IT-Equipment*
37 Catering I *Catering*

FEFCO Technical Seminar STANDOUT

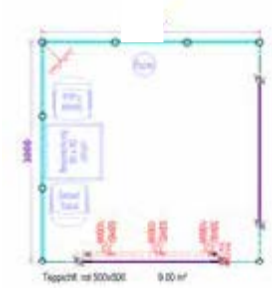
FEFCO, October 11 - 13, 2017

Veranstaltungsname / *Name of Event*	Halle & Standnr. / *Hall & Standno.*	Standgröße in m² / *Booth size in sqm*
Firmenname / *Company's name*	Straße / *Street*	
Postleitzahl / *Postal Code*	Ort / *Place*	
Ansprechpartner / *Responsible person*	E-Mail / *E–Mail*	
Telefon / *Phone* Fax / *Fax*	UID - Nr. / *VAT-No.* only for EU countries	

Bitte unbedingt ausfüllen! / *Please fill out!*

Deadline: 1st of September, 2017

€ 53,40
per m² / *sqm*



Dieser Komplettstand beinhaltet folgende Ausstattung:
This complete booth includes following equipment:

- TEPPICHFLIESE (bitte Farbe auswählen!)
  CARPET TILE (please choose colour!)
  ☐ blau / *blue* ☐ dunkelgrau / *dark grey* ☐ schwarz / *black*
- WÄNDE weiß beschichtet, H = 250 cm
  WALLS white foiled, H = 250 cm
- BLENDE H = 380 mm
  FASCIA , H = 380 mm
- BLENDENBESCHRIFTUNG 194 x 28 cm, max. 20 Buchstaben
  FASCIA LETTERING 194 x 28 cm, max. 20 letters
- TISCH 80 x 80 cm, weiß, Chromgestell
  TABLE, 80 x 80cm, white top, chrome frame
- 2 SESSEL TOSCA, dunkelgrau, Chromgestell
  2 CHAIRS TOSCA, dark grey, chrome frame
- 1 STRAHLER STANDARD PRO 4 m²
  1 SPOTLIGHT STANDARD PER 4 sqm
- STROMSCHIENE
  LIGHTING RAIL
- 1x 3-FACH STECKDOSE
  1x TRIPLE SOCKET OUTLET
- ELEKTROHAUPTANSCHLUSS bis 1 kW inkl. Stromverbrauch
  MAIN ELECTRIC CONNECTION up to 1kW incl. power consumption

Bahnenteppich ist zu einem **Aufpreis von EUR 5,-/m²** in den folgenden Farben erhältlich / ***roll carpet*** *can be ordered with extra charge EUR 5,-/sqm in following colours*:

☐ azurblau/*middle blue* ☐ dkl.blau/*dark blue* ☐ hellgrün/*light green* ☐ dkl.grün/*dark green* ☐ signalrot/*light red*
(nähere Information siehe Seite "Bodenbelag" / *further information at page "floor covering"*)

Weitere **Standausstattungen** können Sie im Serviceheft für Mietelemente bestellen (siehe folgende Seiten) / *Further* ***equipment*** *for the booth you can order with the technical orderform for rental elements (look at the following pages)*

Bitte tragen Sie den gewünschten **Firmenwortlaut** ein / *please fill in the exact* ***company wording***: ➲

Farbe schwarz, max. 20 Buchstaben / *colour black, max. 20 letters*

Aufpreis für Originallogo / **original logo** with surcharge **EUR 41,30**
Bitte die Datei für das Logo als eps file senden / *please send the logo as eps file*!

Alle Preise verstehen sich für eine Messedauer bis zu 7 Tagen sowie exkl. MWSt. und 1 % Bestandvertragsgebühr. Preisänderungen bleiben vorbehalten.
All prices are quoted for a period of up to seven days and are quoted exclusive VAT and 1% legal charges*. Subject to alteration of prices.*

WICHTIG - BESTELLFRIST: Bei Bestellungen innerhalb der letzten 14 Tage vor Messebeginn muss ein Manipulationszuschlag von 25 % verrechnet werden!
IMPORTANT - ORDER DEADLINE: For orders receiving during the last 14 days before fair opening a manipulation surcharge of 25 % is charged!

Durch seine Unterschrift bestätigt der Auftraggeber unsere allgemeine Geschäftsbedingungen (abgedruckt am Ende dieses technischen Bestellheftes) zur Kenntnis genommen zu haben und deren Inhalt als verbindlich zu akzeptieren. Erfüllungsort und Gerichtsstand ist Wien.
By signing this document the customer acknowledges our general terms and conditions (printed on the last page of this technical order form) as noted and accepts it as binding. Place of jurisdiction is Vienna.

Retour/*return to:*

Expoxx Messebau GmbH I 1021 Wien I Messeplatz 1
➲ **FAX +43 1 72 720 - 6109** ➲ **wien@standout.eu**

DATUM DATE

STEMPEL STAMP

Ort, Datum
Place, date

Firmenstempel und rechtsverbindliche Unterschrift
Stamp and obligatory signature

FEFCO, October 11 - 13, 2017

Veranstaltungsname / *Name of Event* | Halle & Standnr. / *Hall & Standno.* | Standgröße in m² / *Booth size in sqm*

Firmenname / *Company's name* | Straße / *Street*

Postleitzahl / *Postal Code* | Ort / *Place*

Ansprechpartner / *Responsible person* | E-Mail / *E–Mail*

Telefon / *Phone* | Fax / *Fax* | UID - Nr. / *VAT-No.* only for EU countries

Bitte unbedingt ausfüllen! / *Please fill out!*

Deadline: 1st of September, 2017

Stromanschluss / *Power connection*

Eines der folgenden Strompakete (exklusive Stromverbrauch) ist für den Elektroanschluss unbedingt notwendig! Die Kosten beinhalten Strombereitstellung, Anschluss an das Messenetz, betriebsfertigen Hauptschalter bzw. Sicherungsverteiler (lt. ÖVE-Vorschriften) und Befundung. ***Exhibitors must order one of the following wiring packages (prices exclusive of power consumtion).*** *Prices include ready-to-use mains, switch and fuse box (as per OVE regulations) and certificate.*

Artikel *article*	Menge *quantity*	Bezeichnung *description*	Preis in € *price in €*
	pcs	**Stromanschluss ohne Zähler** ★ ***Power connection without meter.*** 1-phasig 230V **2,2 kW** Pauschale Stromverbrauchsabrechnung *1-phasis 230V **2,2 kW** - Power consumption flat-rate*	**EUR 114,00**
	pcs	**Stromanschluss ohne Zähler** ★ ***Power connection without meter*** 3x1-phasig 230V **6 kW** Pauschale Stromverbrauchsabrechnung *3x1-phasis 230V **6 kW** - Power consumption flat-rate*	**EUR 216,00**
	pcs	**Stromanschluss inkl. Zähler und Verteiler** ***Power connection incl. meter and fuse box*** 3-phasig 400/230V **30 kW** *3-phasis 400/230V **30 kW***	**EUR 499,50**

Artikel *article*	Menge *quantity*	Bezeichnung *description*	Preis in € *price in €*
	pcs	**Stromanschluss inkl. Zähler und Verteiler** ***Power connection incl. meter and fuse box*** 3-phasig 400/230V **10 kW** *3-phasis 400/230V **10 kW***	**EUR 326,50**
	pcs	**Stromanschluss inkl. Zähler und Verteiler** ***Power connection incl. meter and fuse box*** 3-phasig 400/230V **15 kW** *3-phasis 400/230V **15 kW***	**EUR 357,00**
	pcs	**Stromanschluss inkl. Zähler und Verteiler** ***Power connection incl. meter and fuse box*** 3-phasig 400/230V **60 kW** *3-phasis 400/230V **60 kW***	**EUR 1018,00**

❒ **Gerüsterdung (Potentialausleich) lt. MA36 EUR 50,00**
Earthing for floor standing metal constructions.

❒ **Wir benötigen zusätzlich Dauerstrom bis max. 2 KW (grüne Steckdose am Stand)**
We require additional continous power supply up to 2 KW

Für Kühlschränke, Kühlvitrinen, etc. benötigen Sie einen seperaten Daueranschluss, da die Kojenstromversorgung aus Sicherheitsgründen 1 Stunde nach Messeschluss eingestellt wird. **EUR 71,00**
You require a seperate continous power supply connection for refrigerators, cold display cabinets, etc., as the stand power supply is otherwise discontinued 1 hour after the end of the event day for safety reasons.

Stromverbrauch / *Power consumption charges*

Pauschalverrechnung / Flat rate

Bei Stromanschlüssen bis 6 kW wird der Stromverbrauch pauschaliert pro angefangenen 100 W Anschlusswert verrechnet.
For power connection up to 6 kW consumption is rounded up to the nearest 100 W of installed load

★ **Pauschale je angefangene 100 W Anschlusswert /**
Flat rate per 100 W installed load **EUR 3,60**

Verrechnung nach Leistung / *Metered rate*

Abrechnung nach Kilowattstunden (mit Messezähler) / *Charged per kilowatt hours (metered)*
1 kWh **EUR 0,56** inkl. Energieabgabe / *incl. energy tax*

Preise pro Verrechnungseinheit auf Messedauer exklusive gesetzlicher Steuern und Abgaben.
Prices per unit for the whole duration of the event excluding taxes and fees, which are legally in force at the time of the event.

Alle Preise verstehen sich für eine Messedauer bis zu 7 Tagen sowie exkl. MWSt. und 1 % Bestandvertragsgebühr. Preisänderungen bleiben vorbehalten.
All prices are quoted for a period of up to seven days and are quoted exclusive VAT and 1% legal charges. *Subject to alteration of prices.*

WICHTIG - BESTELLFRIST: Bei Bestellungen innerhalb der letzten 14 Tage vor Messebeginn muss ein Manipulationszuschlag von 25 % verrechnet werden!
IMPORTANT - ORDER DEADLINE: For orders receiving during the last 14 days before fair opening a manipulation surcharge of 25 % is charged!

Durch seine Unterschrift bestätigt der Auftraggeber unsere allgemeine Geschäftsbedingungen (abgedruckt am Ende dieses technischen Bestellheftes) zur Kenntnis genommen zu haben und deren Inhalt als verbindlich zu akzeptieren. Erfüllungsort und Gerichtsstand ist Wien.
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Expoxx Messebau GmbH I 1021 Wien I Messeplatz 1
➲ FAX +43 1 72 720 - 6109 ➲ wien@standout.eu

DATUM DATE

Ort, Datum
Place, date

STEMPEL STAMP

Firmenstempel und rechtsverbindliche Unterschrift
Stamp and obligatory signature

Ausstellerstromversorgung

Sämtliche Elektroarbeiten, welche Sie laut Serviceblatt Stromversorgung bestellen, werden vom Vertragselektriker des Veranstalters durchgeführt und von der Expoxx Messebau GmbH in Rechnung gestellt.

Um ausreichende Betriebssicherheit zu gewährleisten, kann die Einschaltung der Kojenstromkreise erst am Tag vor Messebeginn erfolgen.

Damit Sie Ihre bestellten Stromanschlüsse an der Stelle am Stand vorfinden, wo dieser benötigt wird, senden Sie uns bitte die ausgefüllte Planskizze.

Für den Stromanschluss ist ein Strompaket erforderlich.Bestellen Sie auf Serviceblatt jenen Stromanschluss (=Gesamtwert Ihrer Anschlüsse z.B. Geräte, Beleuchtung udgl.), welchen Sie für Ihren Messestand benötigen.

Für die Stromabrechnung „pauschaliert bis 6 kW“ ist der tatsächliche Anschlusswert maßgebend, welcher während der Veranstaltung durch den Inspektionselektriker festgestellt wurde.

Die Kojenstromversorgung wird 1 Stunde nach Messeschluss aus Sicherheitsgründen eingestellt. Falls Sie eine Stromversorgung für die gesamte Messedauer (Tag und Nacht) benötigen (z.B. für Computer, Kühlvitrinen udgl.), vergessen Sie bitte nicht, einen Dauerstromanschluss zu bestellen.

Elektro-Standinstallationen
Für die Standausstattung benötigte Elektroinstallationen können Sie direkt der Expoxx Messebau GmbH in Auftrag geben oder einer konzessionierten Elektrofirma Ihrer Wahl übertragen, welche über die elektrische Anlage einschließlich der Anschlüsse einen **Elektrobefund (VD 390), spätestens am letzten Aufbautag** entweder beim zuständigen Hallenmeister oder in der Betriebstechnik abzugeben hat (siehe Hausordnung).

Sämtliche Elektroinstallationen müssen den geltenden behördlichen Vorschriften entsprechen und unterliegen einer behördlichen Überprüfung anlässlich der jeweiligen Messekollaudierung (MA 36).

Connection to the electricity network

All power services which you order with service form power supply will be performed by the organisers' contract electrician: and invoiced by Expoxx Messebau GmbH.

For safety reasons, stand wiring circuits cannot be switched on until the day before the start of the event.

Please make a sketch of the ordered ppwer connections on service sheet technical layout to ensure that you will find the taps a the place needed.

You need a power package for power connection. Please use the order form to inform us of the type of connection required (=total load of your connections e.g. electrical devices, lightning etc.).

In the case of power charged at flat rates up to 6 kW the cost is determined by the actual installed load which is recorded by the inspecting electrician in the course of the event.

The stand power supply is discontinued 1 hour after the end of the event day for safety reasons. Please do not forget to order separate continuous power connections for refrigerators, cold display cabinets, computers, etc.

Electrical installation work:
You can order the electrical installation work either from our contract electricians or from a licensed electrical firm of your choice, which must submit a ***report on the electrical wiring installed („Elektrobefund VD 390“),*** *including the connections, to the hall manager at least on the last assembly day (see House Rules & Regulations).*

All electrical installations must meet the legal regulations and will be examined by the authorities involved (MA 36).GmbH.

FEFCO, October 11 - 13, 2017

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Ansprechpartner / *Responsible person* | E-Mail / *E–Mail*

Telefon / *Phone* | Fax / *Fax* | UID - Nr. / *VAT-No.* only for EU countries

Bitte unbedingt ausfüllen! / *Please fill out!*

Deadline: 1st of September, 2017

Standinstallation - Steckdose (NUR MIT ELEKTROHAUPTANSCHLUSS MÖGLICH!)
Booth installations - socket (only available with electrical main connection)

St./*pcs*

Schutzkontaktsteckdose / *socket* **€ 31,80**

Anschlusswert bis/*Connection up to* **2,2 kW - 230 V**

❑ **einfach** / *single* ❑ **dreifach** / *triple*

St./*pcs*

Kraftsteckdose CEE-5*63 A **€ 301,00**
*socket CEE-5*63 A*

Anschlusswert - 40 kW / 400 V
Connection value - 40 kW / 400 V

St./*pcs*

Kraftsteckdose CEE-5*16 A **€ 104,00**
*socket CEE-5*16 A*

Anschlusswert - 10 kW / 400 V
Connection value - 10 kW / 400 V

St./*pcs*

Kraftsteckdose CEE-5*125 A **auf Anfrage**
*socket CEE-5*125* *on request*

Anschlusswert - 60 kW / 400 V
Connection value - 60 kW / 400 V

St./*pcs*

Kraftsteckdose CEE-5*32 A **€ 175,00**
*socket CEE-5*32 A*

Anschlusswert - 20 kW / 400 V
Connection value - 20 kW / 400 V

St./*pcs*

Kraftanschluß **auf Anfrage**
power supply *on request*

Anschlusswert über 60 kW / 400 V
Connection value above 60 kW / 400 V

Wir bitten Sie, Ihre technischen Wünsche (Elektro) in diesen Plan genau einzutragen / *Please state exactly your technical requirements (electrical supply) in the chart below.*

↑ = Strahler (Pfeil in Leuchtrichtung) / *spotlight (arrow in direction of light)* = *Einfach Steckdose / single socket* = *Dreifach Steckdose / triple socket*

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➲ FAX +43 1 72 720 - 6109 ➲ wien@standout.eu

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Deadline: 1st of September, 2017

Standinstallation - Beleuchtung (wichtig - ohne Elektrohauptanschluß)
Booth Installations - Lighting (important - without electrical connection)

	St./pcs		
		Strahler Standard € 35,00 *Spotlight Standard* **Anschlusswert 120 W / 230 V** *Connection value 120 W / 230 V*	
		Auslegestrahler Standard, Halogen, chrom € 54,50 *Extention arm spotlight, halogen, chrome* **Anschlusswert 100 W / 230 V** *Connection value 100 W / 230 V*	
		Auslegestrahler "Nova", silber € 91,10 *Extention arm spotlight "Nova", silver* **Anschlusswert 300 W / 230 V** *Connection value 300 W / 230 V*	
		Einbaustrahler Decke, Halogen, silber € 38,10 *Fitted ceiling spotlight, halogen, silver* **Anschlusswert 50 W / 230 V** *Connection value 50 W / 230 V*	
		Stromschiene 1 lfm inkl. 2 Strahler "Concord" € 77,50 *Electricity rail 1 rm incl. 2 spots "Concord"* **Anschlusswert 200 W / 230 V** *Connection value 200 W / 230 V*	
		Stromschiene 1 lfm inkl. 1 Strahler "Ellipsoid" € 101,50 *Electricity rail 1 rm incl. 1 spot "Ellipsoid"* **Anschlusswert 70 W / 230 V, eloxal** *Connection value 70 W / 230 V, eloxal*	
		Stromschiene 1 lfm inkl. 1 Strahler "Powerspot" € 106,50 *Electricity rail 1 rm incl. 1 spot "Powerspot"* **Anschlusswert 150 W / 230 V, silber** *Connection value 150 W / 230 V, silver*	
		Stromschiene 1 lfm inkl. 2 Strahler "Halojet" € 77,50 *Electricity rail 1 rm incl. 2 spots "Halojet"* **Anschlusswert 100 W / 230 V / 12 V, silber** *Connection value 100 W / 230 V / 12 V, silver*	
		Stromschiene 1 lfm inkl. 2 Hängeleuchten "Halopin" € 89,00 *Electricity rail 1 rm incl. 2 hanging lamps"Halopin"* **Anschlusswert 80 W / 230 V** *Connection value 80 W / 230 V*	
		Stromschiene 1 lfm inkl. 1 Bühnenstrahler, silber € 98,00 *Electricity rail 1 rm incl. 1 stage spot, silver* **Anschlusswert 70 W / 230 V** *Connection value 70 W / 230 V*	
		Bühnenstrahler, silber ☒ € 101,20 *Stage spot, silver* **Anschlusswert 1000 W / 230 V** *Connection value 1000 W / 230 V*	
		Strahler Halogen, silber ★ € 86,50 *Halogen spotlight, silver* **Anschlusswert 300 W / 230 V** *Connection value 300 W / 230 V*	
		Deckenfluter silber ☒ € 252,30 *uplights silver* **Anschlusswert 400 W / 230 V** *Connection value 400 W / 230 V*	

★ erhältlich **nur für Montage am Messestand**! / *Only for **assembly at the fair-booth!***

☒ Nur in Verbindung mit Trägersystem auf Anfrage. / *Only in connection with a carrying system on request.*

nur in Verbindung mit Rasterdecke und Einlegeplatte mit Ausschnitt! / *Only with ceiling grid and fitting panel!*

Stromversorgung erfolgt über die Bodenauslässe. / *Power is supplied through the floor outlets.*

Die Preise verstehen sich für die betriebsfertige Montage, Miete für Material u. Beleuchtungskörper sowie Demontage. Um eine ausreichende Stromversorgung Ihres Messestandes zu gewährleisten, ist es unbedingt erforderlich, dass Sie die genauen Anschlußwerte bekanntgeben! *All prices include installation, rental fees for material and lightening fixtures and dismantling. To provide sufficient power supply for your booth, it is required that you notify the exact connected loads.*

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Deadline: 1st of September, 2017

Wasseranschluss / *Water supply*

Menge *Quantity*		Preis *Price*
Stk. pcs.	**Installation Wasserzu- und -ablauf pro Anschluss (Hauptanschluss)** für eine Entnahmestelle und Anschluss eines vom Aussteller beigestellten, funktionsfähigen Sanitärgerätes ***Installation of water inlet and outlet per connection (main connection)*** *for one outlet including connection to a functioning sanitary equipment provided by the exhibitor*	**EUR 230,00**
Stk. pcs.	**Zusätzlicher Wasserzu- und -ablauf pro Anschluss (bei bereits bestehendem Hauptanschluss)** inklusive Anschluss eines vom Aussteller beigestellten funktionsfähigen Zweitgerätes ***Installation of water inlet and outlet per connection (main connection already installed)*** *including connection to an additional functioning sanitary equipment provided by the exhibitor*	**EUR 78,60**
X	**Wasserverbrauchspauschale** ***Water consumption flat rate*** Pro Wasseranschluss wird Ihnen eine Wasserverbrauchspauschale (Zu- und Abwasser) zuzüglich zum Wasseranschluss in Rechnung gestellt *Additional to the water connection charges water consumption will be charged at a flat rate per connection.* **Wasserbefüllungen (z.B. Pool, Wasserbetten, etc.) nach extra Vereinbarung – Preis auf Anfrage!** ***Water fillings (eg. pools, water beds, ...) by arrangement***	**EUR 27,10**

Preise pro Verrechnungseinheit auf Messedauer exklusive gesetzlicher Steuern und Abgaben.
Prices per unit for the whole duration of the event excluding taxes and fees, which are legally in force at the time of the event.

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Hinweise und Bedingungen für technische Leistungen

Wasser

Die Herstellung der Rohrinstallation aus den Versorgungsschächten (Zu- und Ablaufleitung) darf ausnahmslos nur vom Vertragspartner der Reed Messe Wien GmbH durchgeführt werden!

Sämtliche Installationsarbeiten, welche Sie laut Bestellschein bestellen, werden vom Vertragsinstallateur des Veranstalters durchgeführt und von Expoxx Messebau GmbH in Rechnung gestellt.

Die Pauschale (Pos. I.) beinhaltet die Herstellungskosten, Zu- und Ablaufleitung für **eine Entnahmestelle** am Stand und Anschluss eines vom Aussteller beigestellten Sanitärgerätes. Reparaturen an beigestellten Sanitärgeräten werden nach tatsächlicher Arbeitszeit gesondert in Rechnung gestellt. Beachten Sie bitte, dass solche Reparaturen am letzten Aufbautag nicht durchgeführt werden können.
Mit der Position II. können Sie einen zusätzlichen Zu- und Ablauf ab dem bereits errichteten Hauptanschluss (Pos. I.) bestellen. Für Zweitanschlüsse, die aus technischen Gründen einen eigenen Anschluss an die Halleninstallation benötigen, ist die Position I. erforderlich und wird ebenso verrechnet.
Die für den Anschluss der beigestellten Geräte benötigten Sifone, Armaturen bzw. Materialien werden zusätzlich in Rechnung gestellt. Pro Wasseranschluss wird eine Wasserverbrauchspauschale (Zu- und Abwasser) für die gesamte Messedauer verrechnet.

Bitte unbedingt beachten:
Um Verstopfungen in den Ablaufleitungen zu vermeiden, darf kein Kaffeesatz bzw. Speisereste in den Abfluss geleert werden.

Grundsätzlich ist bei der Wasserinstallation folgendes zu beachten:

- Alle Wasserabzweigungen müssen eine Hauptabsperrung aufweisen, die räumlich jederzeit leicht zugänglich ist und dem Zugriff Unbefugter durch eine Spezialsperre in geeigneter Weise entzogen ist.

- Wasseranschlüsse sind nur dann gestattet, wenn für das anfallende Verbrauchswasser ein direkter Kanalanschluss vorhanden ist. Vor der Einmündung des Abwasserkanals in den Straßenkanal ist fallweise ein Schlammfang und Fettabscheider sachgemäß einzubauen.

- Alle Wasserinstallationen müssen den geltenden behördlichen Vorschriften entsprechen und unterliegen einer behördlichen Überprüfung anläßlich der jeweiligen Messekollaudierung.

- **Damit Sie Ihre bestellten Wasseranschlüsse an der Stelle am Stand vorfinden, wo diese benötigt werden, senden Sie uns bitte eine genaue Skizze (Technischer Plan).**

Tips and conditions for technical services

Water

Water pipe installations to and from the service pipes may only be carried out by the contract partner of Reed Messe Wien GmbH.

All plumbing works ordered with regard to the order form will be carried out by plumbing contractors and invoiced to the organizer by Expoxx Messebau GmbH after the event.

*The flat rate includes the provision costs and water supply and drainage connection charges for **one tap** on the stand including connection of a sanitary fitting provided by the customer. Repairs of sanitary equipment provided by the exhibitor will be charged at actual costs. Please be advised, that such repair works can not be performed on the last move-in day.*
Additional supply and drainage connections may be connected with reference to Item 2 to an existing main connection (Item 1). Second supplies which require a separate connection to the hall supply will be invoiced as in Item 1. ***The equipment, necessary siphons or fittings and materials will be invoiced separately.*** *A flat rate will be invoiced (for supply and drainage) for the duration of the fair.*

Please note the following points:
In order to prevent blockages, food waste and coffee grounds must not be disposed of in the sink.

Please observe the following important instructions:

- *All branch pipes must have a main stopcock, which must be accessible at all times and appropriately protected against unauthorized tampering by means of a special lock.*

- *Installation of water connections is dependent on the existence of a direct sewerage connection for the water used. Drainage of waste water into natural springs is normally prohibited and may require an official permit. In some cases a mud trap and grease extractor must be properly fitted ahead of the junction of the drain with the sewer system.*

- *All plumbing work must comply with current regulations and will be examined at the time of the official inspection of the event where necessary.*

- ***Please make a sketch of the ordered water connections in order to ensure that you will find the taps at the place needed (technical plan).***

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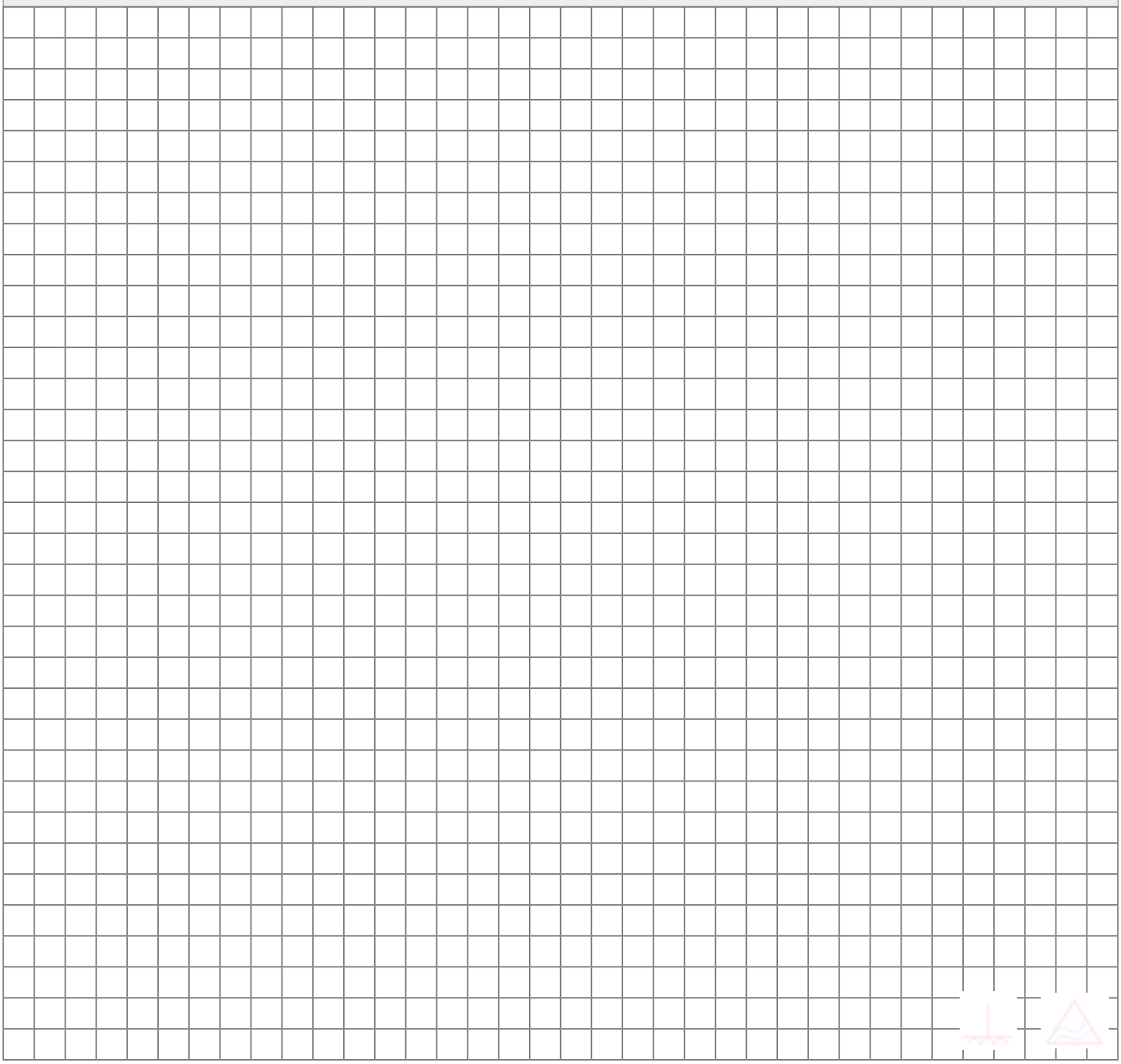
Deadline: 1st of September, 2017

Bitte zeichnen Sie den Grundriss und die Zusatzeinbauten maßstabgerecht ein / *Please fill layout and exact positions for the fittings in at the plan below!* Maßstab 1:100, d.h. 1 m = 1 cm / *Scale 1:100, i.e. 1 m = 1 cm*

Bitte exakt eintragen / *please indicate exactly*



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Standreinigung / *Stand cleaning*

Menge *quantity*	Bezeichnung *description*	Preis in € *price in*
	Grundreinigung / *basic cleaning*	
m²/*sqm*	**einmalig vor Messebeginn /** *one time before the event* (gereinigt werden Messestand, Fussboden & Mobiliar - ausgenommen Exponate) / *(booth, floor & furniture will be cleanded - except exponates)*	**EUR 2,30**
	Standreinigung / *stand cleaning*	
m²/*sqm*	Grundreinigung (wie o.a.) und tägl. Reinigung nach Messeschluß / *Basic Cleaning and daily cleaning after end of fair* (Tische feucht abwischen, Papierkörbe entleeren,Hartbodenbeläge nass wischen, Teppich saugen) / *(tables will be wiped, bins emptied, hard flooring wiped wet, carpet vacuumed)*	**EUR 3,80**

Müllentsorgungsauftrag / *Waste disposal order*

während Aufbau / *during setup*

Menge *quantity*	Bezeichnung *description*	Preis in € *price in €*
pcs	**Müllcontainer 1,100 l /** ***Residual waste container 1,100 l*** **PFLICHT /** ***COMPULSORY*** ***leihweise ohne Entleerung für Aufbau /*** ***as a loan excl. emptying during setup***	**EUR 39,00**
m³	**Müllentsorgung Mischmüll** **Waste disposal *bulky waste / mixed waste*** (z.B. nicht sortierte Spanplattenreste, Metall- und Holzreste, Plastik etc./ *eg. non-sorted chipboards, metal and wood off cucts, plastics, etc.)*	**EUR 102,80**

während Abbau / *during dismantling time*

Menge *quantity*	Bezeichnung *description*	Preis in € *price in €*
pcs	**Müllcontainer 1,100 l /** ***Residual waste container 1,100 l*** **PFLICHT /** ***COMPULSORY*** ***leihweise ohne Entleerung für Abbau /as a loan excl. emptying during dismantling time***	**EUR 39,00**
m³	**Müllentsorgung Mischmüll** **Waste disposal *bulky waste / mixed waste*** (z.B. nicht sortierte Spanplattenreste, Metall- und Holzreste, Plastik etc./ *eg. non-sorted chipboards, metal and wood off cucts, plastics, etc.)*	**EUR 102,80**

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Deadline: 1st of September, 2017

Standreinigung:

Die allgemeine Reinigung der Ausstellungshallen übernimmt der Veranstalter. **Die Reinigung des Ausstellungsstandes ist vom Aussteller zu veranlassen.**
Die Reinigungsleistung umfasst Bodenreinigung, Tische, Sessel und alle waagrechten Flächen bis 1,70m (ausgenommen von der Standreinigung sind sämtliche Exponate und geschlossene Kojen). Beinhaltet sind eine einmalige gründliche Reinigung vor Veranstaltungsbeginn sowie eine tägliche Nachreinigung (exklusive Exponate). Die tägliche Reinigung erfolgt an den Messetagen vor Ausstellungsbeginn.

Reklamationen der Reinigungsarbeiten können nur am selben Tag entgegengenommen werden:

Manuel Vilim
[T] +43 1 727 20-6203
[F] +43 1 727 20-6109
[E] manuel.vilim@expoxx.at

Müllentsorgung:

Nach der österreichischen Verpackungsordnung, die am 1.10.1993 in Kraft getreten ist, ist eine Trennung der Abfälle in einzelne verwertbare Stoffe zwingend vorgeschrieben. Daher sind Veranstalter, Aussteller und Standbauer verpflichtet, in jeder Phase der Veranstaltung zur Abfallvermeidung, Abfallwiederverwertung und fachgerechten Entsorgung wirkungsvoll beizutragen.

Wir ersuchen Sie, unvermeidbaren Abfall während der Aufbau-, Lauf- und Abbauzeit der Messe getrennt nach Sorten zur Entsorgung vorzubereiten. Als Serviceleistung des Veranstalters erhalten Sie während der Messedauer an den Info-Countern kostenlos Müllsäcke für die verschiedenen Müllsorten. Geben Sie uns Ihre ARA-Lizenznummer bekannt und achten Sie darauf, Verpackungsmaterialien nur von jenen Firmen zu verwenden, die einen Lizenzvertrag zur Rücknahme und Verwertung der Packstoffe anbieten bzw. Ihnen die Lizenznummer bekannt geben.

Wir möchten Sie darauf hinweisen, dass die Ablagerung jeglichen Mülls auf dem Veranstaltungsgelände verboten ist und gegebenenfalls in Rechnung gestellt wird.

Die Standreinigung und Müllentsorgung wird von der Firma Expoxx Messebau GmbH in Rechnung gestellt!

Stand cleaning:

The fair management is responsible for general cleaning of the exhibition halls.
The exhibitor has to arrange cleaning services for all Stands.
Services include cleaning of the floor, tables and chairs and all horizontal surfaces up to 1.70 m height (not including exhibits and locked cabinets). It includes a thorough clean once before the start of the event, as well as daily cleaning (not including exhibits). Daily cleaning on event days takes place before the show opens.

Complaints about cleaning services can only be accepted if made on the same day as the inadequacies are noticed:

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[T] +43 1 727 20-6203
[F] +43 1 727 20-6109
[E] manuel.vilim@expoxx.at

Waste disposal:

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

Exhibitors are requested to prepare unavoidable waste for disposal by separating it by types, both during the move-in and move-out periods and the event itself. Refuse sacks for the various kinds of waste can be obtained free of charge from the information counters. Please give us your ARA licence number, and ensure that you only use packaging materials from companies that inform you of their licence numbers, and offer licence agreements committing them to the reacceptance and recycling of packaging materials.

We would like to point out that it is not permitted to deposit waste of any kind on the exhibition premises. Non-compliance with this rule will result in a fine.

Stand cleaning and waste disposal will be invoiced by Expoxx Messebau GmbH.

DECKENABHÄNGUNG
CEILING ATTACHMENT

FEFCO, October 11 - 13, 2017

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Bitte unbedingt ausfüllen! / *Please fill out!*

Deadline: 1st of September, 2017

Menge *Quantity*	**Bezeichnung** *Designation*	**Preis** *Price*

ACHTUNG: Die Rechnung wird auf den Besteller ausgestellt. Für eine nachträgliche Änderung der Rechnung wird eine Bearbeitungsgebühr von EUR 70,00 berechnet! *The invoice will be issued to the purchaser. For a subsequent change in the invoice an administration fee of EUR 70.00 will be charged!*

Gemäß den allgemeinen Geschäftsbedingungen bestellen wir bei Expoxx Messebau GmbH wie folgt Seilabhängungen:
according to the general trading conditions of Expoxx Messebau GmbH we order rope suspension as follows:

☐ St./*pcs*	**HÄNGEPUNKT bestehend aus 6 mm Stahlseil und 8 mm Sicherungsseil für das Messegelände Wien. Sicherung und Entsicherung werden gesondert nach Aufwand verrechnet (pro Regiestunde) /** *hanging point consisting of 6 mm steel cable and 8 mm safeguard steel cable for fair-halls in vienna. Safety costs will be charged at costs (per hour)* ab 6-10 Stk. - 5 % Nachlass, ab 11 Stk. - 10 % Nachlass / *from 6-10 pcs. 5 % reduction, from 11 pcs - 10 % reduction*	**EUR 211,00**
☐ lfm./*rm.*	**PRERIGG (Abhängepunkte, welche nicht unter einem vorhandenen Hängepunkt der Hallendecke liegen, müssen mittels Prerigg von der Fa. Expoxx Messebau GmbH erstellt werden und werden entsprechend angeboten.** *prerigg (suspension points which cannot be mounted on an existing construction under the ceiling have to be built on a prerigg by Expoxx Messebau GmbH and will be accordingly offered)*	**EUR 47,50**
☐ St./*pcs*	**KETTENZUG** *chain hoist*	**EUR 110,00**
☐ St./*pcs*	**MOTORKETTENZUG** *motorized chain hoist*	**auf Anfrage**
☐ St./*pcs*	**FAHNENHÄNGEPUNKT (für Fahnen bis 1,5 m Breite per Fahne). Die Montage / Demontage der Fahne(n) wird nach Aufwand verrechnet (per Regiestunde für Steiger) /** *flag suspension point (until a width of 1,5 m per flag), mounting and dismantling for flags will be charged at costs (labour for working platform)*	**EUR 135,00**
☐ Std./*hr.*	**REGIESTUNDEN für Steiger (pro Stunde und Person) - für Sicherungs- und Entsicherungsarbeiten** *labour for working platform (per hour and person) - for safety works*	**EUR 152,00**

⇨ **Änderung der Bestellung auf Grund statischer Gegebenheiten sind dem Auftragnehmer vorbehalten! /** *Changes of the order due to static conditions are subjected to the contructor*

⇨ **Aus Haftungsgründen ist ein Abhängen von externen Montagefirmen untersagt!**
For liability reasons the mounting of suspension points by external companies is strictly forbidden!

⇨ **Seilabhängungen sind nicht von jedem Punkt aus möglich. Eine entsprechende Genehmigung erteilt die Expoxx Messebau GmbH /** *Suspensions are not possible from each point. All points have to be approved by Expoxx Messebau GmbH.*

⇨ **Sämtliche Abhängungen sind bis 4 Wochen vor Veranstaltungsbeginn zu beantragen. Spätere Bestellungen nur auf Anfrage (Es wird keine Gewährleistung für eine termingerechte Fertigstellung garantiert) - bei Durchführung wird ein Manipulationszuschlag von 25 % verrechnet!**
All suspensions shall be applied up to 4 weeks before the fair starts. Late orders only on request (no guarantee for the timely completion) - for implementation a manipulation surcharge of 25% will be charged!

⇨ **Die Montage von kundeneigenen Teilen muß gesondert angefragt werden!**
The mounting for client elements has to be offered separately!

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➲ FAX +43 1 72 720 - 6109 ➲ wien@standout.eu

DATUM DATE

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FEFCO Technical Seminar STANDOUT

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Angaben über die Art der Abhängung / *Data concerning the kind of suspension* _____

Gesamtgewicht der abgehängten Teile / *Total weight of the suspended parts* _____ kg

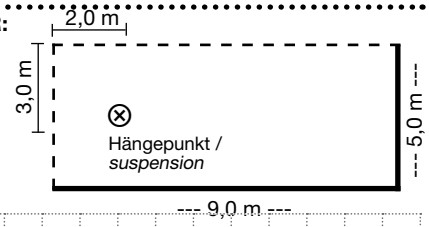
Höhe des Übergabepunktes über Hallenboden / *Height of the suspension point above the hall floor* _____ m

SKIZZE für ABHÄNGEPUNKTE:

Bitte zeichnen Sie den Grundriss und die Abhängung(en) maßstabsgerecht ein und senden Sie uns detaillierte Pläne mit der Standausrichtung in der Ausstellungshalle.

Please indicate the exact positions of the suspension points in the plan below and send a detailed plan including the neighbouring exhibitors.

MUSTER:



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Besprechungstisch "Chrom 1" / *Table "Chrome 1"*

€ 31,50

Stk. /*pc.*

Platte weiß / *tabletop white*
Fußgestell chrom / *legs chrome*
L x B x H = 80 x 80 x 72 cm

Tisch "Chairman" / *Table "Chairman"*

€ 194,00

Stk. /*pc.*

Platte Makassar dekor / *plate makassar decor*
Gestell Aluminium / *frame aluminium*
L x B x H = 180 x 90 x 74 cm

Besprechungstisch "Chrom 2" / *Table "Chrome 2"*

€ 39,00

Stk. /*pc.*

Platte weiß / *tabletop white*
Fußgestell chrom / *legs chrome*
L x B x H = 120 x 70 x 72 cm

Tisch "Business" / *Table "Business"*

€ 31,50

Stk. /*pc.*

Platte weiß / *tabletop white*
Fußgestell chrom / *legs chrome*
ø 70 cm, H = 72 cm

Tisch "Kaffeehaus" / *Table "Coffee house"*

€ 46,50

Stk. /*pc.*

Platte weiß-beige / *tabletop white-beige*
Fußgestell schwarz / *legs black*
ø 60 cm, H = 72 cm

Tisch "Florence" / *Table "Florence"*

€ 38,80

Stk. /*pc.*

Platte lichtgrau / *tabletop lightgrey*
Fußgestell chrom / *legs chrome*
ø 70 cm, H = 72 cm

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Tisch "Salzburg" / *Table "Salzburg"*

€ 36,20

Stk. /*pc.*

Platte lichtgrau / *tabletop lightgrey*
Fußgestell chrom / *legs chrome*
L x B x H = 80 x 80 x 70 cm

Stehtisch "Veneto" / *High table "Veneto"*

€ 56,00

Stk. /*pc.*

Glasplatte 8 mm / *tabletop glass, 8 mm*
Fußgestell verchromt / *legs chromium*
ø 60 cm, H = 103 cm

Tisch "Lifestyle" / *Table "Lifestyle"*

€ 46,00

Stk. /*pc.*

Platte weiß hochglanz / *tabletop white*
Gestell niro / *leg niro*
L x B x H = 80 x 80 x 74 cm

Stehtisch "Business" / *High table "Business"*

€ 36,10

Stk. /*pc.*

Platte weiß / *tabletop white*
Fußgestell chrom / *legs chrome*
ø 70 cm, H = 110 cm

Stehtisch "Lifestyle" / *High table "Lifestyle"*

€ 56,00

Stk. /*pc.*

Platte weiß hochglanz / *tabletop white*
Gestell niro / *leg niro*
L x B x H = 65 x 65 x 110 cm

Stehtisch "Florence" / *High table "Florence"*

€ 43,50

Stk. /*pc.*

Platte lichtgrau / *tabletop lightgrey*
Fußgestell chrom / *legs chrome*
ø 70 cm, H = 110 cm

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Couchtisch "Cosa" / *Couch table "Cosa"*

€ 44,80

Stk. /*pc.*

Couchtisch "Cosa" / *Couchtable "Cosa"*, Holz / *wood*
Farbe / *colour:* ❒ Birke / *birch* ❒ schwarz / *black*
L x B x H = 55 x 55 x 45 cm

Barhocker "Standard" / *Barstool "Standard"*

€ 28,00

Stk. /*pc.*

Gestell chrom / *frame chrome*
Polster schwarz / *upholstery black*
H = 80 cm

Couchtisch "Milano" / *Couch table "Milano"*

€ 66,00

Stk. /*pc.*

Glasplatte / *tabletop glass*
Gestell chrom / *frame chrome*
L x B x H = 65 x 65 x 38 cm

Barhocker "Zeta" / *Barstool "Zeta"*

€ 32,40

Stk. /*pc.*

Gestell chrom / *frame chrome*
Polster schwarz / *upholstery black*
H = 80 cm

Couchtisch "Napoli" / *Couch table "Napoli"*

€ 54,00

Stk. /*pc.*

aufgelegte Glasplatte / *tabletop glass,* L x B x H = 45 x 45 x 45 cm
Unterteil Lederhocker "Napoli" / *leathertable "Napoli"*
Farbe / *colour:* ❑ weiß / *white* ❑ beige / *beige* ❑ schwarz / *black*

Barhocker "Florence" / *Barstool "Florence"*

€ 40,20

Stk. /*pc.*

Gestell chrom / *frame chrome*
Polster schwarz / *upholstery black*
H = 72 cm

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Barhocker "Capri" / *Barstool "Capri"*

€ 46,80

Stk. /*pc.*

Gestell chrom / *frame chrome,* Sitz ABS Kunststoff / *seat plastics*
H = 60-81 cm, verstellbar / *adjustable*
Farbe / *colour:* ❒ weiß / *white* ❒ silber / *silver*
❒ rot / *red* ❒ schwarz / *black*

Bürodrehstuhl / *Office chair*

€ 43,00

Stk. /*pc.*

Gestell schwarz / *frame black*
Polster schwarz / *upholstery black*

Barhocker "Prato" / *Barstool "Prato"*

€ 54,50

Stk. /*pc.*

Gestell chrom / *frame chrome*
Sitz Kunststoff / *seat plastics,* H = 60 - 74 cm
Farbe / *colour:* ❒ weiß / *white* ❒ schwarz / *black*

Sessel "Tosca" / *Chair "Tosca"*

€ 18,00

Stk. /*pc.*

Gestell chrom / *frame chrome*
Sitz Kunststoff dunkelgrau / *plastic seat dark-grey*
Reihenverbindung / *with row-connection*

Barhocker "Lifestyle" / *Barstool "Lifestyle"*

€ 57,00

Stk. /*pc.*

Gestell chrom / *frame chrome*
Polster schwarzes Leder / *upholstery black leather*
H = 70 cm
Farbe / *colour:* ❒ weiß / *white* ❒ schwarz / *black*

Sessel "Alice" / *Chair "Alice"*

€ 29,00

Stk. /*pc.*

Gestell chrom / *frame chrome*
Sitzfläche Leder, schwarz / *leather seat, black*

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Sessel "Disco" / *Chair "Disco"*

€ 28,50

Stk. /*pc.*

Gestell chrom / *frame chrome*
Polsterung schwarz / *upholstery black*

Sessel "Kaffeehaus" (Geflecht) / *Chair "Kaffeehaus" (Weave)*

€ 29,50

Stk. /*pc.*

Gestell Stahlrohr schwarz / *frame steel black*
Sitzgeflecht beige / *seat mashwork beige*

Sessel "Comodo" / *Chair "Comodo"*

€ 28,50

Stk. /*pc.*

Gestell chrom / *frame chrome*
Sitzfläche Polster / *upholstered seat*
Farbe / *colour:* ❒ blau / *blue* ❒ grau / *grey* ❒ schwarz / *black*

Sessel "Kaffeehaus" (Holz) / *Chair "Kaffeehaus" (Wood)*

€ 30,90

Stk. /*pc.*

Gestell Holz, schwarz / *frame wood, black*
Sitz schwarz / *seat black*

Sessel "Salzburg" / *Chair "Salzburg"*

€ 29,00

Stk. /*pc.*

Gestell anthrazit / *frame anthracite*
Sitzfläche Buche / *seat beech*

Sessel "Lifestyle" / *Chair "Lifestyle"*

€ 31,00

Stk. /*pc.*

Gestell chrom / *frame chrome,*
Sitzfläche weiß / *seat white*

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Deadline: 1st of September, 2017

Bitte unbedingt ausfüllen! / *Please fill out!*

Lederfauteuil "Milano" / *Leatherchair "Milano"*

€ 130,50

Stk. /*pc.*

Polster schwarzes Leder / *upholstery black leather*
B x H x T = 65 x 66 x 71 cm

Lederfauteuil "Cosa" / *Leatherchair "Cosa"*

€ 105,00

Stk. /*pc.*

Polster Leder / *upholstery leather*
B x H x T = 70 x 78 x 61 cm
Farbe / *colour:* ❑ weiß / *white* ❑ schwarz / *black* ❑ rot / *red*

Ledercouch "Milano" / *Leathercouch "Milano"*

€ 218,00

Stk. /*pc.*

Polster schwarzes Leder / *upholstery black leather*
B x H x T = 120 x 66 x 71 cm

Ledercouch "Cosa" / *Leathercouch "Cosa"*

€ 187,50

Stk. /*pc.*

Polster Leder / *upholstery leather*
B x H x T = 126 x 78 x 61 cm
Farbe / *colour:* ❒ weiß / *white* ❒ schwarz / *black*

Sitzbank "Napoli" / *Bench "Napoli"*

€ 73,50

Stk. /*pc.*

Polster Leder / *upholstery leather*
Farbe / *colour:* ❑ weiß / *white* ❑ beige / *beige* ❑ schwarz / *black*
B x H x T = 90 x 45 x 45 cm

Hocker "Napoli" / *Stool "Napoli"*

€ 49,00

Stk. /*pc.*

Polster Leder / *upholstery leather*
Farbe / *colour:* ❑ weiß / *white* ❑ beige / *beige* ❑ schwarz / *black*
B x H x T = 45 x 45 x 45 cm

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Bitte unbedingt ausfüllen! / *Please fill out!*

Set "Tosca" / *Set "Tosca"*

€ 73,00

Stk. /*pc.*

3 Stk. Sessel "Tosca" / *3 pcs chair "Tosca"*
1 Stk. Tisch "Chrom1" / *1 pc table "Chrome1"*

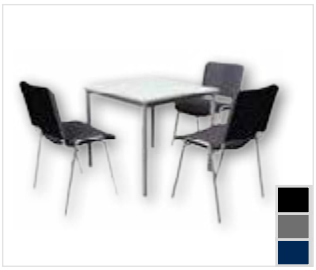
Set "Alice" / *Set "Alice"*

€ 110,50

Stk. /*pc.*

3 Stk. Sessel "Alice" / *3 pcs chair "Alice"*
1 Stk. Tisch "Florence" / *1 pc table "Florence"*

Set "Standard" / *Set "Standard"*



€ 103,50

Stk. /*pc.*

3 Stk. Sessel "Comodo" / *3 pcs chair "Comodo"*
1 Stk. Tisch "Chrom1" / *1 pc table "Chrome1"*
Farbe / *colour:* ❒ grau / *grey* ❒ blau / *blue* ❒ schwarz / *black*

Set "Zeta" / *Set "Zeta"*

€ 116,00

Stk. /*pc.*

3 Stk. Barhocker "Zeta" / *3 pcs barstool "Zeta"*
1 Stk. Stehtisch "Business" / *1 pc high table "Business"*

Set "Salzburg" / *Set "Salzburg"*

€ 111,00

Stk. /*pc.*

3 Stk. Sessel "Salzburg" / *3 pcs chair "Salzburg"*
1 Stk. Tisch "Salzburg" / *1 pc table "Salzburg"*

Set "Florence" / *Set "Florence"*

€ 145,00

Stk. /*pc.*

3 Stk. Barhocker "Florence" / *3 pcs barstool "Florence"*
1 Stk. Stehtisch "*Florence*" / *1 pc high table "Florence"*

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Bitte unbedingt ausfüllen! / *Please fill out!*

Set "Kaffeehaus" / *Set "Kaffeehaus"*

€ 122,50

Stk. /*pc.*

3 Stk. Sessel "Kaffeehaus" / *3 pcs chair "Coffee house"*
1 Stk. Tisch "Kaffeehaus" / *1 pc table "Coffee house"*
Farbe / *colour:* ❒ beige / *beige* ❒ schwarz / *black*

Set "Napoli 2" / *Set "Napoli 2"*

€ 314,00

Stk. /*pc.*

2 Stk. Sitzbänke, 2 Stk. Hocker / *2 pcs benches, 2 pcs stools*
2 Stk. Couchtisch, *2 pcs couch tables*
Farbe / *colour:* ❑ weiß / *white* ❑ beige / *beige* ❑ schwarz / *black*

Set "Lifestyle 1" / *Set "Lifestyle 1"*

€ 122,50

Stk. /*pc.*

3 Stk. Sessel "Lifestyle" / *3 pcs chair " Lifestyle"*
1 Stk. Tisch "Lifestyle" / *1 pc table "Lifestyle"*

Set "Cosa" / *Set "Cosa"*

€ 326,00

Stk. /*pc.*

3 Stk. Fauteuil "Cosa" / *3 pcs leatherchair "Cosa"*
1 Stk. Couchtisch "Cosa" / *1 pc couch table "Cosa"*
Farbe / *colour:* ❑ weiß / *white* ❑ schwarz / *black* ❑ rot / *red*

Set "Lifestyle 2" / *Set "Set Lifestyle 2"*

€ 175,50

Stk. /*pc.*

1 Stk. Stehtisch "Lifestyle" / *1 pc high table "Lifestyle"*
3 Stk. Barhocker "Capri" / *3 pcs barstool "Capri"*
Farbe / *colour:* ❒ weiß / *white* ❒ silber / *silver*
❒ rot / *red* ❒ schwarz / *black*

Set "Napoli 1" / *Set "Napoli 1"*

€ 404,00

Stk. /*pc.*

2 Stk. Sitzbänke / *2 pcs benches*, 2 Stk. Hocker 30° / *2 pcs stools 30°*
2 Stk. Hocker 60° / *2 pcs stools 60°*, 2 Stk. Couchtisch / *2 pcs couchtables*
Farbe / *colour:* ❑ weiß / *white* ❑ beige / *beige* ❑ schwarz / *black*

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Wandkleiderhaken / *Wall coat hook*

€ 21,40

_____ Stk. /*pc.*

dreiteilig / *three-piece*
silber / *silver*

Rollspiegel / *Rolling mirror*

€ 158,70

_____ Stk. /*pc.*

H = 183 cm, B = 50 cm

Kleiderstange / *Clothes rack*

€ 29,70

_____ Stk. /*pc.*

(ohne Kleiderbügel / without clamp)
höhenverstellbar / *height adjustable*
L = ❒ 100 cm ❒ 150 cm ❒ 200 cm

Hängespiegel 150 / *Hanging mirror 150*

€ 50,00

_____ Stk. /*pc.*

B x H = 50 x 150 cm

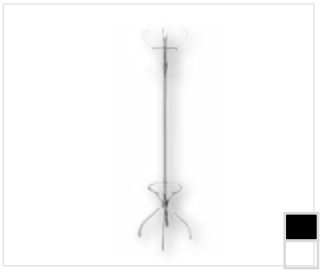
Konfektionskleiderständer / *Tailor's clothes rack*

€ 57,80

_____ Stk. /*pc.*

L x H = 145 x 155 cm

Garderobenständer / *Coat rack*



€ 34,60

_____ Stk. /*pc.*

H = 183 cm, Ø 50 cm
Farbe / *colour:* ❑ weiß / *white* ❑ schwarz / *black*

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Bitte unbedingt ausfüllen! / *Please fill out!*

Prospektständer A4 / *Leaflet dispenser A4*

€ 61,60

Stk. /*pc.*

3 Stk Fächer A4 / *3 pc. shelves A4*
H x B x T = 130 x 35 x 30 cm

Wandregal / *Shelf unit*

€ 73,80

Stk. /*pc.*

4 Stk. Einlegeplatten / *4 pc panels*
H x B x T = 198 x 100 x 50 cm

Prospektständer / *Leaflet dispenser*

€ 77,50

Stk. /*pc.*

3 Stk Fächer A4 / *3 pc. shelves A4*
H x B x T = 135 x 32 x 52 cm
Farbe / *colour:* ❒ beton / *concrete* ❒ weiß / *white*

Absperrband / *Barrier*

€ 61,50

ausziehbar bis / *extendible up to* 150 cm
H = 100 cm
Farbe / *colour:* ❑ rot / *red* ❑ schwarz / *black*

Kaffeevollautomat / *Coffee machine*

€ 253,00

Stk. /*pc.*

ohne Bohnen / *without beans*
1,3 kW / 230 V / H x B x T = 39 x 38 x 32 cm

Papierkorb / *Waste paper basket*

€ 7,70

Stk. /*pc.*

ø 28 cm, H = 34 cm

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Kühlschrank / *Refrigerator*

€ 83,50

Stk. /*pc.*

140 L, 0,1 kW / 230 V
H x B x T = 85 x 50 x 55 cm

Spüler/ *Dishwasher*

€ 576,00

Stk. /*pc.*

❒ **Gläserspüler /** *Dishwasher for glass*
H x B x T = 70 x 45 x 55 cm - 2,2 kW / 230 V
❒ **Geschirrspüler /** *Dishwasher professional*
H x B x T = 93 x 60 x 60 cm - 5,4 kW / 400 V

Messeküche / *Fair kitchen*

€ 296,00

Stk. /*pc.*

ohne Anschluss / *without connection*
Kühlschrank, Abwasch und Kochplatte / *Refrigerator, sink and plate*
H x B x T = 90 x 90 x 60 cm - 4,5 kW / 230 V

Beistellschrank weiss / *Sideboard white*

€ 87,50

Stk. /*pc.*

1 Fach, Auflegeplatte, versperrbar / *1 shelf, support plate, lockable*
H x B x T = 85 x 97 x 44 cm

Spüle / *Sink unit*

€ 190,50

Stk. /*pc.*

ohne Anschluss / *without connection*
inkl. Unterschrank und Kleinspeicher / *incl. cupboard unit and water heater,* H x B x T = 90 x 80 x 53 cm - 2,2 kW / 230 V

Beistellschrank "Standard" weiss / *Sideboard "standard" white*

€ 79,00

Stk. /*pc.*

1 Fach, versperrbar / *1 shelf, lockable*
H x B x T = 85 x 97 x 44 cm

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Vitrine "Standard 1" / *Showcase "Standard 1"*

€ 211,00

Stk. /*pc.*

Schiebeglas versperrbar / *sliding glass lockable*
H x B x T = 248 x 99 x 49,5 cm

Barpult / *Bar desk*

€ 99,50

Stk. /*pc.*

weiß / *white*
H x B x T = 98 x 99 x 49,5 cm, inkl. Fach / *incl. shelf*

Vitrine "Standard 2" / *Showcase "Standard 2"*

€ 243,00

Stk. /*pc.*

Schiebeglas versperrbar / *sliding glass lockable*
Korpus mit Schiebetür / *corpus with sliding door*
H x B x T = 248 x 99 x 49,5 cm

Infopult / *Information desk*

€ 117,50

Stk. /*pc.*

versperrbar, weiß / *lockable, white*
inkl. Fach / *incl. shelf*
H x B x T = 98 x 99 x 49,5 cm

Tischvitrine versperrbar / *Table display case lockable*

€ 157,50

Stk. /*pc.*

Glasteil 20 cm hoch / *Glass unit 20 cm high*
H x B x T = 100 x 100 x 50 cm, weiß / *white*

Barpult m. Board, weiß / *Bar desk with board, white*

€ 141,00

Stk. /*pc.*

H x B x T = 90 | 110 x 100 x 70 cm
inkl. Fach / *incl. shelf*

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Bitte unbedingt ausfüllen! / *Please fill out!*

Niro-Bar "D-3200" / *Niro-Bar "D-3200"*

€ 165,00

Stk. /*pc.*

Auflegeplatte carbongrau / *top plate carbon-grey*
H x B x T = 105 x 100 x 50 cm
inkl. Fach / *incl. shelf*

Segmentbar "D-2500" / *Round bar "D-2500"*

€ 361,00

Stk. /*pc.*

H = 90|120 cm, B = 190 cm
inkl. Fach / *incl. shelf*

PC-Pult "Pisa" / *PC-desk "Pisa"*

€ 139,50

Stk. /*pc.*

H x B x T = 60|95|115 / 70 / 60 cm

Bar "Maxima" / *Bar "Maxima"*

€ 152,00

Stk. /*pc.*

H x B x T = 90|110 x 60 x 100 cm
inkl. Fach / *incl. shelf*

Bar "Future" / *Bar "Future"*

€ 169,00

Stk. /*pc.*

H x B x T = 90|110 x 75 x 100 cm
inkl. Fach / *incl. shelf*

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➲ FAX +43 1 72 720 - 6109 ➲ wien@standout.eu

DATUM DATE

Ort, Datum
Place, date

STEMPEL STAMP

Firmenstempel und rechtsverbindliche Unterschrift
Stamp and obligatory signature

FEFCO, October 11 - 13, 2017

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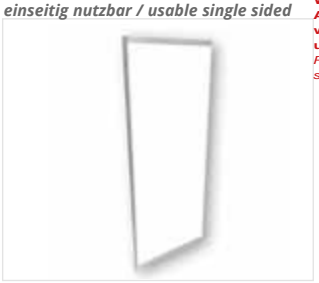
Deadline: 1st of September, 2017

Bitte unbedingt ausfüllen! / *Please fill out!*

Wand weiß / *Wall white*

einseitig nutzbar / usable single sided



Wichtig / *Important*:
Aus Gründen der Statik und Sicherheit werden notwendige Wandabstützungen nach Bedarf angebaut und verrechnet!
Referring to the static and security of the booth, necessary wall support is built and invoiced as required!

€ 38,70

Stk. /*pc.*

3 mm Homogenplatte / *3 mm panels*,
inkl. Steher und Zargen, *incl. poles and frames*
H x B = 248 x 99 cm

Flügeltür "Stuttgart" / *Wing door "Stuttgart"*

€ 157,50

Stk. /*pc.*

versperrbar / *lockable*
H x B = 248 x 99 cm

Wand färbig / *Wall coloured*

einseitig nutzbar / usable single sided

Farbauswahl / *choose colour*:

€ 53,90

Stk. /*pc.*

3 mm Homogenplatte / *3 mm panels*,
inkl. Steher und Zargen, *incl. poles and frames,*
H x B = 248 x 99 cm

Falttüre "Business", weiß / *Folding door "Business", white*

€ 143,50

Stk. /*pc.*

versperrbar / *lockable*
H x B = 248 x 99 cm

Lochwand weiß / *Perforated wall white*

einseitig nutzbar / usable single sided

€ 76,50

Stk. /*pc.*

Hartfaserplatte 3 mm, HDK weiß beschichtet / *hardboard 3 mm HDK white covered,* inkl. Steher und Zargen, *incl. poles and frames*
H x B = 248 x 99 cm

Vorhang lichtgrau / *Curtain lightgrey*

€ 67,20

Stk. /*pc.*

inklusive Blende / *including trim*
H x B = 248 x 99 cm

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Bitte unbedingt ausfüllen! / *Please fill out!*

Einschubblende weiß / *Infill fascia white*

€ 27,40

Stk. /*pc.*

3 mm Platte / *3 mm panels*
Schriftfeldhöhe 28 cm / *fascia 28 cm high*
H x B = 38 x 99 cm

Fach (Höhe variabel) / *Shelf (variable height)*

max. Belastung 5kg / Fach
max. weight 5kg / shelf

€ 22,90

Stk. /*pc.*

L x T = 99 x 30 cm, weiß / *white*
❒ waagrecht / *horizontal*
❒ 10° ❒ 25° ❒ 45° ❒ 60° schräg / *angular*

Einschubblende färbig / *Infill fascia coloured*

Farbauswahl / *choose colour*:

€ 30,40

Stk. /*pc.*

3 mm Platte / *3 mm panels*
Blendenhöhe 28 cm / *fascia 28 cm high*
H x B = 38 x 99 cm

Podest / *Platform*

€ 75,80

Stk. /*pc.*

❑ 99 x 99 x 48 cm ❑ 99 x 49,5 x 48 cm
andere Abmaße / *other dimensions*
❑ ____ x ____ x ____ cm

Fachwerkblende / *Frame-work fascia*

€ 33,60

Stk. /*pc.*

grau / *grey*
H x B = 38 x 99 cm

Vitrinenglasfach / *Shelf for show*

max. Belastung 15kg / Fach
max. weight 15kg / shelf

€ 29,00

Stk. /*pc.*

L x B = 97 x 47,5 cm

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Steher / *Pole*

€ 11,70

Stk. /*pc.*

Aluminium / *aluminium*
H = 248 cm

Kombidecke mit / *Ceiling grid with:*

€ 37,90

Stk. /*pc.*

Einlegeplatte / *Slide in panel*
H x B x T = 17,5 x 99 x 99 cm

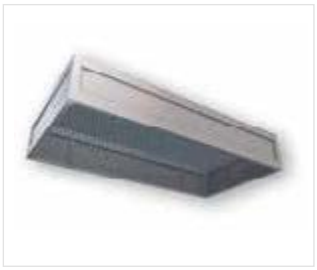
Zarge / *Frame*

€ 11,70

Stk. /*pc.*

Aluminium / *aluminium*
H x B x T = 17,5 x 95 x 1,6 cm

Kombidecke mit / *Ceiling grid with:*



€ 38,20

Stk. /*pc.*

Lochblech / *perforated metal sheet*
H x B x T = 17,5 x 99 x 99 cm

Rasterdecke / *Ceiling grid*

€ 22,00

Stk. /*pc.*

Felder offen / *fields open*
H x B x T = 17,5 x 99 x 99 cm

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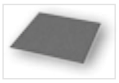
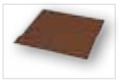
Teppichfliesen / *Carpet tiles*

leihweise, inkl. Verlegung / *loan for use, incl. laying,* L x B = 50 x 50 cm

	❒ rot / *red*	€ 12,90 m² / sqm
	❒ grün / *green*	€ 12,90 m² / sqm
	❒ dunkelgrau / *dark grey*	€ 12,90 m² / sqm
	❒ berber / *berber*	€ 12,90 m² / sqm
	❒ schwarz / *black*	€ 12,90 m² / sqm
	Folienabdeckung / *Sheet covering* inkl. Verlegung & Entsorgung *incl. laying & disposal*	€ 2,00 m² / sqm

Laminatboden / *Laminate floor*

leihweise, auf Verlegeplatten, inkl. Alukanten / *loan for use, laying on shifting plates, incl. alu edges*

	❒ Nuss / *walnut*	€ 36,00 m² / sqm
	❒ Eiche / *oak*	€ 36,00 m² / sqm
	❒ Ahorn / *Maple*	€ 36,00 m² / sqm
	❒ Wenge / *Wenge*	€ 36,00 m² / sqm

Bahnenteppich / *roll carpet*

inkl. Verlegung u. Folienabdeckung / *incl. laying and sheet covering*

	❒ signalrot / *light red*	€ 13,30 m² / sqm
	❒ bordeaux / *dark red*	€ 13,30 m² / sqm
	❒ azur / *middle blue*	€ 13,30 m² / sqm
	❒ blau / *dark blue*	€ 13,30 m² / sqm
	❒ hellgrün / *light green*	€ 13,30 m² / sqm
	❒ flaschengrün / *dark green*	€ 13,30 m² / sqm
	❒ grau / *grey*	€ 13,30 m² / sqm
	❒ dunkelgrau / *dark grey*	€ 13,30 m² / sqm
	❒ schwarz / *black*	€ 13,30 m² / sqm

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BESCHRIFTUNG / DIGITALDRUCK / DATEN
LETTERING / DIGITAL PRINT / DATA

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Bitte unbedingt ausfüllen! / *Please fill out!*

Deadline: 1st of September, 2017

These are the technical specifications, which we would kindly ask you to follow:

After you made your decision for a certain graphic option, please ask us for the exact artwork dimension!

The artwork dimension is very individual depending on the booth dimension and on the number of walls you want to brand.

Datenübertragung / *data transfer:*

Druckdaten müssen im Format 1:10 eine Auflösung von mindestens 600dpi haben, Schriften müssen vektorisiert, im CMYC Farbraum angelegt und als druckoptimiertes pdf gespeichert sein / *Printing data: uing data has to have a resolution of at least 600 dpi at a the scale 1:10. Convert all fonts into vectorized paths, color sheme should be CMYK, the pdf has to be print optimized.*

Richtlinien für motivzusammenhängende Großformatdrucke / *Guidelines for art work printed on several panels:*

Bei Grafiken die über mehrere geteilte Flächen gedruckt werden, bitten wir Sie, uns eine Datei mit der gesamten Grafik zu senden. Sollte das aus technischen Gründen nicht möglich sein, bitten wir bei motivzusammenhängenden Großformatdrucken einen Überfüller von 20 mm an allen 4 Seiten jeder Datei mit Schnittmarken außerhalb des Sujets anzulegen / *If your art work is printed on several panels, we kindly ask you to provide one file with one continuing graphic. If this is not possible for technical reasons, please provide the motif contiguous large format artwork with an over filler of 20 mm and crop marks on all 4 sides of each artwork file.*

Farbverbindliche Vorgaben / *Colour-use regulations*:

Abhängig von Produktion und verwendetem Material können gedruckte Farben variieren. Um sicherzugehen, dass wir Ihren Farbvorstellungen entsprechend drucken, benötigen wir eine farbverbindliche Vorlage (PROOF). Ein PROOF muss immer auf dem selben Medium wie der Druck erstellt werden. Wird das Proof nicht rechtzeitig vor Druck bereitgestellt, sind Reklamationen ausgeschlossen / *Colours can vary due to different materials. To ensure that we are able to print to your satisfaction, please provide a colour proof.A conventional colour copy is not accurate enough. If no representative colour proof (on used material) is provided, no subsequent complaints regarding colour variations can be accepted. If the proof does not reach us in time, there is no reclamation possible.*

Adobe Photoshop CS 6 / *Adobe Photoshop CS 6:* TIFF und **EPS** Daten können am besten verarbeitet werden. Dateien müssen im CMYK Modus angelegt werden / *We can process TIFF and EPS data the best. Do not send compressed JPG data. Please set up files in CMYK-Code.*

Adobe Illustrator CS 6 / *Adobe Illustrator CS 6:* Bitte immer alle Schriften als Vektordaten senden / *Please convert all fonts into vectorized paths.*

Adobe Indesign CS6 / *Adobe Indesign CS6:* Bitte als druckoptimiertes PDF-File abspeichern / *Please save as print optimized file.*

Adobe Acrobat X Professional / *Adobe Acrobat X Professional:* Bitte druckoptimiert abspeichern / *We request you to save print data optimized.*

E-Mail: an den zuständigen Projektleiter (Achtung: max. 10 MB / Mail) / *E-Mail has to be send to the project manager (max. 10 MB / E - Mail)*

Upload: Im Falle einer Datei, welche größer ist als 10 MB verwenden Sie bitte diesen Link / in case of bigger than 10 MB - please use this link
https://share.messe.at/filedrop/martin.moser@expoxx.at

Postweg / post adress: Expoxx Messebau GmbH I Messeplatz 1 I 1021 Wien I z.Hd. des Projektleiters / *attn. to the responsible project manager*

Regiearbeiten für Datenaufbereitung / ***labour*** *for data preparation* per Std./hr. **€ 108,50**

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Deadline: 1st of September, 2017

Option 1 - graphic on shell scheme wall element

Digital print on shell scheme wall element t = 3 mm, 61,00€/m²

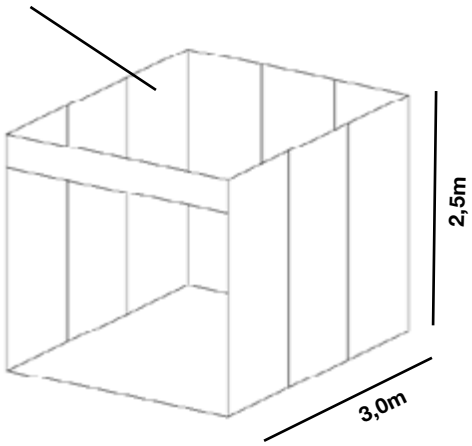
Shell scheme wall element with print,

Shell scheme structure stays visible

Please get in touch with us for the art-work dimension!

One wall element has 2,5 sqm
Visible space W x H / 950 x 2380 mm
(incl. blind W x H / 964 x 2400 mm)
Please ask for the detailed wall measures for graphic-layout plan!

2,5 sqm x 61,00€ = 152,50 €



Calculation for a 3 x 3 m booth:

1 wall element 1 x 2,5 m = 2,5 sqm

9 wall elements 9 x 2,5 sqm = 22,5 sqm

22,5 sqm x 61,00€ = 1.372,50€ for branding all 9 shell scheme wall elements

After you made your decision for a certain graphic option, please ask us for the exact artwork dimension!
The artwork dimension is very individual depending on the booth dimension and on the number of walls you want to brand.

We would like to order ☐ sqm graphic print on wall panel

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Option 2 - slimframe graphic digital print slimframe graphic = 88,50/m²

plus 47,25€ reinforcement per wall

Print of custom graphics on fabric which will be placed in a slimframe.

This frame will be placed against your shell scheme wall.

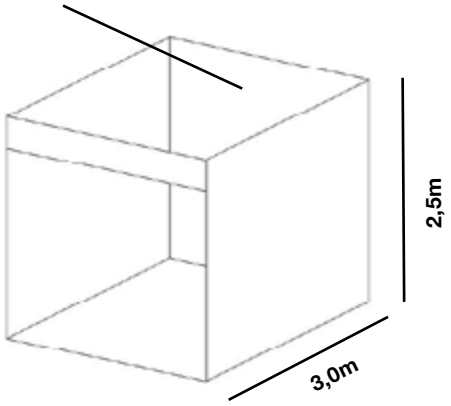
Shell scheme structure isn't visible at all

Please get in touch with us for the artwork dimension!

One wall element has 7,5 sqm
Please ask for the detailed wall measures for graphic-layout plan!

7,5 sqm x 88,50€ = 663,75€ + 48,25€ = 712,00€

detail fabric hoder



Calculation for a 3 x 3m booth:

1 wall 3 x 2,5 m = 7,5 sqm

7,5 sqm x 88,50€ = 663,75€ slimframe graphic + 48,25€ reinforcement = 712,00€

712,00€ x 3 walls = 2.136,00€ for branding all 3 walls

After you made your decision for a certain graphic option, please ask us for the exact artwork dimension!
The artwork dimension is very individual depending on the booth dimension and on the number of walls you. want to brand.

We would like to order ☐ sqm slimframe graphic print on fabric material

Alle Preise verstehen sich für eine Messedauer bis zu 7 Tagen sowie exkl. MWSt. und 1 % Bestandvertragsgebühr. Preisänderungen bleiben vorbehalten.
***All prices are quoted for a period of up to seven days and are quoted exclusive VAT and 1% legal charges**. Subject to alteration of prices.*

WICHTIG - BESTELLFRIST: Bei Bestellungen innerhalb der letzten 14 Tage vor Messebeginn muss ein Manipulationszuschlag von 25 % verrechnet werden!
IMPORTANT - ORDER DEADLINE: For orders receiving during the last 14 days before fair opening a manipulation surcharge of 25 % is charged!

Durch seine Unterschrift bestätigt der Auftraggeber unsere allgemeine Geschäftsbedingungen (abgedruckt am Ende dieses technischen Bestellheftes) zur Kenntnis genommen zu haben und deren Inhalt als verbindlich zu akzeptieren. Erfüllungsort und Gerichtsstand ist Wien.
By signing this document the customer acknowledges our general terms and conditions (printed on the last page of this technical order form) as noted and accepts it as binding. Place of jurisdiction is Vienna.

Retour/*return to:*

Expoxx Messebau GmbH I 1021 Wien I Messeplatz 1
➲ FAX +43 1 72 720 - 6109 ➲ wien@standout.eu

DATUM DATE

Ort, Datum
Place, date

STEMPEL STAMP

Firmenstempel und rechtsverbindliche Unterschrift
Stamp and obligatory signature

STAND OUT or stay invisible.

DIGITALDRUCK • BESCHRIFTUNG • GRAFIK
DIGITAL PRINTS • LETTERING • GRAPHICS

Any questions concering graphics - please do not hesitate to contact us - we are at your disposal - Wir stehe Ihnen bei allen grafischen Anfragen zur Seite!

Rufen Sie uns an! - Kindly contact us:

✆ +43 1 72 720 - 6101 oder / or

✉ wien@standout.eu

FEFCO Technical Seminar STANDOUT

PFLANZEN
PLANTS

FEFCO, October 11 - 13, 2017

Veranstaltungsname / *Name of Event* | Halle & Standnr. / *Hall & Standno.* | Standgröße in m² / *Booth size in sqm*

Firmenname / *Company's name* | Straße / *Street*

Postleitzahl / *Postal Code* | Ort / *Place*

Ansprechpartner / *Responsible person* | E-Mail / *E–Mail*

Telefon / *Phone* | Fax / *Fax* | UID - Nr. / *VAT-No.* only for EU countries

Bitte unbedingt ausfüllen! / *Please fill out!*

Deadline: 1st of September, 2017

Pflanzenwanne / *Plant trough*

€ 80,50

Stk

40 x 40 cm

Blumenkiste / *Flower pot*

€ 61,20

Stk

bis 100 cm / *up to 100 cm*

Blumenschale / *Flower bowl*

€ 32,70

Stk

Ø 20 cm

Blumenschale / *Flower bowl*

€ 42,90

Stk

Ø 25 cm

Blumenschale / *Flower bowl*

€ 48,00

Stk

Ø 30 cm

Schnittblumen
Flowers

Auf Anfrage / *On request*

Pflanzendekoration
Floral decoration

Auf Anfrage / *On request*

Alle Preise verstehen sich für eine Messedauer bis zu 7 Tagen sowie exkl. MWSt. und 1 % Bestandvertragsgebühr. Preisänderungen bleiben vorbehalten.
***All prices are quoted for a period of up to seven days and are quoted exclusive VAT and 1% legal charges**. Subject to alteration of prices.*

WICHTIG - BESTELLFRIST: Bei Bestellungen innerhalb der letzten 14 Tage vor Messebeginn muss ein Manipulationszuschlag von 25 % verrechnet werden!
IMPORTANT - ORDER DEADLINE: For orders receiving during the last 14 days before fair opening a manipulation surcharge of 25 % is charged!

Durch seine Unterschrift bestätigt der Auftraggeber unsere allgemeine Geschäftsbedingungen (abgedruckt am Ende dieses technischen Bestellheftes) zur Kenntnis genommen zu haben und deren Inhalt als verbindlich zu akzeptieren. Erfüllungsort und Gerichtsstand ist Wien.
By signing this document the customer acknowledges our general terms and conditions (printed on the last page of this technical order form) as noted and accepts it as binding. Place of jurisdiction is Vienna.

Retour/*return to:*

Expoxx Messebau GmbH I 1021 Wien I Messeplatz 1
➲ FAX +43 1 72 720 - 6109 ➲ info@expoxx.at

DATUM DATE

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FEFCO Technical Seminar STANDOUT

ZAHLUNGSFORMULAR
PAYMENT FORM

FEFCO, October 11 - 13, 2017

Veranstaltungsname / *Name of Event* | Halle & Standnr. / *Hall & Standno.* | Standgröße in m² / *Booth size in sqm*

Firmenname / *Company's name* | Straße / *Street*

Postleitzahl / *Postal Code* | Ort / *Place*

Ansprechpartner / *Responsible person* | E-Mail / *E–Mail*

Telefon / *Phone* | Fax / *Fax* | UID - Nr. / *VAT-No.* only for EU countries

Bitte unbedingt ausfüllen! / *Please fill out!*

Deadline: 1st of September, 2017

OUR BANK DETAILS:

Expoxx Messebau GmbH
UniCredit Bank Austria AG
Account Number: 610663700
Bank Code: 12000
BIC-Code: BKAUATWW
IBAN-Code: AT47 1200 0006 1066 3700
Bank Address: Schottengasse 6 – 8, 1010 Wien, Austria

E-Mails are generally transferred unencrypted – we have installed a secure fax line for you.
Please fill in and return for your security exclusively by fax to: **+43 1 / 72 720 6108**

company: VAT-No.:

address:

postal code: city: country:

phone: fax:

invoice number:

card type:

card number:

card holder:

expiry date:

stamp and signature:

Orders received after the order deadline until 14 days prior to the event must be paid by **CREDIT CARD OR CASH** and will be subject to 25 % surcharge!
!!! Please note !!! Orders are valid only accompanied by full remittance!!!

DATUM DATE

STEMPEL STAMP

Ort, Datum
Place, date

Firmenstempel und rechtsverbindliche Unterschrift
Stamp and obligatory signature

Retour/*return to:*
Expoxx Messebau GmbH I 1021 Wien I Messeplatz 1
➲ FAX +43 1 72 720 - 6108 ➲ info@expoxx.at

FEFCO Technical Seminar STANDOUT

ANFRAGE FÜR INDIVIDUALSTÄNDE
REQUEST FOR INIVIDUAL STANDS

FEFCO, October 11 - 13, 2017

Veranstaltungsname / *Name of Event* | Halle & Standnr. / *Hall & Standno.* | Standgröße in m² / *Booth size in sqm*

Firmenname / *Company's name* | Straße / *Street*

Postleitzahl / *Postal Code* | Ort / *Place*

Ansprechpartner / *Responsible person* | E-Mail / *E–Mail*

Telefon / *Phone* | Fax / *Fax* | UID - Nr. / *VAT-No.* only for EU countries

Bitte unbedingt ausfüllen! / *Please fill out!*

Deadline: 1st of September, 2017

Welche Produkte oder Dienstleistungen bieten Sie an?
Which products or services do you offer?

An welchen weiteren Messen beteiligen Sie sich?
On which further fairs do you take part?

Planen Sie einen Erlebnismessestand?
Do you plan an adventure booth?

Planen Sie einen Informations- oder Präsentationsmessestand?
Do you plan an information- or a presentation booth?

Wie hoch ist Ihr Budget für den Standbau und den Messeauftritt?
Which budget do you calculate for booth-build-up and the whole fair?

Was ist der Grund für Ihre Messebeteiligung?
What are your reasons for participation at the fair?

- ☐ Kundenpflege / *customer's service*
- ☐ Imagepflege / *imagecare*
- ☐ Markteinführung / *launch*
- ☐ Erfahrungsaustausch / *exchange of experience*
- ☐ Gewinnung von Neukunden / *new customers*
- ☐ Neuheitenpräsentation / *presentation of news*
- ☐ Gemeinschaftsstand / *community booth*
- ☐ Sonstiges / *other* .....

Beispiele für Individualstände / examples for individual booths:

Projekt / *Project*: Preciosa
Messe / *Fair*: Euroluce Mailand
Bereich / *Branche*: Beleuchtung
Grösse / *Size*: 320 m²

Projekt / *Project*: Rettig Austria
Messe / *Fair*: ISH Frankfurt
Bereich / *Branche*: Heizung-/Klimatechnik
Grösse / *Size*: 744 m²

Projekt / *Project*: Kässbohrer
Messe / *Fair*: Interalpin Innsbruck
Bereich / *Branche*: Alpine Technologien
Grösse / *Size*: 1.039 m²

DATUM
DATE

Ort, Datum
Place, date

STEMPEL
STAMP

Firmenstempel und rechtsverbindliche Unterschrift
Stamp and obligatory signature

Retour/*return to:*
Expoxx Messebau GmbH I 1021 Wien I Messeplatz 1
➲ FAX +43 1 72 720 - 6109 ➲ wien@standout.eu

Kapsch BusinessCom AG | kapsch >>>

Online ordering tool Internet & Telecommunication:

German: http://www3.kapsch.net/forms/Messen.aspx?LANG=DE&ME_ID=294
English: http://www3.kapsch.net/forms/Messen.aspx?LANG=EN&ME_ID=294

For any technical questions or problems please contact the hotline Kapsch BusinessCom Technology
+43 (0) 50 811 88933 or +43 (0) 800 203 303 88933 .

Please check the detailed information regarding WLAN networks on the stand in the service manual.

The set-up of your own WLAN network on your stand is generally only allowed under certain prerequisites
(please contact Interplan for further details).

Organiser has to be informed in case you plan a WLAN on your stand.
Please provide your ssid and name of person responsible on site.

The organizer retains the right to shut down the WLAN in case it should cause any difficulties with the general Internet connections of the congress or other exhibitors.

FEFCO Technical Seminar
11-13 October 2017 - Messe Vienna

Standbewachung
Stand security

CAM SECURITY

CAM Security GmbH
T: +43 (0)1 72 99 094 F: +43 (0)1 72 99 541
E: messe@cam-security.at www.cam-security.at
UID: ATU 44312203 FN 167692g, LG Leoben

Order/Bestell-Deadline: 02.10.2017

BESTELLUNG STANDBEWACHUNG / *BOOKING OF STAND SECURITY*

Firma / *Company*

Sachbearbeiter / *Person in charge*

Straße / *Address*

PLZ / *Zip-Code* Ort / *City*

Telefon / *Telephone*

E-Mail UID / *VAT N°:*

Halle / *Hall* Stand Nr. / Stand *Nr.*

Wir bestellen eine Standbewachung unseres Messestandes zum Preis von € 25,00 (exkl. MwSt.) pro Stunde zu folgenden Terminen:
We book security for our stand at € 25,00 (excl. VAT) per hour at the following times:

Mindestbestellung 5 Stunden / *minimum booking 5 hours*

Di, 10. 10.2017	von / *from*	bis / *to*	Uhr / *o´clock*
Mi, 11. 10.2017	von / *from*	bis / *to*	Uhr / *o´clock*
Do, 12. 10.2017	von / *from*	bis / *to*	Uhr / *o´clock*
Fr, 13. 10.2017	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*

Besondere Hinweise und Wünsche / Special notes and requests:

Der Auftragnehmer CAM-Security GmbH haftet für Schäden die durch eigenes Verschulden oder durch Verschulden seines Personals in Ausübung des Dienstes oder bei Erfüllung vertraglicher Verpflichtungen entstehen sollten, jedoch nur bis zu:
The contractor CAM-Security GmbH is liable for damages which should arise through own fault, arise through fault of their personnel while carrying out their service or through fulfilment of contractual obligations, however only up to:
Personenschäden / *Personal injury:* € 1,400.000,-
Sachschäden / *Material damages:* € 1,400.000,-

Es gilt österreichisches Recht, als Gerichtsstand wird Wien vereinbart. Rechnungslegung: CAM Security GmbH legt eine Rechnung die ohne Abzüge binnen zwei Wochen zu bezahlen ist. **Bestellungen müssen bis spätestens 14 Tage vor Veranstaltungsbeginn getätigt werden.**
Any disputes arising hereunder will be settled before a competent Viennese court of law.
The invoice must be paid without any discount within two weeks. ***Bookings must be placed within 14 days before the event starts.***

Ort, Datum
Place, date

Firmenstempel, rechtsverbindliche Unterschrift
Stamp, obligatory signature

FEFCO Technical Seminar
11-13 October 2017 - Messe Vienna

Standbetreuung
Stand attendance / hostesses

CAM SECURITY

CAM Security GmbH
T: +43 (0)1 72 99 094 F: +43 (0)1 72 99 541
E: messe@cam-security.at www.cam-security.at
UID: ATU 44312203 FN 167692g, LG Leoben

Order/Bestell-Deadline: 02.10.2017

BESTELLUNG STANDBETREUUNG / *BOOKING OF STAND ATTENDANCE / HOSTESSES*

Firma / *Company*

Sachbearbeiter / *Person in charge*

Straße / *Address*

PLZ / *Zip-Code* Ort / *City*

Telefon / *Telephone*

E-Mail UID / *VAT N°:*

Halle / *Hall* Stand Nr. / *Stand Nr.*

Wir bestellen _____ Hostessen zur Standbetreuung zum Preis ab € 26.- (exkl. MwSt.) pro Stunde zu folgenden Terminen (Sonderwünsche können den Preis erhöhen):

We book _____ hostesses for our stand services starting at € 26.- (excl. VAT) per hour at the following times: (special orders may increase the rate):

Mindestbestellung 5 Stunden / *minimum booking 5 hours*

Mi, 11. 10.2017	von / *from*	bis / *to*	Uhr / *o´clock*
Do, 12. 10.2017	von / *from*	bis / *to*	Uhr / *o´clock*
Fr, 13. 10.2017	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*
	von / *from*	bis / *to*	Uhr / *o´clock*

Besondere Hinweise / Special notes and requests (e.g. languages, …):

Der Auftragnehmer CAM-Security GmbH haftet für Schäden die durch eigenes Verschulden oder durch Verschulden seines Personals in Ausübung des Dienstes oder bei Erfüllung vertraglicher Verpflichtungen entstehen sollten, jedoch nur bis zu:
The contractor CAM-Security GmbH is liable for damages which should arise through own fault, arise through fault of their personnel while carrying out their service or through fulfilment of contractual obligations, however only up to:
Personenschäden / *Personal injury:* € 1,400.000,-
Sachschäden / *Material damages:* € 1,400.000,-

Es gilt österreichisches Recht, als Gerichtsstand wird Wien vereinbart. Rechnungslegung: CAM Security GmbH eine Rechnung, die ohne Abzüge binnen zwei Wochen zu bezahlen ist. **Bestellungen müssen bis spätestens 14 Tage vor Veranstaltungsbeginn getätigt werden.**
Any disputes arising hereunder will be settled before a competent Viennese court of law.
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Ort, Datum
Place, date

Firmenstempel, rechtsverbindliche Unterschrift
Stamp, obligatory signature

ORDER FORM Exhibition

video-, audio-, light-, & IT-equipment
FEFCO 2017, Oct 11th - 13th, 2017

Order deadline: Mon, Sep 11th,2017

steiner mediensysteme.at

green event S

STEINER Mediensysteme GmbH
+43 (0)2262 / 733 33-0
FEFCO2017@mediensysteme.at
www.mediensysteme.at

HOTLINE +43 (0)664 / 960 2000

October 11th - 13rd, 2017
Messe Wien, Vienna, Austria

FEFCO Technical Seminar
11-13 October 2017 - Messe Vienna

1 Displays

Prices incl. insurance for electronic devices !

Quantity			Item and description	Rental price for 3 days
	22"	56cm	**HD LED Display:** 16:9, 1920 x 1080 *incl. table stand / wall mount, built-in speaker, USB media player*	156 €
	32"	80cm	**HD Pro LED Display:** 16:9, 1920 x 1080 *incl. slim wall mount, built-in speaker, USB media player*	283 €
	40"	102cm	**HD Pro LED Display:** 16:9, 1920 x 1080 *incl. slim wall mount, built-in speaker, USB media player*	311 €
	48"	122cm	**HD Pro LED Display:** 16:9, 1920 x 1080 *incl. slim wall mount, built-in speaker, USB media player*	394 €
	55"	139cm	**HD Pro LED Display:** 16:9, 1920 x 1080 *incl. slim wall mount, built-in speaker, USB media player*	526 €
	65"	165cm	**HD Pro LED Display:** 16:9, 1920 x 1080 *incl. slim wall mount, built-in speaker, USB media player*	753 €
	82"	208cm	**HD Pro LED Display:** 16:9, 1920 x 1080 *incl. slim wall mount, built-in speaker, USB media player*	1.698 €

2 Optional equipment (only combined with the above-mentioned displays)

Quantity	Item and description	Rental price for 3 days
	Table stand for displays: 32" to 55" *instead of wall mount*	10 €
	Floor stand in stainless steel for displays: 32" to 55" *instead of wall mount*	95 €
	Floor stand in stainless steel for displays: 55" to 82" *instead of wall mount*	151 €
	BluRay player / DVD player	38 €
	Full-HD laptop 15"	189 €

3 Miscellaneous

Quantity	Item and description	Rental price for 3 days
	Full-HD Laptop 15" / Mini-PC	269 €
	Multimedia-Designterminal *with Sony Vaio Tap 20" Touchscreen incl. stand in stainless steel*	500 €
	Video walls, tablets, touch screen displays, **projectors**, camera equipment, …, PCs, printer, copier, …**sound systems**, microphones, …, **lighting equipment**, truss constructions, …	on request

All prices are including delivery, setup, hand-over and dismantling.
All prices are **valid until Sep 11th, 2017**. Afterwards we have to add a **late order charge of 20%**.
We accept prepayment by bank transfer or VISA / Mastercard. All prices are exclusive 20% VAT.

Equipment with minimum energy class A+ or Energy Star 5.0

Company			
Address			
Country, Zip-Code, City	Country	ZIP	Town / City
Phone	Telephone number		
E-mail			
VAT-ID number (EU countries only)			
Booth			
Mobile phone	Telephone number		
Ideal hand-over time			
Credit card	Card number	Expiry date	
	Card holder	CVC Code	

Date, stamp, signature

return to:
Fax: +43(0)2262/733 33 11
E-mail: FEFCO2017@mediensysteme.at

We gladly offer you more multimedia equipment and solutions upon request. For any more information please take a look at our homepage.

GERSTNER CATERING BETRIEBS GMBH
Messeplatz 1
A- 1020 Wien
www.gerstner-congress.at

Kristina Gehringer
Standcatering / Booth catering

M: +43 (0)676 849 516 423
E: messe@gerstner.at
T: +43 (0)1 316 65-2423

GERSTNER Standcatering

Bestellen Sie schon jetzt Ihre Snacks, Getränke und Equipment online!
Wir liefern zur gewünschten Zeit direkt an Ihren Stand.

www.gerstner.at/standcatering

Gerstner Catering: Ihr kompetenter Partner für nachhaltige Veranstaltungen, ausgezeichnet mit dem Österreichischen Umweltzeichen.

GERSTNER Booth catering

Order now your snacks, beverages and equipment!
We deliver directly to your booth at the desired time.

www.gerstner.at/boothcatering

Gerstner Catering: your competent partner for sustainable events, awarded the Austrian eco-label.

ALLGEMEINE GESCHÄFTSBEDINGUNGEN („AGB“) DER EXPOXX MESSEBAU GMBH („Expoxx Messebau“)

I. ALLGEMEINER TEIL

1. **Anbot/Vertragsverhältnis:** Für sämtliche Vertragsverhältnisse zwischen Expoxx Messebau und Auftraggebern (nachstehend „Kunden“) kommen ausschließlich diese AGB zur Anwendung. Entgegenstehende oder abweichende Bedingungen von Kunden gelten nur soweit Expoxx Messebau diesen ausdrücklich schriftlich zugestimmt hat. Bei Miete oder Kauf gelten zusätzlich die besonderen Bestimmungen des II. und III. Abschnittes. Die Bestellung des Kunden ist für diesen verbindlich und nicht widerruflich. Sie kann von Expoxx Messebau binnen 30 Tagen durch Erfüllung oder durch Übersendung einer schriftlichen Bestätigung oder einer Akontorechnung gemäß Punkt 13. angenommen werden. Hat der Kunde eine Lieferung zu einer bestimmten Messe bestellt und ist der Auftrag bis 1 Woche vor Veranstaltungsbeginn von Expoxx Messebau nicht angenommen worden, so hat der Kunde dies Expoxx Messebau unverzüglich mitzuteilen. Eine Verpflichtung von Expoxx Messebau, die Bestellung des Kunden anzunehmen besteht nicht. Anbote der Expoxx Messebau an den Kunden sind unverbindlich und freibleibend.
2. **Mitwirkung des Kunden:** Mit der Bestellung verpflichtet sich der Kunde auch, die für die ordnungsgemäße Ausführung der Bestellung nötigen Unterlagen (etwa Pläne, Modelle, Genehmigungen, Richtlinien für die Ausführung etc.) gemäß den Terminvorgaben von Expoxx Messebau zeitgerecht zur Verfügung zu stellen. Diese Unterlagen müssen so beschaffen sein, dass eine einwandfreie Ausführung der Bestellung gewährleistet ist. Insbesondere hat der Kunde für sämtliche für die Ausführung der Bestellung erforderlichen Genehmigungen auf seine Kosten Sorge zu tragen. Ausführungs- und Materialmuster, die Expoxx Messebau dem Kunden zur Begutachtung vorlegt, müssen von diesem fristgerecht schriftlich bestätigt und retourniert werden: Andernfalls gelten sie als „ohne Korrektur“ genehmigt.
3. **Leistungsumfang:** Sofern nicht anders angegeben, schuldet Expoxx Messebau dem Kunden nur die Lieferung der bestellten Gegenstände an den Ort der Übergabe. Montageleistungen und andere zusätzliche Leistungen muss der Kunde mit Expoxx Messebau gesondert vereinbaren.
4. **Ort der Übergabe:** Der Ort der Übergabe ist grundsätzlich die vom Kunden in der Bestellung angegebene Lieferadresse. Bestellt der Kunde eine Lieferung zu einer bestimmten Messe, so ist Ort der Übergabe der vom Kunden angegebene Stand in der vom Kunden bezeichneten Halle am Ort der betreffenden Messe.
5. **Zeitpunkt der Lieferung:** Der Zeitpunkt der Lieferung wird grundsätzlich von Expoxx Messebau festgelegt und dem Kunden bekannt gegeben. Nach Möglichkeit wird Expoxx Messebau hierbei Wünschen, die der Kunde in der Bestellung äußert, nachkommen oder sonst ein Einvernehmen mit dem Kunden herstellen. Bestellt der Kunde eine Lieferung zu einer bestimmten Messe, so hat die Lieferung jedenfalls während der vom betreffenden Messeveranstalter in seinen öffentlich zugänglichen allgemeinen Anmeldeunterlagen für Aussteller vorgegebenen Aufbauzeiten zu erfolgen, sofern mit dem Kunden nichts anderes vereinbart wird. Ansonsten muss Expoxx Messebau die Lieferung spätestens 30 Werktage nach Annahme der Bestellung ausführen.
6. **Übergabe/Gefahrtragung:** Der Kunde hat dafür Sorge zu tragen, dass er selbst oder eine zur Übernahme der gelieferten Gegenstände befugte Person zum Zeitpunkt der Lieferung am Ort der Übergabe anwesend ist. Ist dies nicht der Fall, ist Expoxx Messebau berechtigt, die an den Kunden zu liefernden Gegenstände am Ort der Lieferung zurückzulassen. Expoxx Messebau ist nicht verpflichtet, die Legitimation der auf dem Stand bei Anlieferung des Mietgutes angetroffenen Personen zu überprüfen. Die von Expoxx Messebau an den Kunden zu liefernden Gegenstände sind übergeben, wenn der Kunde sie unbeanstandet entgegennimmt oder Expoxx Messebau sie – im Falle der Abwesenheit zur Übernahme befugter Personen – zum abgesprochenen Zeitpunkt der Lieferung am Ort der Übergabe zurücklässt. Mit der Übergabe geht die Gefahr des zufälligen Untergangs auf den Kunden über.
7. **Urheberrechte:** Sämtliche im Zuge der Anboterstellung oder Vertragsdurchführung von Expoxx Messebau oder deren Bediensteten erstellten Unterlagen (insbes. Entwürfe, Pläne und Modelle) bleiben mit allen Rechten Eigentum der Expoxx Messebau und dürfen ohne vorherige Genehmigung weder Dritten zugänglich gemacht, noch veröffentlicht oder vervielfältigt werden. Sie dürfen vom Kunden ausschließlich für den vereinbarten Zweck verwendet werden und sind für den Fall, dass ein Vertragsverhältnis nicht zustande kommt oder wieder storniert wird, unverzüglich an Expoxx Messebau zurück zu stellen.
8. **Zustimmungserklärung gemäß Datenschutzgesetz:** Der Kunde stimmt der Verwendung der von ihm in der Bestellung bekannt gegebenen Daten („Kundendaten“) durch Expoxx Messebau (DVR Nr. 0577677) sowie der Weitergabe an und Verwendung durch die mit Expoxx Messebau verbundenen Unternehmen System Standbau (DVR Nr. 0807583), Reed Messe Salzburg Gesellschaft m.b.H. (DVR Nr. 0079944), Reed Messe Wien GmbH (DVR Nr. 2108555) und Reed CEE GmbH (DVR Nr. 3003805) (nachstehend „Verbundene Unternehmen“), jeweils zu Zwecken des Marketings und der Werbung für Produkte und Leistungen dieser Unternehmen gegenüber dem Kunden zu. Ein Widerruf ist jederzeit möglich und bewirkt die Unzulässigkeit der weiteren Verwendung der Daten, soweit keine gesetzliche Berechtigung oder Verpflichtung dazu besteht.
9. **Zustimmungserklärung gemäß Telekommunikationsgesetz:** Der Kunde ist - gegen jederzeitigen Widerruf - damit einverstanden, in Zukunft von Expoxx Messebau und den Verbundenen Unternehmen über Produkte und Leistungen dieser Unternehmen per E-Mail informiert zu werden.
10. **Werbeerlaubnis:** Der Kunde erteilt weiters seine Zustimmung, dass Expoxx Messebau sowie die Verbundenen Unternehmen die Kundendaten, Firmenwortlaut und Firmenlogo des Kunden, sowie Abbildungen des von Expoxx Messebau oder vom Kunden nach den Plänen von Expoxx Messebau errichteten Standes für eigene Werbezwecke (etwa durch Aufnahme in Referenzlisten, Darstellung im Internet, in Kundenzeitschriften oder in anderen Werbemitteln) verwenden.
11. **Rücktritt:** Für den Fall, dass (a) der Kunde mit Zahlungen an Expoxx Messebau (aus diesem Auftrag oder anderen Aufträgen) oder mit Zahlungen an Verbundene Unternehmen im Verzug ist, oder (b) ein Insolvenzverfahren gegen ihn eröffnet wurde bzw. droht, hat Expoxx Messebau das Recht, von diesem Vertrag zurückzutreten bzw. ungeachtet der Zahlungsverpflichtung des Kunden die eigene Leistung zurückzubehalten. Im Falle des Rücktritts durch Expoxx Messebau schuldet der Kunde eine Stornogebühr in Höhe des vereinbarten Entgelts.
12. **Preise:** Sämtliche Preise verstehen sich netto zuzüglich Umsatzsteuer in der jeweiligen gesetzlichen Höhe und zuzüglich aller sonstigen mit Abschluss und Durchführung des Auftrages verbundenen Steuern und Gebühren (z.B. Rechtsgebühr [siehe Punkt 24] oder Werbeabgabe). Die Preisangaben beziehen sich auf Lieferungen und Leistungen im Messezentrum Wien und Salzburg, die Verkaufspreise gelten ab Lager Wien. Bei anderen Leistungsorten werden Spesen, Diäten, Bearbeitungs- und Transportkosten separat verrechnet. Zusätzliche, nicht im Anbot enthaltene Leistungen, werden nach tatsächlichem Aufwand in Rechnung gestellt.
13. **Zahlungsbedingungen:** Expoxx Messebau hat das Recht, dem Kunden nach Erhalt der Bestellung eine Akontozahlung in Höhe von 50% des Auftragswertes in Rechnung zu stellen. Bei Kunden, die ihren Wohnsitz im Ausland haben, bei Neukunden oder bei Kunden, die bei früheren Bestellungen bereits mit Zahlungen im Verzug waren oder bei denen Zweifel an der Bonität bestehen, kann Expoxx Messebau Vorauszahlung von 100% des Auftragswertes verlangen. Lieferungen zu einer bestimmten Messe, die der Kunde erst eine Woche vor oder während der Veranstaltung bei Expoxx Messebau bestellt (maßgeblich ist das Einlangen der Bestellung bei Expoxx Messebau), werden nur gegen Vorauszahlung durchgeführt. Rechnungen sind nach Erhalt netto ohne Abzug zahlbar. Bei Zahlungsverzug schuldet der Kunde Verzugszinsen in Höhe von 12% p.a.. Der Kunde ist nicht berechtigt, wegen Gegenforderungen welcher Art auch immer aufzurechnen oder fällige Zahlungen zu verweigern.
14. **Tarifänderungen:** Bei Tarifänderungen (etwa Transport-, Versand- oder Energiepreise) erfolgt die Verrechnung auf Basis der jeweils zum Leistungszeitpunkt geltenden Tarife.
15. **Stornobedingungen:** Die Stornierung bestehender Verträge bzw. der Rücktritt von einer Bestellung ist nur hinsichtlich der für eine bestimmte Messe gemieteten bzw. gekauften Gegenstände zulässig und nur (a) gegen Bezahlung einer Stornogebühr sowie (b) sofern diese Gegenstände nicht von Expoxx Messebau für diesen Auftrag selbst produziert oder von Dritten erworben werden und (c) nur durch schriftliche Erklärung des Kunden, sofern diese bei gemieteten Gegenständen spätestens bis 2 Wochen und bei gekauften Gegenständen spätestens 4 Wochen vor Veranstaltungsbeginn bei Expoxx Messebau einlangt. Bei gemieteten (gekauften) Gegenständen beträgt die Stornogebühr bei Stornierung bis längstens 4 Wochen vor Veranstaltungsbeginn 30% (50%) und bei gemieteten Gegenständen bis längstens 2 Wochen vor Veranstaltungsbeginn 50% des Auftragswertes. Wird die bestellte Ware nicht zum vereinbarten Zeitpunkt abgenommen bleibt der Kunde zur Bezahlung des vollen Preises verpflichtet.
16. **Schriftlichkeit:** Soweit nach diesen AGB auf die Schriftform abgestellt wird, wird diesem Formerfordernis auch mit Erklärungen (ohne eigenhändige Unterschrift) Genüge getan, die per E-Mail von und an maßgebliche E-Mail-Adressen übermittelt werden. Maßgebliche E-Mail-Adressen im Sinne dieser Bestimmung sind: **16 a.** für den Kunden: jene E-Mail-Adresse, mit der er für den von Expoxx Messebau betriebenen Online-Shop registriert ist, oder die er im Rahmen einer Bestellung (im Bestellformular) angegeben hat. **16 b.** für Expoxx Messebau: die E-Mail-Adresse **info@expoxx.at.**
17. **Rechtswahl:** Es gilt österreichisches Recht unter Ausschluss der Verweisungsnormen und des UN - Kaufrechts. Erfüllungsort und Gerichtsstand ist Wien.
18. **Haftungsbeschränkung:** Expoxx Messebau haftet nur für vorsätzlich oder grob fahrlässig verursachte Schäden und beschränkt auf den positiven Schaden.

II. BESONDERE BESTIMMUNGEN FÜR MIETE

19. **Mietdauer:** Bestellt der Kunde einen Mietgegenstand für eine bestimmte Messe, so entspricht die Mietdauer der Dauer der Messe (inklusive der vom Messeveranstalter für den Aufbau vorgesehenen Zeiten) sofern diese nicht mehr als 7 Tage beträgt. Eine längere Mietdauer muss der Kunde mit Expoxx Messebau jeweils gesondert vereinbaren.
20. **Verwendung:** Mietgegenstände dürfen ausschließlich für den vereinbarten Zweck verwendet und nicht Dritten überlassen werden. Sie sind unter möglichster Schonung der Substanz zu verwenden und dürfen ohne vorherige Zustimmung von Expoxx Messebau nicht verändert werden. Insbesondere dürfen besondere Kennzeichnungen auf dem Mietgut nicht entfernt und das Mietgut darf nicht beklebt, genagelt, gestrichen oder sonst wie beschädigt werden.
21. **Haftung und Rückgabe:** Das Mietgut ist unmittelbar nach Veranstaltungsende abholbereit zur Verfügung zu stellen. Gerät der Kunde in Verzug, so ist Expoxx Messebau berechtigt, die Gegenstände auf Kosten und Gefahr des Kunden für den Abtransport vorzubereiten. Das Einverständnis des Kunden wird hierzu vorausgesetzt. Der Kunde haftet verschuldensunabhängig für Verlust oder Beschädigung der Mietgegenstände ab Übergabe bis zur Rückgabe. Bei Beschädigungen oder Verlust ist Expoxx Messebau berechtigt, die fehlenden bzw. beschädigten Gegenstände dem Kunden zum Neupreis in Rechnung zu stellen. Von Expoxx Messebau festgestellte Mängel am rückgelieferten Mietgut werden dem Kunden angezeigt. Die Feststellungen gelten als anerkannt, wenn der Kunde nicht innerhalb einer Woche nach Zugang schriftlich widerspricht.
22. **Reklamationen / Gewährleistung:** Mietgegenstände werden in der Regel mehrfach verwendet und sind daher nicht neuwertig. Kleinere Abweichungen in der Ausführung, den Maßen und Farben gelten nicht als Mängel. Der Kunde hat bei Übergabe den ordnungsgemäßen Zustand und die Vollständigkeit des Mietgutes zu prüfen. Mit dem Empfang bestätigt der Kunde den mangelfreien Zustand der ihm überlassenen Sachen, es sei denn er erhebt unverzüglich eine schriftliche Mängelrüge. Hat der Kunde zu Recht die Mängelrüge erhoben, so ist die Gewährleistungspflicht von Expoxx Messebau auf Verbesserung beschränkt, soweit es sich bei der mangelhaften Sache um eine bereits gebrauchte handelt.
23. **Mietpreise / Zuschläge:** Für Lieferungen von Mietgegenständen zu einer bestimmten Messe, die später als 2 Wochen vor Messebeginn bei Expoxx Messebau bestellt werden (maßgeblich ist das Einlangen der Bestellung bei Expoxx Messebau), wird ein Last-Minute Zuschlag von 25% auf die Listenpreise verrechnet. Alle Preise gelten für eine Mietdauer von max. 7 Tagen. Bei einer Mietdauer von bis zu 10 Tagen wird ein Zuschlag von 15% verrechnet. Bei einer Mietdauer von mehr als 10 Tagen werden individuelle Preisvereinbarungen getroffen. Bei verspäteter Rückstellung von Mietgegenständen werden dem Kunden die der Expoxx Messebau durch die Verspätung tatsächlich entstandenen Schäden, mindestens aber 15% des gesamten Auftragswertes in Rechnung gestellt. Wird eine Rechnung von Expoxx Messebau über Wunsch des Kunden neu ausgestellt, etwa im Falle von Änderungen der Rechnungsanschrift oder anderer auf der Rechnung anzuführender Angaben des Kunden, so wird dafür ein pauschales Entgelt von € 70,- exkl. USt. in Rechnung gestellt.
24. **Vergebührung:** Mietverträge unterliegen einer Rechtsgebühr von 1%. Bemessungsgrundlage ist das Mietentgelt einschließlich Umsatzsteuer sowie des Entgelts für mit der Miete zusammenhängende Leistungen. Die Vergebührung erfolgt durch Expoxx Messebau. Die Rechtsgebühr wird dem Kunden von Expoxx Messebau in Rechnung gestellt. Die Rechtsgebühr ist vom Kunden auch im Falle einer Stornierung zusätzlich zum Stornoentgelt zu bezahlen.

III. BESONDERE BESTIMMUNGEN FÜR VERKAUF

25. **Eigentumsvorbehalt:** Die gelieferte Ware bleibt bis zur vollständigen Bezahlung des Kaufpreises sowie sämtlicher zum Zeitpunkt der Lieferung bestehender Forderungen Eigentum von Expoxx Messebau. Forderungen aus der Weiterveräußerung der gelieferten Ware tritt der Kunde schon jetzt im Voraus an Expoxx Messebau ab. Der Kunde hat seinen Abnehmern von der Abtretung Mitteilung zu machen und diese aufzufordern, nur noch direkt an Expoxx Messebau Zahlung zu leisten. Ersatzweise ist eine Bankgarantie in der Höhe des Auftragswertes vorzulegen. Die Kosten der Bankgarantie trägt der Kunde.
26. **Preise bei Drucksachen:** Bei Bestellung von Drucksachen gelten die angegebenen Preise nur bei Bereitstellung von druckfertigen Grafikdaten durch den Kunden. Allfällig erforderliche nachträgliche Druckdatenaufbereitung wird gesondert nach Aufwand in Rechnung gestellt.
27. **Verpackung und Versand:** Verpackungs- und Versandkosten werden gesondert verrechnet. Expoxx Messebau versendet nur auf Rechnung und auf Gefahr des Kunden. Eine Haftung ist ausgeschlossen. Beschädigungen muss sich der Empfänger sofort bescheinigen lassen und dem Transporteur melden.
28. **Reklamationen:** Mängel sind vom Kunden bei sonstigem Verlust jeglicher Mängelhaftung innerhalb von 2 Tagen nach Übernahme schriftlich anzuzeigen.

Please find the english version here: www.expoxx.at

GENERAL TERMS AND CONDITIONS ('terms') OF EXPOXX MESSEBAU GMBH (Expoxx Messebau)

I. GENERAL CONDITIONS

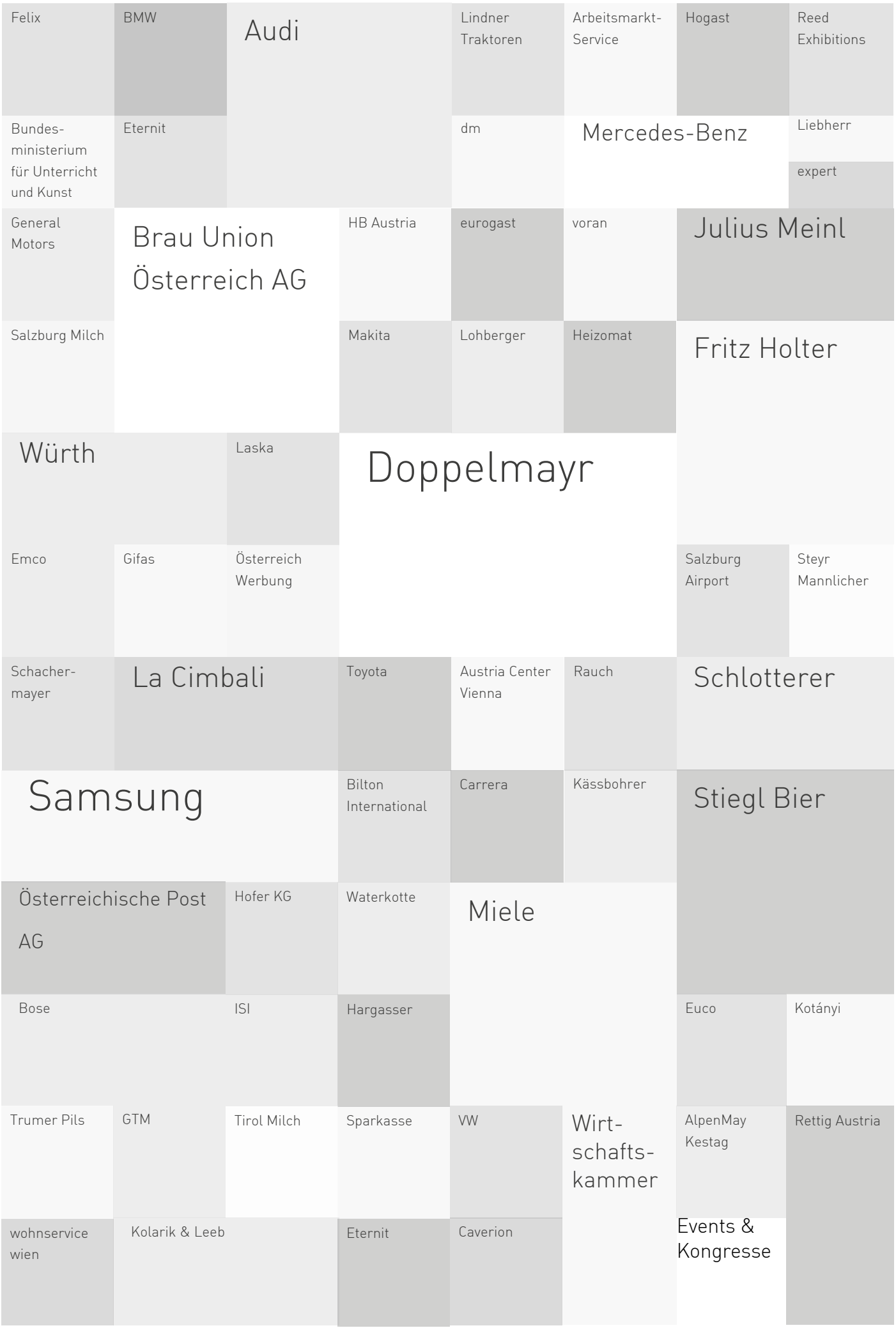
1. ***Offers and contractual relationships:*** *All contractual relations between Expoxx Messebau and clients/customers (hereinafter to be referred to as the 'customer') shall be solely subject to these 'terms'. All other contradictory or deviating conditions mentioned by the customer shall only be accepted on condition they have been explicitly approved by Expoxx Messebau. In cases of hire or purchase the additional conditions in sections II and III shall also apply. Orders Placed by the customer are binding and irrevocable. Expoxx Messebau shall be entitled to accept this order within 30 days by way of provision/completion, or the sending of written confirmation, or by issuing an invoice for part payment according to point 13. If the customer has placed an order for goods/services for a specific trade fair and the order has not been officially confirmed by Expoxx Messebau by 1 week before the beginning of the event, the customer shall be obliged to inform Expoxx Messebau of this fact immediately. There shall be no obligation on the part of Expoxx Messebau to accept an order placed by a customer. Quotes or offers provided by Expoxx Messebau shall be non-binding.*
2. ***Customer cooperation:*** *On order placement the customer shall also become obliged to ensure proper and punctual provision of all documentation according to the dates agreed (i.e. plans, models, permits, and guidelines for execution etc.) that shall be necessary for completion of the order by Expoxx Messebau. This documentation must be provided in such a form as to ensure faultless completion of the order. In particular, the customer shall be responsible for the collection of, and payment for (at his/her own expense), all permits required for the execution of the order. Samples of items and materials provided to the customer by Expoxx Messebau, must be confirmed as accepted in writing and returned within the deadline provided; otherwise they will be considered to have been 'accepted without changes'.*
3. ***Scope of services:*** *If not stated otherwise, Expoxx Messebau shall only be obliged to deliver the items ordered to the place determined for collection. The customer shall be obliged to place a separate order with Expoxx Messebau for assembly/dismantling and other additional services.*
4. ***Venue for collection:*** *As a general principle the venue for collection shall be the address provided in the order for deliveries. If the customer places an order for a delivery to a specific trade fair the venue for collection shall be at the stand in the hall named by the customer at the trade fair in question.*
5. ***Time of delivery:*** *As a general principle the time of delivery shall be determined by Expoxx Messebau and announced to the customer. When possible Expoxx Messebau will take into account wishes stated by the customer in the order; or seek to make an agreement with the customer. If the customer orders a delivery to a specific trade fair the delivery must be conducted during the assembly times provided by the trade fair organiser in the freely and publicly available general registration forms for exhibitors, unless otherwise agreed with the customer. Otherwise, Expoxx Messebau shall be bound to complete service provision within 30 working days after acceptance of the order at the latest.*
6. ***Delivery/Transfer of risk:*** *The customer must ensure that he/she himself/herself, or a person authorised by the customer to the purpose of receiving the goods, is present at the point of delivery at the agreed time of delivery. If this is not the case Expoxx Messebau shall be entitled to leave the goods intended for handover to the customer at the agreed point of delivery. Goods to be delivered by Expoxx Messebau to the customer shall be considered to have been handed over if the customer takes them without complaint or if, at the agreed time and place of delivery, Expoxx Messebau deposits the goods intended for collection by the customer or by his/her authorised representative. Once the goods have been handed over, liability for risks of coincidental damage or destruction of goods shall be transferred to the customer. Expoxx Messebau is not obliged to inspect the accreditation of people present at the stands when the goods for rent are delivered.*
7. ***Copyrights:*** *All documents and drafts produced by Expoxx Messebau or their employees and subcontractors for the purpose of producing an offer or for the purpose of sealing a contractual agreement (particularly drafts, plans and models) remain subject to complete ownership by Expoxx Messebau and may not be made accessible to third parties, published or copied without receiving prior permission from Expoxx Messebau. The customer may only use such documents for the sole purpose agreed. If a contractual relationship does not materialise or is subsequently cancelled, all such documentation must be returned to Expoxx Messebau immediately.*
8. ***Declaration of approval according to the data protection law:*** *The customer approves the right of Expoxx Messebau (DVR no. 0577677) to use information provided in the order (customer details), and approves the forwarding of such information to, and usage by the other related companies affiliated to Expoxx Messebau, such as System Standbau (DVR no. 0807583), Reed Messe Salzburg Gesellschaft m.b.H. (DVR no. 0079944), Reed Messe Wien GmbH (DVR no. 2108555) and Reed CEE GmbH (DVR no. 3003805) (hereinafter 'associated businesses'), each for the purpose of marketing and advertising their own products and services for the customer. Approval can be rescinded at any time rendering any further use of data inadmissible, unless there is a legal entitlement or obligation to do so.*
9. ***Declaration of approval according to the telecommunication law:*** *The exhibitor hereby permits Expoxx Messebau and its associated businesses to inform the exhibitor about their goods and services. The exhibitor is entitled to revoke this permission at any time.*
10. ***Permission to advertise:*** *Furthermore, the customer shall permit Expoxx Messebau and its associated companies to use customer details, company names and corporate logos, as well as pictures of stands erected by, or erected according to plans made by Expoxx Messebau or the customer for Expoxx Messebau's own advertising purposes (such as for addition to reference lists, presentation on the internet, entries in customer magazines or in other forms of advertising).*
11. ***Rescission:*** *If (a) the customer is in arrears with payments to Expoxx Messebau or to any of the other affiliated companies, regardless of whether these debts stem from this or other orders; and/or (b) insolvency proceedings have been initiated against him/her or there is a threat of such proceedings being initiated, Expoxx Messebau shall be entitled to withdraw from the contract and to withhold the provision of services, regardless of the duty of the customer to pay. Should Expoxx Messebau choose to withdraw from the contract the customer shall be liable to pay the agreed cancellation fee.*
12. ***Prices:*** *All prices are quoted net, plus the applicable statutory VAT rate, plus all other taxes, duties and contributions due on placement, acceptance, execution and completion of the order (i.e. legal transaction fees [pt. 24] and advertising duties). Price information pertains to deliveries and services at the exhibition centres in Vienna and Salzburg; sales prices are quoted ex works in Vienna. At other points of service the expenses, allowances, handling and transportation costs may be invoiced separately. Additional services not included in the offer shall be invoiced at the actual price of services and goods used. If Expoxx Messebau revises an existing invoice based on a customer's request, for example to change the billing address or other information on the invoice, this will be subject to a flat fee of € 70.- (plus VAT.)*
13. ***Conditions of payment:*** *Expoxx Messebau reserves the right to demand a part payment of 50% of the order value on receipt of the order. If a customer resides in a foreign country, is a new customer or a customer who has previously been late on a payment or whose creditworthiness is not assured, Expoxx Messebau is entitled to demand a full payment of 100% of the order value in advance. Deliveries made to a specific trade fair that the customer only ordered from Expoxx Messebau from a week before the fair up to during the fair itself, (the valid time of receipt being the date upon which Expoxx Messebau officially received the order), will only be completed after a full advance payment. The customer is at no point entitled to set off or withhold due payments against counterclaims of any kind.*
14. ***Changes in fees and prices:*** *Should prices or fees change (i.e. transport, forwarding or energy prices), charges shall be based on the prices and fees valid at the moment of service provision.*
15. ***Terms for cancellation:*** *The cancellation of existing contracts or the revocation of an order shall only be permissible for deliveries made to a specific trade fair and only (a) if a cancellation fee is paid in cash, (b) if the objects in question were not produced by Expoxx Messebau for this specific order or purchased by a third party and (c) only with a written declaration made by the customer, provided it is received by Expoxx Messebau in the case of rented objects at the latest 2 weeks before the trade fair and in the case of purchased objects at the latest 4 weeks before the trade fair begins. In the case of cancellations made at the latest 4 weeks before the event is due to begin for rented (purchased) objects the cancellation fee shall be 30% (50%) of the order value and for rented objects cancelled at the latest 2 weeks before the event is due to begin this fee shall be 50% of the order value. If ordered goods are not received by the customer at the agreed handover time the customer shall nevertheless remain liable for payment of the full price.*
16. ***The written form:*** *Wherever these terms and conditions insist on the use of written communication, this obligation will also be considered to have been fulfilled in the case of declarations made (without a personal signature) that have been sent from and to an authoritative e-mail address. An authoritative e-mail address in compliance with this condition is:* ***16 a****. for the customer: the e-mail address with which he/she is registered with the online shop run by Expoxx Messebau, or the one that has been given in the course of placing an order (using the order form) and* ***16 b****. for Expoxx Messebau: the following e-mail address:* ***info@expoxx.at.***
17. ***Choice of legal basis:*** *Austrian law shall apply. Legal reference provision norms for international commercial disputes and the United Nations Convention on Contracts for the International Sale of goods shall not apply. Legal venue is Vienna.*
18. ***Limited liability:*** *Expoxx Messebau shall only be held liable for damage caused by deliberate or grossly negligent behaviour and only for positive damage.*

II. SPECIAL RENTAL CONDITIONS

19. ***Rental period:*** *If the customer orders a rentable object for a specific trade fair the rental period shall be for the duration of the trade fair (including the assembly period provided by the fair organiser) as long as the entire period does not exceed 7 days. A longer rental period must be agreed between the customer and Expoxx Messebau in a separate agreement.*
20. ***Usage:*** *Rental objects may be solely used for the agreed purpose and may not be used by third parties. They must be subjected to the least wear, tear and stress as possible and may not be changed without prior receipt of consent from Expoxx Messebau. Special markings on items for rent may under no circumstances be removed by the customer. The customer shall be prohibited from applying any stickers to the said goods, from gluing items to these goods, from attaching items with nails or staples of any type, and from damaging the goods for rent in any way.*
21. ***Liability and return of goods:*** *The rented object must be made available for collection immediately after the event has ended. If there is a delay Expoxx Messebau shall be entitled to prepare the rented objects for collection at the risk and expense of the customer. The consent of the customer shall be a prerequisite in this regard. Regardless of the question of guilt, the customer shall be held liable for loss of, or damage to, rented objects from the point of handover to the point of return. In cases of damage or loss Expoxx Messebau shall be entitled to invoice the customer for the price of brand new replacements for missing or damaged objects. Any faults identified by Expoxx Messebau on returned rented goods will be reported to the customer. These findings shall be considered to have been accepted if the customer does not object in writing within 1 week of receiving this information.*
22. ***Complaints / Warranty:*** *As a general principle rental objects are used on a number of occasions and are thus not classified as being brand new. Small deviations in the versions, dimensions and colours available cannot be categorised as faults. The customer shall be obliged to ensure the rented item(s) is (are) complete and in full working order when it is (they are) handed over to the customer. Receipt of the rented goods by the customer shall signify confirmation of the fault-free condition of the items in his/her possession unless a written complaint specifying defects is submitted immediately. If the customer's complaint is justified, Expoxx Messebau's obligation to honour warranty rights shall be limited to rectification of the fault(s) as regards items that have already been used.*
23. ***Rental prices / surcharges:*** *As regards deliveries of hired objects to a specific trade fair, which have been ordered from Expoxx Messebau later than 2 weeks before the trade fair commences (the valid time of receipt being the date upon which Expoxx Messebau officially received the order), there will be a last-minute surcharge of 25% added to the listed price. All prices are intended for a maximum rental period of 7 days. A surcharge of 15% will be charged for a rental period of up to 10 days. Special agreements shall be made with each individual customer for events lasting more than 10 days. If rental objects are returned late, the customer shall be liable to pay Expoxx Messebau for all actual resultant costs or losses. A minimum of 15% of the full order value shall be charged in such cases.*
24. ***Billing:*** *Rental contracts are subject to a legal fee of 1%. The fee assessment is based on the rental charge including value-added tax, along with compensation for the services associated with the rent. Expoxx Messebau issues the billing. The customer will be invoiced for the legal fee by Expoxx Messebau. The customer is obliged to pay the legal fee even in case of a cancellation in addition to the cancellation fee.*

III. SPECIAL SALES CONDITIONS

25. ***Retention of title:*** *The goods delivered shall remain the property of Expoxx Messebau until the purchase price and all other debts existing at the time of delivery have been paid in full. Any payment gained from the selling-on of any goods delivered shall be forfeited a priori to Expoxx Messebau. The customer shall be obliged to inform his/her customer of this cession and to demand the said customer pay directly to Expoxx Messebau only. Alternatively, a bank guarantee covering the total order value can be accepted in its place. The costs of a bank guarantee shall be borne by the customer.*
26. ***Prices of printed materials:*** *When printed materials have been ordered the prices provided shall only be valid if these materials have been produced using graphics and texts provided in a print-ready form by the customer. All subsequently necessary processing work on print graphics and text will be invoiced separately.*
27. ***Packaging and forwarding:*** *Packaging and forwarding costs are invoiced separately. Expoxx Messebau only delivers on account and at the risk of the customer. No liability shall be accepted on the part of Expoxx Messebau. The recipient must certify all cases of damage immediately and report them to the forwarding agent.*
28. ***Complaints:*** *Any faults, damage or omissions must be reported in writing within 2 days of receipt of goods, otherwise all claims for damages shall be rendered null and void.*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Bilton International
Carrera
Kässbohrer
Stiegl Bier
Österreichische Post AG
Hofer KG
Waterkotte
Miele
Bose
ISI
Hargasser
Euco
Kotányi
Trumer Pils
GTM
Tirol Milch
Sparkasse
VW
Wirt-schafts-kammer
AlpenMay Kestag
Rettig Austria
wohnservice wien
Kolarik & Leeb
Eternit
Caverion
Events & Kongresse

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DEFINITIONS

Exhibitor	means a natural or legal person showcasing themselves, or products or services offered by them, at a trade fair, public exhibition, conference or like event, and entering into a contract with Reed or a third-party event organiser.
Authorised service provider	means a company, appointed by Reed, which has been authorised by Reed to provide certain services at the exhibition site (e.g. installation and rigging work).Reed issues information on authorised service providers on request.
Service provider	means a natural or legal person rendering services at or associated with the exhibition site (e.g. stand assembly, catering and cleaning companies, tradesmen, etc.)
Proprietary event	means an event organised and/or held by Reed Exhibitions.
Third-party event organiser	means a natural or legal person, other than Reed, that hires from Reed and uses the exhibition site or parts thereof to organise or hold exhibitions, conferences or other events (e.g. sporting or musical events) (hereafter collectively referred to as “events or event” in these definitions.
Third-party event	means an event organised and/or held by a third-party event organiser.
Agent	means a natural or legal person acting on behalf of a third-party event organiser, exhibitor or service provider, irrespective of the legal basis of this activity.
Exhibition site	means, collectively, the entire premises of Messe Wien, including Halls A to D, the foyers, the Mall, the Congress Center and the grounds.
Exhibition structures	means structures at the exhibition site, and in particular fair stands, including stand furnishings and exhibits, as well as stage structures and advertising media.
Trade fair premises	means, collectively, the enclosed premises of Messe Wien, including Halls A to D, the foyer, the Mall and the Congress Center.
Reed	means Reed Messe Wien GmbH, Messeplatz 1, 1020 Vienna.
Reed Exhibitions	means Reed and/or Reed Messe Salzburg Gesellschaft m.b.H.
Reed contractor	means a natural or legal person with a direct contractual relationship with Reed, e.g. a third-party event organiser or a service provider acting on behalf of Reed.
Subcontractor	means a natural or legal person under contract to a Reed contractor, e.g. an exhibitor at a third-party event or a service provider acting on behalf of a third-party event organiser.
Event organiser	means Reed Exhibitions, if and to the extent that Reed Exhibitions organises and/or holds an event in its own name, as well as a third-party event organiser, and/or Reed Exhibitions and one or more third-party event organisers if they jointly organise and/or hold an event.

PRELIMINARY REMARKS

Reed is the sole operator of the exhibition site. These Technical Regulations (“Tech. Regs.”) contain provisions intended to ensure that events at the exhibition site are as safe as possible for all concerned. They apply to all areas of the site.

The Tech. Regs. are an integral part of the contracts made by Reed with third-party event organisers, exhibitors and service providers. All Reed contractors shall obtain undertakings from their subcontractors and agents to abide by these Tech. Regs. Every Reed contractor is responsible for ensuring that its subcontractors and/or agents comply with these Tech. Regs.

Reed is entitled to vet compliance with the Tech. Regs. by Reed contractors and the latter’s subcontractors and agents, and if necessary to enforce such compliance by issuing instructions or taking other appropriate measures, and to impose penalties for non-compliance. In the case of third-party events the organiser shall be entitled and obliged to exercise these rights to monitor and order compliance, and to penalise non-compliance.

These Tech. Regs. do not affect the validity and applicability of the legal norms governing events at the exhibition site, including the relevant event, fire, industrial and trade, and building regulations, and by-laws. In the event of conflicts between these Tech. Regs. and such relevant enactments the latter shall prevail against the Tech. Regs. except in cases where the Tech. Regs contain more stringent provisions (in particular, stricter safety rules) than the legislation in question.

Reed reserves the right to permit exceptions from the provisions of the Tech. Regs. or to impose stricter provisions in exceptional cases.

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1. STRUCTURES AT THE EXHIBITION SITE

1.1. Stand design

1.1.1. Under these Tech. Regs. the stand design and equipment specifications, and the assembly work required to conform to them, are the responsibility of the exhibitor. However the exhibitor must respect the character and visual identity of the event concerned, and any requirements imposed by the organiser that relate directly to the event.

1.1.2. Exhibitors at proprietary events are subject to the following requirements.

1.1.2.1. Exhibitors that do not build, or have built for them, stands in the space allotted to them shall use suitable partition walls to close off that space on all sides other than the visitors' aisles.

1.1.2.2. The sides of fair stands that face neighbouring exhibition structures shall have neutral colouring – white or grey – and shall be kept clean.

1.1.2.3. Only one-third of the surface area of stands adjoining visitors' aisles may be fully enclosed, and the design must have a suitably open appearance.

1.1.2.4. The exhibitor's name, address and stand number must be clearly displayed on the stand.

1.1.3. Exhibition structures in the foyers, the Mall and the Congress Center are subject to additional restrictions.

1.2. Protection of buildings and technical installations

1.2.1.1. Prior to assembly of the exhibition structures the floor must be entirely laid with suitable protective coverings that can be removed without leaving residues. Isolated exhibits or exhibition stands which do not form part of an exhibition must be mounted on rubber stoppers or underlay material. In the aisles, either special protective measures must be taken during assembly and dismantling, or otherwise special care must be taken to avoid damage to the floors. Only adhesive tape that can be detached without leaving residues, as specified by Annex 1, may be used to affix floor coverings. The use of unapproved double-sided adhesive tape is prohibited. Exhibitors and their subcontractors are prohibited from opening and closing floor ducts, and only Reed and its service providers are permitted to do so.

1.2.2. The fabric of the trade fair premises, and in particular the floors, walls, columns and the like, may not be damaged, soiled or otherwise altered (e.g. by drilling, nailing, screwing, painting, wallpapering or gluing).

1.2.3. No technical installations or other parts of the trade fair premises that are not intended to bear loads may be subjected to loading by exhibition structures or exhibits.

1.2.4. Utility, telecommunication and data connections in the vicinity of exhibition structures shall be kept accessible at all times. In particular, it is prohibited to obstruct fire protection equipment such as fire extinguishers, push button fire alarms and hydrants, as well as ventilation and heating outlets, and the doors of installation enclosures.

1.2.5. In addition, the following regulations apply to the Congress Center:

1.2.5.1. The maximum permitted floor loading for goods transportation and stand assembly work is 500kg per square metre.

1.2.5.2. During the stand assembly and dismantling work, and the event itself, care must be taken to prevent the parquet flooring from being scratched by sharp objects. Only ladders fitted with rubber feet may be used. Goods may only be stored – even temporarily – on floor covering material.

1.2.5.3. Items of any kind (stand assembly and decorative materials, equipment, etc.) that cannot be carried may only be brought into the Congress Center with the assistance of handling equipment with rubber wheels.

1.2.5.4. When using cleaning materials care must be taken to ensure that these do not damage the parquet floor seals.

1.3. Permission to erect certain exhibition structures

1.3.1. Construction heights

1.3.1.1. For all proprietary and other events at the Congress Center the normal permitted construction height (including all kinds of signage and decorations) is 2.50 metres (m) ("normal construction height"), unless the organiser of a given event establishes a different normal construction height. Written permission must be obtained from the event organiser in advance to exceed the normal construction height. In addition, a clear distance of 2m from neighbouring stands must be observed, or the agreement of the tenants of those stands to a smaller distance obtained.

1.3.1.2. In the case of third-party events the organiser's requirements with regard to construction heights and clear distances from neighbouring stands shall apply. The third-party event organiser shall agree the maximum construction heights in all of the facilities hired by it with Reed.

1.3.2. Custom exhibition structures

1.3.2.1. Custom exhibition structures are structures which (e.g. in terms of their size, the materials used, type of construction, height or stability) differ from a conventional, single-decker fair stand, and therefore give rise to increased risks to people and property. These include any designs requiring a significant knowledge of structural engineering, and double-decker fair stands (see section 1.3.2.4), exhibition structures including load bearing glass elements, structures which are not adequately secured against tipping, as well as temporary structures, erected at the exhibition site, such as kiosks, lean-to roofs, tents or containers, and special advertising objects, towers, aerials, swimming baths, construction cranes, tiered seating or lighting trusses.

1.3.2.2. Custom exhibition structures require the approval of the event organiser and Reed, irrespective of their height.

1.3.2.3. The maximum permitted floor loading in the halls for goods transportation and stand assembly is 85 kN. Goods shipments or structures that exceed this limit must be approved by Reed in advance.

1.3.2.4. All double-decker stands are prohibited at the Congress Center without exception.

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1.3.3. Rigging

1.3.3.1. The suspension of items from the ceiling on the trade fair premises is permitted only if the technical equipment and rigging points provided by Reed for this purpose are legally permissible and are approved by the event organiser in advance.

1.3.3.2. In the case of proprietary events suspended items that detract from the appearance of neighbouring stands in a similar manner to a structure exceeding the normal construction height must also keep to a clear distance of 2m from the neighbouring stand(s) or the tenant must furnish a written declaration of consent from the tenant(s) of those stands.

1.3.3.3. All the rigging points shall be designated by EXPOXX and/or the contractor appointed by Reed, stating the loads and suspension methods, to enable a structural engineer to approve the overall loading of the ceiling. The dedicated rigging points should mainly be used.

1.3.4. Requests for approval shall be submitted to Reed no later than six weeks before commencement of the event. Such requests shall be accompanied by plans for the execution of the assembly work (floor plan, and front and side elevations), as well as information on the placement, heights and loads of any suspended items. The event organiser/Reed may reject the rigging plans or impose conditions without stating reasons.

1.3.5. In the case of structures and rigging requiring approval as specified by section 1.3.2.1 (Custom exhibition structures), a report from an authorised civil engineer or consulting engineer (drawn up on site upon completion of the exhibition structure in question), confirming that the construction has been carried out in a good and workmanlike manner (is structurally sound), must be submitted to the event organiser no later than 18:00 on the last move-in day. The event organiser shall hold such reports with the hall manager concerned, who shall keep them available at all times for inspection by representatives of the licensing authorities.

1.3.6. Where it is necessary to obtain official permits for exhibition structures to be erected at the exhibition site or notify them to the authorities, or meet other statutory requirements (in particular, official licensing conditions), responsibility for so doing lies with those performing the assembly work or their agents. These parties shall bear any related expenses (e.g. the cost of obtaining acceptances and of on-site appointments with licensing authorities).

1.3.7. Exhibition structures that are not approved, or otherwise do not conform to these technical regulations or the applicable legislation, including the Wiener Messekundmachung [announcement of Vienna exhibition by-laws] and the Wiener Veranstaltungsstättengesetz [Vienna Event Venue Act], must be altered or removed at the request of Reed/the third-party event organiser. In the event of failure to alter or remove such exhibition structures in good time, Reed, the third-party event organiser or the licensing authority shall be entitled to close, or themselves alter or remove the structures at the exhibitor's expense.

1.4. Technical safety regulations

1.4.1. *Stand assembly: general guidance*

1.4.1.1. All exhibition structures shall be constructed and equipped in accordance with best practices, the applicable standards (especially the safety standards), and the regulations issued and instructions given by Reed/the third-party event organiser, as well as the relevant statutory regulations (including the Vienna exhibition by-laws, the Vienna Event Venue Act and the Bauordnung für Wien [Vienna Building Code]). Care must be taken to ensure that public safety and order, and in particular life and limb, are not endangered. Safety must be maintained at each stage of the construction life cycle (assembly, alterations and dismantling).

1.4.1.2. The competent construction and structural soundness of exhibition structures is the responsibility of the person who builds them or has them built (the exhibitor or third-party event organiser). All exhibition structures must be inspected by a competent specialist to verify their stability and safety. Such inspections must, as a minimum, include certification that the exhibition structures are in a fit state. The scope and results of inspections shall be recorded in conclusive written reports, which shall be delivered to the event organiser, and the latter shall ensure that the hall manager concerned keeps such reports available at all times for inspection by representatives of the licensing authority. Copies of fire safety certificates for floor and wall coverings, and ceiling linings shall likewise be submitted to the hall manager and transferred to him/her electronically beforehand. The authorities require such certificates to be in the official language, German. Examples of proper certification provided by stand builders are available from the hall manager.

1.4.1.3. All work at the exhibition site must be carried out in conformity with the applicable labour, and industrial and trade legislation.

1.4.1.4. All the work equipment employed must comply with the accident prevention regulations. It must be so operated and used that no hazards arise for third parties. A permit must be obtained from the event organiser and from Reed prior to the use of spray guns, and of solvent based materials and paints, as well as the performance of hot work (e.g. welding, cutting, soldering and cut-off grinding). Under all circumstances the usual supervisory measures and precautions must be observed when performing such work, and in particular the surrounding area must be shielded from hazards, and fire extinguishing agents kept at the ready in the immediate vicinity.

1.4.1.5. Only cranes, forklifts and working platforms that are expressly permitted by Reed may be used.

1.4.2. *Materials and equipment used in exhibition structures*

1.4.2.1. The materials used to construct, decorate or furnish exhibition structures at the exhibition site, including floor, wall and ceiling coverings, arpaulines, fabric linings, curtains and decorations, as well as posters, boards, banners, signs and the like situated above stands and circulation routes, must at least conform to fire classes B1, Q1 or Tr1 under the applicable ÖNORM standards, or classifications B-s1d0 and C-s1d0 (hardly combustible, low smoke emission and no dripping) under EN 13501/1, or be impregnated with fire retardant substances. Proof of the properties of the materials used, in German, must be submitted to the event organiser. Such proof may be furnished either by submitting copies of test reports and/or certificates from an accredited testing laboratory, together

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with confirmation from the laying company and/or suppliers that the products used in the operational facility are identical with those referred to by the test reports and/or certificates, or by submitting original test reports and/or certificates. The test reports or certificates may not have expired. In the event that impregnation sprays are used records must be kept as to the company that has carried out the work, its contact details and when the work was performed.

1.4.2.2. Drapes, fabric linings, curtains and other decorations must be securely attached.

1.4.2.3. Trees and plants may only be used as furnishings and decorations for exhibition structures if they are freshly cut (the leaves or needles must be lush and green). If the trees and plants are found to be withering, and thus becoming more inflammable, in the course of the exhibition, then they must be removed.

1.4.2.4. Only suitable glass for a given use may be employed. Only safety glass may be used for glass structures. The edges of glass panes must be seamed or protected to exclude any danger of injury. All-glass stand components must bear warning markings at eye level. Glass infill panels – especially those of showcases and doors – must be sufficiently safeguarded or strong enough to prevent their being pushed in.

1.4.2.5. When situated along circulation routes (visitors' aisles), pictures, mirrors and the like must be securely mounted.

2. SAFETY

2.1. General

2.1.1. The event organiser shall provide a sufficient number of stewarding staff with identification, charged with maintaining adherence to the house rules and these Tech. Regs., for the duration of the event (including the move-in and move-out days). The stewards must be conversant with the house rules, these Tech. Regs., and the action to be taken in the event of a fire or other hazard. They must verifiably be instructed in their responsibilities and conduct in the event of a fire, and in the use of the on-site fire extinguishers.

2.1.2. The operation, demonstration, display or storage (referred to as "use" in section 2.2.3 below) of machinery, equipment, substances and other items is only permissible if these fulfil all the applicable safety requirements, comply with the labelling regulations, and statutory regulations and standards, and are fitted with all the usual safety devices to prevent hazards and unauthorised use.

2.2. Protection against emissions and other impairment

2.2.1. Reed's prior approval must be obtained if the use of machinery, equipment, substances or other items would lead to the emission of gases or vapours that are combustible or harmful to health, or odours that constitute a public nuisance.

2.2.2. The operation or demonstration of machinery and equipment, the performance of visual and/or sound material, and other performances with a sound level of more than 65 dB(A) measured at the stand perimeter, or causing a visual or other disturbance, require the prior approval of event organiser in the case of proprietary events. Section 21a Noise abatement at musical events (Vienna Events Act as amended) applies by extension to nuisance to local residents. Noisy machinery and equipment may only be run for short periods, and only for as long and as often as is necessary to operate or demonstrate them. In addition, noise abatement measures shall be taken wherever possible.

2.2.3. The event organiser and Reed are entitled to prohibit or limit the use of machinery, equipment, substances and other items, despite having previously given permission for it, if there is a possibility of hazards to persons or property, or if such action appears necessary to prevent harm to the event and/or attendees, and in particular to prevent disturbance to neighbouring exhibitors.

2.2.4. On no account may event related noise sources cause unreasonable nuisance to local residents. Particular care must be taken when holding events outdoors in the exhibition centre grounds. A disturbance is always unreasonable if event related noise sources result in peak noise levels in apartments or other premises in the neighbourhood exceeding the normal ambient noise level by more than 5 dB in the case of noise containing information or impulse noise, or more than 10 dB in the other cases.

2.3. Operation and demonstration of vehicles

2.3.1. Vehicles may only be exhibited at the exhibition site with Reed's approval and in compliance with the official regulations and the regulations for the event in question to be issued by the organiser concerned.

2.3.2. Internal combustion engines may not be demonstrated in operation except outdoors in the exhibition centre grounds. No heating or transport fuel may be stored indoors.

2.3.3. Appropriate action shall be taken to ensure that vehicles on display cannot be operated or pushed away by unauthorised persons.

2.4. Hazardous substances and equipment

Use of the substances and equipment listed below requires an official permit. As a minimum, Reed/the third-party event organiser must be notified of the substances and equipment, the amounts involved, and the form of use at least ten weeks before the event, so as to enable them to obtain an official permit. The exhibitor shall inform the authorities (Municipal Dept. MA36-V) in writing as to the nature, quantity and use of the substances and equipment requiring approval, in order to ensure that a permit will be issued.

Liquid gas (propane and butane), other gases and vapour (dry ice and fog machines), and high-pressure gas cylinders;

Combustible liquids (ethanol), naked flames, "pyrotechnic articles" as defined by the Pyrotechnikgesetz (Pyrotechnics Act), firework displays and other activities associated with fire hazards;

Ammunition, explosives and weapons;

Lasers, steam or compressed air driven machinery, and frying, cooking and heating appliances;

X-ray equipment, other items that emit radioactive or ionising radiation, interfering radiation sources, high-frequency devices and radio equipment, as well as electromagnetic fields, celluloid and fluorescent tubes;

Other hazardous equipment.

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2.4.1. Food: The statutory regulations, and in particular the Lebensmittelsicherheits- und Verbraucherschutzgesetz [Food Safety and Consumer Protection Act] as amended, must be observed when dispensing food samples or selling food and beverages.

2.4.2. Flying objects: The use of balloons, airships and blimps, and other flying objects at the exhibition site requires an official permit and must be approved by the event organiser. Balloons, airships and blimps may only be filled with non-combustible, non-toxic gas (e.g. helium).

2.5. Traffic safety

2.5.1. Generally accessible surfaces directly adjacent to surfaces more than 0.40 metres lower shall be fitted with fall protection. The latter must consist of at least 1.00m high railings or balustrades of the same height. Designs using horizontal braces are prohibited. The spaces between vertical braces may not exceed 12cm. As an alternative to vertical braces, the surface forming the fall barrier may be made of shatter-proof safety glass. Minor tripping hazards due to height differences shall, as a minimum, be identified by signage.

2.5.2. *Stairways and platforms*

2.5.2.1. Stairways and platforms must comply with the applicable provisions of the Vienna Event Venues Act and the Vienna exhibition by-laws.

2.5.2.2. Platforms must have sufficient load-bearing capacity, and must be assembled in a stable and safe manner. The design load bearing capacity shall be determined by the use concerned. The nosings on the access and egress stairs to and from platforms, and where there are changes in floor levels, must be clearly marked.

2.5.2.3. Except where individually inspected, separate platform modules are placed next to each other, a report on the load-bearing capacity and proper execution of platforms must be must be drawn up by an authorised specialist. Such reports shall be delivered to the event organiser, and the latter shall ensure that the hall manager concerned keeps them available at all times for inspection by representatives of the licensing authority.

2.5.2.4. Appropriate measures (e.g. railings or other barriers) shall be taken to ensure that unauthorised persons are unable to gain access to a platform, and that there is no danger of falling off the sides or back (see section 2.5).

2.5.2.5. Stairways and steps which are erected for display purposes only and do not conform to the relevant safety regulations may only be used for display purposes and shall be clearly cordoned off from access by unauthorised persons.

2.5.2.6. Carpeting and other floor coverings shall be so laid that they are slip and trip proof, and otherwise accident proof. Protective film must be removed before the commencement of the event. Doormats shall be so placed that they do not give rise to any danger of falling (e.g. by fitting them in wells). Temporary wooden flooring must be flat, and the edges angled.

2.5.2.7. Appropriate precautions shall be taken (e.g. signage or safety barriers) to ensure that tripods, props, guy-wires or shafts and the like do not present trip hazards.

2.5.2.8. Circuit wiring shall be so laid that it does not give rise to any hazards to visitors, and in particular that it does not obstruct circulation routes or cause trip hazards.

2.5.2.9. If an event is only held in part of an exhibition hall all use of other parts of the space is prohibited – especially for storage purpose. Where exhibition structures create enclosed areas that are not intended for visitors, these must be accessible for supervisory personnel and may not be used for storage. An exception to this rule are cabins, on fair stands, that are normally used to store exhibition materials.

2.5.2.10. The use of plastic cable ties to secure load-bearing parts, or light fittings and other components is prohibited.

2.5.3. Freely accessible water basins and water bodies shall be appropriately secured against the danger of persons' falling in, sitting on the edge, etc., and shall be continuously manned by at least one steward and have suitable safety signage. Exhibitors shall keep full water basins in a completely hygienic condition throughout trade fairs.

2.5.4. Advertising inflatables, banners and the like shall be protected against buckling and tipping over into circulation routes (e.g. as a result of blower breakdowns or power failures), for instance by hanging them from above or withdrawing them from the immediate vicinity of the main circulation routes.

2.5.5. Suspended items (light fittings, spotlights, etc.) may only be hung from the rigging points provided for this purpose, and may only be installed by specialist tradesmen or authorised specialist contractors, in compliance with the regulations applicable in Austria and the EU, and in accordance with best practices. The provision of rigging points, and the execution of and modifications to the suspension system, may only be performed by an authorised service provider. Throughout the entire area of the premises occupied by the event, equipment (e.g. spotlights, projectors, loudspeakers, monitors and light fittings) attached to scenery hoists, ceiling and bridge rigging systems, scaffolding, rails, exhibition structures and decorations must be fastened by an additional, separate certified suspension device (e.g. a steel cable, steel chain or safety snap hook) to the load bearing structure, which must be capable of supporting at least five times the mass of the device.

3. CONNECTIONS AND INSTALLATIONS

3.1. General

3.1.1. The installation of main power, water, telecommunication and data, and compressed air lines, and connections to exhibition structures may only be carried out by authorised service providers.

3.1.2. Stand-side utility, telecommunication and data installation work, beyond the connections, may only be performed by authorised specialist tradesmen or licensed specialist contractors in accordance with the applicable statutory regulations and standards.

3.1.3. Reed reserves the right to shut off the main utility, telecommunication and data lines to the fair stands or deactivate the connections outside the exhibition site opening hours.

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3.2. Electrical installations

3.2.1. Electrical plant and equipment must be installed and operated in accordance with the relevant regulations and must, in particular, conform to the orders under the Elektrotechnikgesetz [Electrical Engineering Act] as amended, and to the ÖNORM and EN standards cited in those orders, as well as the ÖVE [Austrian Electrotechnical Association] Austrian electrical engineering regulations. Third-party event organisers/exhibitors shall assume the duties of the party responsible for the electrical plant under these relevant regulations with regard to the electrical systems installed by themselves or their contractors.

3.2.2. Low voltage halogen lighting must be installed, maintained and operated in accordance with the special regulations for luminaires and lighting installations (section 32 ÖVE – EN 1, part 2/1993). The transformers must be fitted with devices that prevent overloading of the primary and secondary side. The transformers' overload protection must be separately reported on in the inspection report on the electrical installations.

3.2.3. The party responsible for the electrical plant shall ensure that every electrical installation is subjected to a safety inspection by an authorised electrician prior to commissioning. Such inspections shall, as a minimum, include examination of all parts of the installation to determine whether they are in a fit state (protection in the event of direct contact, overcurrent and overload protection, availability of plans and documentation, etc.), a test (e.g. tripping of the protection equipment), and measurement of the safety variables (protection in the event of indirect contact, insulation resistance, equipotential bonding, etc.).

3.2.4. Proof that the inspection in accordance with section 3.2.3 has been performed must be provided to the event organiser and Reed before the power supply is activated. The event organiser is not obliged to provide a power supply if an exhibitor refuses to furnish such proof.

3.2.5. If using fluorescent tubes with a rated voltage of more than 1000 volts the manufacturer's technical documentation and the installer's test report must be delivered to the event organiser prior to acceptance of the event by the licensing authority, and the event organiser must hold them with the hall manager who must keep them available at all times for inspection by representatives of the licensing authority.

3.2.6. Light fittings within reach of persons using the circulation routes are prohibited unless the lamps used and the safety measures taken mean that there are no hazards to persons and property. Light fittings and combustible materials must be kept at a safe distance from each other.

3.2.7. All light fittings must have a glass shield, guard cage or retaining bracket to prevent lamps or parts thereof from falling out.

3.2.8. Lamps situated in areas accessible to visitors and mounted at a height of less than 2m above the stand floor must be protected against breakage and may not present a fire risk.

3.2.9. Exhibition structures that are not sufficiently penetrated by the site's security lighting because of their unusual design must be given additional safety lighting that complies with the relevant regulations.

3.2.10. Naked screw terminals are not permitted. Wires must be clamped in a junction box that is enclosed on all sides

3.2.11. Use of an RCD with a rated residual current of 0.03 A is mandatory.

3.2.12. Conductive components such as steel structures, metal parts of stands, rigs, metal tiered seating, stage equipment, tents and temporary structures must be fitted with additional equipotential bonding.

3.2.13. The event organiser shall appoint an authorised service provider (licensed electrician) to monitor and maintain the electrical installations, including those on exhibitors' stands, for the duration of the trade fair (including assembly and dismantling), and shall notify Vienna City Council of the identity of such electrician.

3.2.14. In the event of severe violations of the above regulations the electricity supply will be cut off. The cost of making the initial connection is always invoiced.

3.3. Plumbing

3.3.1. Connections to the sewer network can only be made in areas of the site where a sufficient drainage gradient is possible.

3.3.2. To prevent water damage, the built-in stopcock must be closed whenever a stand is vacant.

3.3.3. For safety reasons, dishwashers without built-in drain pumps cannot be connected to the water network if the drainage gradient is insufficient.

3.3.4. Reed must be notified of the connection of refrigerators with open cooling circuits. Reed is entitled to prohibit the use of such refrigerators.

3.4. Compressed air installations: There is no permanently installed compressed air system. However, in some cases Reed can equip stands with compressed air connections on request.

3.5. Gas installations: There are no gas connections anywhere on the exhibition site.

3.6. Data and telecommunication connections

3.6.1. The trade fair premises are equipped with telecommunication and data lines, and full WiFi coverage.

3.6.2. Third-party event organisers and exhibitors wishing to install their own WiFi transmitters require Reed's prior approval and must observe the following rules.

3.6.3. The WiFi transmitter (access point) may only be operated on Channel 11 (under the IEEE 802.11b/g standard), and must be set to the minimum transmission output power to prevent the coverage from extending beyond the intended area (e.g. the fair stand).

3.6.4. Even if these conditions are fulfilled, operation of a WiFi transmitter will still be prohibited if it interferes with technical equipment on the exhibition site – especially the standard WiFi system at the trade fair premises.

3.6.5. In the event of interference to equipment at the exhibition site by the operation of a WiFi system by a third-party event organiser

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or exhibitor Reed shall be entitled to take any action required to maintain interference free operation of its technical systems. Such third-party event organiser or exhibitor shall comply with any instruction from Reed to turn off its WiFi system, and in the event that it fails to do so shall bear the cost of localising and removing the interference.

4. FIRE PROTECTION

4.1. General

4.1.1. The event organiser shall be responsible for implementing suitable measures to ensure that the number of people simultaneously occupying the exhibition facilities for the event in question does not exceed the permitted maximum capacity.

4.1.2. Fire safety equipment and other safety equipment, such as fire alarms, hydrants, smoke detectors, sprinkler systems and portable fire extinguishers, shall be kept free from obstructions and their operation must not be impaired so that they are clearly visible and identifiable, and remain fully functional at all times.

4.1.3. In special cases, for instance if combustible liquids or highly flammable exhibits are present, double-decker fair stands are in use, or if directed to do so by the authorities, Reed or the third-party event organiser, suitable fire extinguishers or other firefighting equipment shall be put in place or additional fire protection measures taken in the exhibition structures.

4.1.4. Firefighting equipment must be within easy reach, clearly visible and in working order at all times.

4.1.5. Portable fire extinguishers must conform to ÖNORM EN 3, have been demonstrably inspected to ensure that they are in proper working order and be suitable for the applicable fire class. They must be mounted so that the carrying handle is not more than 1.30m above the floor, and safety markings complying with ÖNORM Z 1000 and/or the Labelling Regulation (Kennzeichnungsverordnung) must be in place where they are positioned. The use of powder filled fire extinguishers is not permitted.

4.1.6. The event organiser is responsible for ensuring that persons attending the exhibition stand have been demonstrably instructed about conduct in the event of a fire and the operation of on-site firefighting equipment.

4.2. Circulation, emergency access and escape routes, exits and doors

4.2.1. With respect to the provision, design and marking of circulation, emergency access and escape routes, exits and doors, in addition to the regulations below, the relevant statutory provisions shall apply (in particular those of the Vienna Event Venue Act and the announcement of Vienna exhibition by-laws).

4.2.2. Escape and emergency access routes shall be determined by the event organiser on an event-by-event basis. The event organiser is responsible for the proper marking of escape and emergency access routes and exits, in consultation with Reed and in accordance with the relevant regulations, as well as for ensuring that suitable escape and emergency access route lighting is in place. In the case of obstruction by high structures, signage must indicate routes to the nearest exits. The agreed escape route plans shall be observed in accordance with the acceptance inspection and/or Notice of Fitness (see section 6).

4.2.3. Emergency exits must be clearly indicated as such. The event organiser shall be responsible for ensuring that all exits in the areas of the exhibition site hired and used by it remain clear and unobstructed during opening hours.

4.2.4. The visibility of safety signage, especially signage for exits, emergency exits and doors forming part of escape routes, must not be impaired by advertising or decorative materials.

4.2.5. Exits, emergency exits, circulation routes and escape routes must remain free of obstructions at all times when persons are occupying the exhibition site, and must not be constricted or blocked. It must be possible to easily open exits and emergency exits to their full opening width from the inside at all times, without the aid of any other tools or equipment. Stairways and stairwells must also be kept free of any obstructions at all times and may not be used for storage. Items of furniture may only be placed on circulation routes if they are stable and easily movable.

4.2.6. It must be possible to easily open double doors at emergency exits and on escape routes at all times and without the aid of any other tools or equipment.

4.2.7. In the exhibition site grounds, evacuation routes must be at least 5m wide and connected with the common areas for interaction either directly or by means of passages or other thoroughfares. The width of circulation routes in the exhibition halls must be at least 2.50m.

4.3. Exhibition structures with closed ceilings

4.3.1. Areas of exhibition structures shall be considered enclosed if more than 50% of the particular structure's floor area is covered. In this respect, single-layer, horizontally fixed coverings made of a material compatible with the use of sprinkler systems (e.g. stretchable material with melting lines, flame retardant to B1, M1 and NFPA 701 standards) are not regarded as closed ceilings.

4.3.2. *Fire protection measures in the case of closed ceilings*

4.3.2.1. Areas with closed ceilings of more than 50 square metres and with a maximum width of 6m must be equipped with a smoke alarm with visual and acoustic alarm features. Additionally, when the exhibition stand is unoccupied, one fire watch per hall must be deployed.

4.3.2.2. Areas with closed ceilings of more than 150 square metres or with a width of more than 6m must additionally be equipped with a sprinkler system within the stand.

4.3.2.3. Installation and commissioning of these fire protection measures may only be carried out by an authorised service provider and the costs shall be met by the party responsible.

4.3.2.4. In the calculation of the applicable size limits for the regulations above, multiple areas with enclosed ceilings within a single stand shall be added together, unless these areas are separated by vacant strips with a width of at least 2.50m which are kept free from combustible materials. Stand perimeters which are not adjacent

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to a circulation route of the prescribed width must therefore be surrounded with a vacant strip of at least 1.25m in width which is kept free from combustible materials. If these distances are not observed and the result is a larger closed ceiling area, the party responsible shall bear the costs for the necessary corrective measures, including the costs related to affected neighbouring stand.

4.3.2.5. Exhibition structures with closed ceilings must in all events be equipped with the fire protection equipment stipulated in sections 4.3.2.1 and 4.3.2.2 (smoke alarm, sprinkler system and fire watch) irrespective of the size of the closed ceiling area if the sides of stands are largely closed or there are no vacant strips (kept free from combustible materials) with a width of 2.50m at the perimeters

4.4. Stands with food preparation and food warming facilities

4.4.1. At stands with food preparation and food warming facilities, incombustible surfaces such as metal plates must be placed directly under the equipment. Care must be also taken that decorations do not come into direct contact with such equipment.

4.4.2. At each stand with food preparation and food warming facilities, a portable fire extinguisher that conforms to fire classes A and B (e.g. 9l foam spray) must be within easy reach, clearly visible and in working order at all times.

4.4.3. If deep fat frying devices are used, a fire blanket must be within easy reach, clearly visible and in working order at all times.

5. WASTE, WASTEWATER, FUMES AND CLEANING

5.1. General

5.1.1. The party responsible for generating waste, wastewater or fumes ("party responsible") shall be responsible for the proper and environmentally sound disposal of waste and the environmentally sound discharge of wastewater and fumes. The party responsible shall be jointly and severally responsible with the respective Reed contractor or subcontractor on whose behalf the party responsible is directly or indirectly acting for adherence to the relevant statutory and official regulations and the regulations set out below.

5.1.2. Fees are charged for waste disposal. If the party responsible for generating the waste does not meet its obligation to pay these fees, and provided the party responsible for generating the waste at the exhibition site was directly or indirectly acting on behalf of the exhibitor/event organiser, Reed is entitled to make claims against both the party responsible and the exhibitor/event organiser. Both shall be jointly and severally liable.

5.2. Waste, empties and cleaning

5.2.1. Waste must be removed promptly and disposed of, or stored in suitable containers before being properly disposed of. Waste that has not been generated in the course of the event in question, or waste arising from the assembly or dismantling of exhibition structures, and materials which are not required for the purposes of the exhibition may not be brought onto the exhibition site.

5.2.2. In all areas of the exhibition site, only containers made of incombustible materials (including lid) and that are enclosed on all sides may be used for the collection of waste, refuse and recyclable materials.

5.2.3. Waste, refuse and recyclable materials collected during the course of the day at an event must be disposed of at regular intervals, and at the end of each day at the latest. If large amounts of combustible or highly flammable waste such wood shavings, wood cuttings, sawdust, etc. are produced, it must be regularly disposed of throughout the day. Floor ducts located close to areas for cutting work must be covered.

5.2.4. The storage of empties of any kind (including packaging or packing materials) on the exhibition site is prohibited. Any empties must be promptly removed. If the exhibitor does not comply with a request to remove illegally stored items, the exhibition organiser is entitled and obliged to arrange for the removal of such items at the cost and risk of the exhibitor. If a third-party event organiser does not meet this obligation, Reed has the right to arrange for the removal at the cost and risk of the third-party event organiser.

5.3. Hazardous waste

5.3.1. The party responsible for the generation of hazardous waste and other waste materials that owing to their type, characteristics or bulk pose a risk to health or the environment, or are explosive or combustible, is responsible for informing the event organiser and Reed and for arranging its separate collection and proper disposal. This regulation especially applies to the following types of waste:

oils, cleaning agents, spray canisters with residual content, impregnation agents, chemicals, salts, mercury (e.g. contained in mercury switches and thermometers), emulsions, acids, alkalis, varnish, glue, waxes, solvents (e.g. petroleum, spirit, acetone, paint thinner and glycerine), batteries, rechargeable batteries, electrical switches, fluorescent lighting tubes, PVC waste (e.g. flooring and wall tiles), television and radio sets, motors, refrigerators and medical waste.

5.3.2. The same regulations apply to the disposal of construction and demolition waste, bulky waste and carpeting.

5.4. Fumes and vapours

5.4.1. Fumes and vapours which are produced by exhibits and equipment and are combustible, pose a risk to health or cause a nuisance to event participants may not be released into trade fair premises or the exhibition hall.

5.4.2. Equipment for the ventilation of fumes and vapours must be installed by authorised service providers in compliance with the regulations applicable in Austria and the EU, and in accordance with the latest technical standards.

5.5. Wastewater and soil conservation

The discharge of wastewater into the water network may not exceed the normal limits for domestic pollutants. If wastewater contains oil or fat at levels that exceed these limits, then a suitable oil or grease separator must be used. When mobile catering facilities are used, care must be taken to trap oil and fat, which must then be separately and properly disposed of.

5.6. Cleaning and cleaning agents

5.6.1. The cleaning of exhibition structures and their surfaces is the responsibility of the respective exhibitor and must be completed

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every day before the opening of the event. If the exhibitor does not wish to use its own cleaning personnel, the event organiser may engage a cleaning company to carry out the cleaning at the exhibitor's cost.

5.6.2. The cleaning of all other surfaces at the exhibition site (including the grounds, exhibition hall aisles and other common areas used for the event) shall be arranged by the event organiser. This also includes the removal of any event-related soiling in the access areas leading to the event areas.

5.6.3. Fluids and other materials essential for the cleaning of the stand, or for the cleaning, operation or maintenance of exhibits must be used properly and appropriately in accordance with the relevant safety regulations and in a manner that avoids damage to the environment. Waste materials, including used consumables (e.g. soaked steel wool) must be properly disposed of as special waste.

5.7. Environmental damage

The party responsible for causing environmental damage/soiling (e.g. caused by petroleum, oil, solvents or paints) shall inform the event organiser and Reed immediately.

6. INSPECTION

6.1. The event organiser shall notify Vienna City Council (Municipal District Office for the second district) no later than six weeks before the commencement of the trade fair or other type of trade exhibition in question and apply for the Notice of Fitness [Kollaudierung] pursuant to section 1 announcement of Vienna exhibition by-laws, in order to establish the suitability of the event facilities for the event. If the trade fair or other type of exhibition is announced less than six weeks before its commencement, then the application must be made immediately after its announcement.

6.2. The event organiser must organise an inspection by suitably qualified persons with demonstrably suitable training before each of the trade fairs it organises. These experts shall establish whether the technical safety arrangements for the exhibition site and the event organisation are such that the exhibitors, their subcontractors, agents and employees and visitors shall not be exposed to danger for the duration of the event. Records of the inspection must be kept (at least in summary form), and must be presented to the official expert at the official acceptance inspection.

6.3. In the case of non-exhibition-related events, the event organiser must apply to Municipal Dept. MA36-V for the Notice of Fitness pursuant to section 21 Vienna Events Act.

6.4. The event organiser may not open the event it has organised until the experts (see section 6.2) have demonstrably certified that any deficiencies identified at the official acceptance inspection or approvals have been properly rectified. Proof of such, at least in the form of a summary, shall be made available at the exhibition site at all times by the event organiser for inspection by representatives of the licensing authorities.

6.5. The event organiser shall be responsible for ensuring that all notices of approval relating to the event facilities in question, including the plans, static calculations and descriptions that form part of the permits, and all the reports, certificates and test reports required in these notices, must be held in safe keeping at the venue, and must be presented on demand in the event of official inspections.

7. VEHICLE TRAFFIC ON THE EXHIBITION SITE

7.1. The Austrian Highway Code applies on the exhibition site unless otherwise stated in the regulations below or in the conditions of parking and garage use.

7.2. It is forbidden to drive motor vehicles, including goods vehicles, on trade fair premises.

7.3. Special consideration must be given to the safety of pedestrians. Pathways and roads that have been closed off and green spaces may not be accessed by vehicles.

7.4. Vehicles, semi-trailers, containers, receptacles or other goods/empties of any kind illegally parked or otherwise illegally deposited in no-stopping zones shall be removed by the event organiser at the cost and risk of the party responsible, registered user or owner. Parking on the grounds is only permitted with the authorisation of the event organiser or Reed.

8. ENVIRONMENTAL PROTECTION

8.1. Reed is committed to protecting the environment.

8.2. All Reed contractors are obliged to ensure that their subcontractors and agents also comply with all conditions and regulations related to environmental protection.

8.3. Where possible and provided this does not impinge on the applicable safety criteria, Reed contractors, their subcontractors and agents shall use materials and products which are long-lasting and easy to repair, reuse or recycle in comparison to other materials and products, thus resulting in less waste or waste that can be more easily disposed of, and/or which are made of recycled or waste materials.

8.4. With respect to catering activities, the use of disposable tableware should be avoided. Drinks should be provided in reusable vessels where at all possible.

9. ADHERENCE TO STATUTORY PROVISIONS

9.1. All event organisers and exhibitors and their subcontractors and agents are subject to the statutory regulations applicable to the organisation of fairs, exhibitions, conferences or other events, including the announcement of Vienna exhibition by-laws, the Vienna Events Act and the Vienna Event Venues Act, the Vienna Building Code, the Gewerbeordnung [Industrial Code] (including orders issued pursuant to the Industrial Code), the Electrical Engineering Act (including orders introduced under the Act), and legal regulations for the protection of workers, without prejudice to these Tech. Regs. In cases of doubt, statutory provisions or the provisions of orders shall take precedence over these Tech. Regs., except in cases where the Tech. Regs. contain more stringent provisions (in particular, stricter safety rules) than the legislation in question.

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ANNEXES:

Annex 1: List of approved adhesive tapes

1) Carpet tape for the fixing of flooring in the exhibition halls:

PEKA-Fix 620

Special double-sided cloth tape, transparent

Adhesive: Acrylic dispersion

Thickness: 0.290mm

Adhesive strength: 16 N/25mm

Temperature range: -40°C to 100°C

Special cloth tape with a range of adhesive strengths for applications where ease of removal is important. The open side has a special adhesive property and can be easily removed from most floor coverings without leaving any surface residue (e.g. parquet, PVC, etc.). The reverse side is highly adhesive. High plasticiser resistance. Warning: not suitable for use on marble flooring.

Roll length: 25m

Width: 12-100m

2) Carpet tape for the fixing of flooring in the Congress Center (stone):

TESAFIX 4964

TESAFIX 4964 has a tear-resistant, flexible fabric backing with a double-sided rubber adhesive system.

The adhesive has a high coating weight, making it well suited for mounting applications on irregular subsurfaces and non-polar surfaces (PP, PE).

TESAFIX 4964 can be easily removed from all clean surfaces and surfaces that are resistant to splitting. Limited age and temperature resistance.

Specifications

Backing material Cloth

Colour White

Total thickness 390 µm

Type of adhesive Natural rubber

Elongation at break 10%

Tensile strength 80 N/cm

3) Carpet tape for the fixing of flooring in the Congress Center (parquet):

TESAFILM 4128

A premium mechanical and chemical resistant PVC tape, coated with a low-strength natural rubber adhesive. Low adhesive strength. Easy to remove and residue-free. Tear resistant

Specifications

Backing material PVC film

Total thickness 60 µm

Type of adhesive Natural rubber

Adhesion to steel 0.15 N/cm

Elongation at break 70%

Tensile strength 47 N/cm

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DURCH EINEN ZIVILTECHNIKER ABNAHMEPFLICHTIGE MESSE-AUFBAUTEN

ZU ÜBERPRÜFEN SIND ALLE KONSTRUKTIONEN, VON WELCHEN AUS, BEI UNSACHGEMÄSSEM AUFBAU, GEFAHR FÜR LEIB, LEBEN UND GESUNDHEIT VON MENSCHEN AUSGEHT.

Zu überprüfen sind:

» **Pkt. 1** Alle Überkopfkonstruktionen, d.h. alle Konstruktionen die von der Decke, Dachkonstruktionen, vorgerichteten Hängepunkten etc. abgehängt werden, mit Ausnahme von textilen Dekorkonstruktionen, von welchen auch bei „Absturz“ keine Gefahr für Leib, Leben und Gesundheit von Menschen ausgehen kann.

» **Pkt. 2** Alle Messestandkonstruktionen, die eine begehbare Ebene höher als 40 cm über FFOK (Fertigfußbodenoberkante) -Halle-Bestand haben.

Ausnahme: Ebenen aus zugelassenen Podest-Elementen mit einer zulässigen Flächenlast von mind. 500 kg/m² mit max. 80cm Höhe.

» **Pkt. 3** Alle Messestand- und Traversenkonstruktionen mit einer bebauten Fläche von über 25 m² und mehr als 4 m Bauhöhe.

» **Pkt. 4** Alle Messestand- und Traversenkonstruktionen mit einer bebauten Fläche unter 25 m² und weniger als 4 m Bauhöhe, wenn das Seitenverhältnis zwischen Bodenkante der Standfläche und Höhe 1:3 überschreitet, auch wenn dies nur für eine relevante Seitenansicht gegeben ist (Kippgefahr).

» **Pkt. 5** Alle freistehenden „Steher“, z.B. Traversensteher auf Stahlsockelplatten mit Lichtmontage, die eine Höhe von 2,5 m überschreiten, wenn durch Kippen dieser „Steher“ Gefahr für Leib, Leben und Gesundheit von Menschen ausgeht. Dies gilt auch für freistehende Stative oder ähnlichen Konstruktionen.

» **Pkt. 6** Alle freistehenden eindimensionalen Wandkonstruktionen, die nicht durch den Einsatz von Hängepunkten gegen Kippen ausreichend gesichert sind, wenn durch Kippen dieser „Wandkonstruktionen“ Gefahr für Leib, Leben und Gesundheit von Menschen ausgeht.

» **Pkt. 7** Alle Konstruktionen, für deren Errichtung wesentliche statische Kenntnisse erforderlich sind.

» **Pkt. 8** Alle Konstruktionen, von jenen die Behörde einen Abnahmebefund im Einzelfall fordern.

Darüber hinaus kann die Behörde, auch über den Vorschlag des Ziviltechnikers hinaus (bei Zuständigkeit der Behörden), statische Begutachtungen fordern. Dies liegt im Ermessen des zuständigen Referenten.

Um die Gefahr der Feststellung von Mängeln bei statischen Begutachtungen vor Ort zu vermeiden, bzw. um eine positive Begutachtung vor Ort sicherstellen zu können, sollten statisch relevante Konstruktionen vorher durch statische Berechnungen belegt werden.

Der ausgestellte Abnahmebefund ist vor Ort während der gesamten Dauer der Veranstaltung aufzubewahren und auf Verlangen durch die Behörde oder von RMW vorzuweisen. Daraus ist jedoch keine Kontrollpflicht für RMW abzuleiten.

Die oben angeführten Punkte sind als Systemgrenzen zu verstehen, bei welchen man annehmen kann, das bei Einhaltung dieser Grenzen bei Errichtung solcher Konstruktionen, wesentliche statische Kenntnisse nicht erforderlich sind.

Alle Angaben gelten bis auf Widerruf!

Für die Durchführung einer ordnungsgemäßen Überprüfung empfehlen wir:

Architekt DI Thomas M.I. Hanreich. Selbstverständlich können Sie aber jeden in Österreich zugelassenen Ziviltechniker beauftragen.

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EXHIBITION STANDS AND STRUCTURES REQUIRING ACCEPTANCE BY AN INDEPENDENT STRUCTURAL ENGINEER

All structures which could endanger life and limb if improperly assembled must be inspected.

Structures requiring inspections are:

- **Rule 1** *All overhead structures, i.e. all structures suspended from the ceiling, roof, suspension points, etc., with the exception of fabric decorations which would not endanger life and limb in the event of collapse.*
- **Rule 2** *All stands with an accessible level higher than 40 cm above hall finished floor level (FFL).*

  Exception: Surfaces consisting of approved platform elements with an approved distributed load of at least 500kg/m² and a maximum height of 80cm.
- **Rule 3** *All exhibition stand and truss structures with a constructed area of over 25m² and a height of over 4m.*
- **Rule 4** *All exhibition stand and truss structures with a constructed area of less than 25m² and a height of less than 4m where the aspect ratio of the floor area of the stand to the height is greater than 1:3, even if this only applies to one relevant side (danger of tipping over).*
- **Rule 5** *All free-standing uprights, e.g. truss uprights on steel plinths with lighting rigging that are over 2.5 m high, where they would endanger life and limb if they tipped over. The same applies to free-standing pillars and similar structures.*
- **Rule 6** *All free-standing single walls that are not adequately secured by the use of suspension points, where tipping over would endanger life and limb.*
- **Rule 7** *All structures, the erection of which calls for an extensive knowledge of structural engineering.*
- **Rule 8** *All structures for which the licensing authority requires an individual acceptance report.*

Where it is responsible, the licensing authority may also request structural engineering reports additional to those proposed by the structural engineer. This is at the discretion of the officer of the authority responsible for acceptance.

To avoid the risk of identification of defects during in situ structural inspections and be sure of a favourable report, static calculations should be made beforehand to demonstrate the stability of structures subject to inspection requirements.

The inspection findings must be held in safekeeping for the entire duration of the event, and must be presented at the request of the licensing authority or Reed Messe Wien (RMW). This does not imply any duty on the part of RMW to perform structural checks.

The above criteria are intended as thresholds within which it can safely be assumed that erection of the structures concerned does not call for an extensive knowledge of structural engineering.

For competent checks and inspections we recommend Thomas M.I. Hanreich. However, you are of course liberty to engage any other chartered structural engineer licensed to practise in Austria.

All the aforementioned information is subject to revision.

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Messe Wien Exhibition & Congress Center

Anything goes

Richtlinien

RICHTLINIEN FÜR STANDBAU BZW. AUFBAUTEN JEDER ART IM CONGRESS CENTER

Unten angeführte Vorgaben sind bei der Nutzung des Congress Centers als Ausstellungsfläche bzw. bei Aufbauten jeder Art im Bereich des Congress Centers zwingend einzuhalten.
Der Veranstalter ist verpflichtet, diese Richtlinien den von ihm beauftragten Firmen (Standbaufirmen, etc.) zur Kenntnis zu bringen, und für deren Einhaltung zu sorgen.
Ein Zuwiderhandeln bzw. eine Nichtbeachtung berechtigt den Hallenmeister zum Abbruch der Arbeiten. Weiters haftet der Veranstalter für Schäden am Mietobjekt (insbes. bei Beschädigungen des Bodens und der Wände) und alle anderen Schäden, die aus der Verletzung einer oder mehrerer der im Folgenden angeführten Vorgaben erwachsen.

- **Pkt. 1** Bei der Anlieferung über die Tore ist auf die Zufahrtswege für Einsatzfahrzeuge Bedacht zu nehmen, bzw sind die dafür vorgesehenen Zonen unbedingt frei zu halten.
- **Pkt. 2** Die Einbringung von Gegenständen jeder Art (u.a. Standbau- und Dekorationsmaterial, technische Ausrüstungsgegenstände etc.) ins Congress Center darf, sofern diese Gegenstände nicht getragen werden können, nur unter Zuhilfenahme von Beförderungsmitteln mit Gummirädern erfolgen. Sowohl beim Transport als auch für den Aufbau ist auf die maximale Traglast von 500kg/m² Bedacht zu nehmen.
- **Pkt. 3** Im Ausstellungsareal sind alle Standbauten mit Teppich zu unterlegen. Einzeln stehende Ausstellungsobjekte oder -stände, die nicht im Rahmen einer Ausstellung aufgestellt werden, müssen an der Unterseite abgestoppelt bzw. unterlegt werden.
- **Pkt. 4** Für den Boden darf ausschließlich rückstandfreies Klebevlies verwendet werden. Der Einsatz von doppelseitigem Klebeband ist nur dann gestattet, wenn auf Tesakrepp Malerband (50 mm breit) als Unterlage aufgeklebt wird.
- **Pkt. 5** Während der Aufbau-/Abbauarbeiten sowie während der Veranstaltung ist darauf zu achten, dass der Parkettboden nicht durch Kratzen mit scharfkantigen Gegenständen beschädigt wird.
- **Pkt. 6** Im gesamten Congress Center dürfen keine lösungsmittelhaltigen Klebstoffe oder Lacke verwendet werden.
- **Pkt. 7** Beim Einsatz von Reinigungsmitteln ist darauf zu achten, dass diese die Versiegelung des Parkettbodens nicht zerstören.
- **Pkt. 8** Die Überschreitung der örtlich zugelassenen Standbauhöhe über das Normalmaß von 2,50m durch Überbauten, Beschriftungen und Dekorationen jeder Art bedarf einer schriftlichen Genehmigung durch RMW. Die Errichtung von Stockständen ist ausnahmslos nicht gestattet.

Guidelines

RULES FOR STAND ASSEMBLY AND ASSEMBLIES OF ALL KINDS AT THE CONGRESS CENTER

The rules set out below are binding for all tenants using the Congress Center as exhibition space, or erecting assemblies of any kinds on the premises. Event organisers are obliged to notify their contractors (stand assembly firms, etc.) of these rules and to ensure that they are observed.
In the event of the infringement of, or non-observance of these rules the chief hall technician is entitled to suspend the assembly work in question. The event organisers are liable for any damage to the building (particularly to the floor and walls) and any other damage arising from the infringement of one or more of the following rules.

- ***Rule 1*** *When delivering goods to the doors the access routes for emergency vehicles and the areas reserved for them must be kept free.*
- ***Rule 2*** *When bringing objects of any kind (e.g. stand components and decorations, or technical equipment) which cannot be carried into the Congress Center, only handling aids with rubber tyres/castors may be used. The maximum weight for goods transportation and stationary assemblies is 500kg per sqm.*
- ***Rule 3*** *Carpeting must be laid under all stands. Separate exhibits or displays which do not form part of an exhibition must stand on rubber stoppers or underlay material.*
- ***Rule 4*** *Only residue free adhesive felt may be laid on the floor. The use of double-sided adhesive tape is only allowed if used on a base layer of Tesakrepp Painter tape (50mm wide)*
- ***Rule 5*** *During the assembly and dismantling work, and the event itself, care must be taken to prevent scratching of the parquet flooring by sharp objects.*
- ***Rule 6*** *No adhesives or paints containing solvents may be used anywhere in the Congress Center.*
- ***Rule 7*** *When using cleaning materials care must be taken to avoid damage to the coating of the parquet flooring.*
- ***Rule 8*** *Lettering, constructions and decoration of any kind which render the stand higher than the locally permitted limit of 2,50m require written approval from RMW. The construction of stands on two floors are, without exception, not allowed.*

Reed Exhibitions®
Messe Wien
Congress Center

Reed Messe Wien GmbH
Messeplatz 1
Postfach 277
A-1021 Wien

T +43 (0)1 727 20-0
F +43 (0)1 727 20-2359
E congress@messe.at
www.messecongress.at

Anything goes

Richtlinien

RICHTLINIEN FÜR STÄNDE (EINBAUTEN) MIT GESCHLOSSENER DECKE

- In Ständen mit einer geschlossenen Decke aus festen Baustoffen ab einer Fläche von 50 m² und max. 6 m Breite sind Rauchmelder zu installieren, welche mit der Brandmeldezentrale der Reed Messe Wien verbunden sein müssen (anstelle von verkabelten Meldern können hier auch Funkmelder verwendet werden).
- Stände mit einer geschlossenen Decke aus festen Baustoffen ab einer Fläche von 150 m² oder mehr als 6 m Breite müssen mit zusätzlichen Sprinklern in den Ständen ausgestattet werden, welche an ein bestehendes Rohrnetz der REED MESSE WIEN in den vorhandenen Bodenschächten angeschlossen werden können.
- Allgemein gilt bei geschlossenen Decken, dass Seitenwände weitgehend nicht geschlossen sein dürfen und rundum ein Freistreifen (ohne Brandbelastung) von 2,5 m Breite (z.B. Verkehrsweg) eingehalten werden muss.
- Stoffdecken werden nicht als feste Baustoffe gewertet, müssen aber luftdurchlässig sein.
- Sofern Stände mit einer Fläche von 50 m² oder mehr nicht überwacht werden, müssen deren Decken eine Luftdurchlässigkeit von mindestens 50 % aufweisen. Dies bedeutet, dass bei Decken aus festen Baustoffen wie z.B. Holz oder Metalllamellen 50 % der Deckenfläche frei bleiben muss.

Guidelines

RULES FOR STANDS (BUILT-IN STRUCTURES) WITH CLOSED CEILINGS

- *Smoke detectors connected to the Reed Messe Wien fire alarm control room must be installed at stands with closed ceilings consisting of solid building materials, from a stand size of 50sqm floor area and 6m maximum width (radio smoke detectors may be used instead of wired devices).*
- *Stands of over 150sqm in floor area or more than 6m wide which have closed ceilings consisting of solid building materials must be equipped with additional sprinklers. These can be connected to the existing pipe network in the floor ducts at Reed Messe Wien.*
- *The sides of stands with closed ceilings may not normally be largely enclosed, and must be surrounded by a 2.5m wide vacant strip (e.g. an aisle); this must be kept free from combustible materials.*
- *Fabric ceilings are not deemed to be solid building materials, but must be air permeable.*
- *Where a stand with a floor area of 50sqm or more is not under constant surveillance, the ceiling must be at least 50% air permeable (for ceilings consisting of solid building materials such as wood or metal slats, this means that 50% of the area must be kept free).*

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DHL Global Forwarding (Austria) GmbH
Trade Fairs & Events – Messezentrum Halle D A - 1020 Wien

FEFCO Technical Seminar 2017

11th – 13th October – Exhibition Center Vienna

Shipping manual

Tariff

Templates

DHL Global Forwarding (Austria) GmbH
Trade Fairs & Events – Messezentrum Halle D A - 1020 Wien

We are pleased to be the preferred international forwarder for **FEFCO 2017**.
As the sole official exhibition forwarder from Reed Exhibition Vienna we have an onsite office and warehouse at the showground in Vienna.

We will offer you all logistic-works before, during and after show.

.) Transport to and from show-site
.) Storage before, during (empties, consumables) and after the show
.) Timely delivery and pick up from the stand
.) Customs clearance
.) Workers for unpacking and packing

Projectmanager DHL:

Thomas Hausmeister +43 (0)1 7283160 8700 thomas.hausmeister@dhl.com
Isabella Krapf +43 (0)1 7283160 8712 isabella.krapf@dhl.com

DEAD LINES:

Kind of transport	**point of destination**	**latest arrival date**
Ocean Freight FCL/LCL		on request
Airfreight	Vienna Airport	05.10.2017
Truck direct deliveries	Vienna exhibition ground	as per move in date
Truckshipments for storage	Vienna exhibition ground	daily (mo.–fr. 08:00 – 16:00)

PLEASE SEND YOUR PRE-ALERT MESSAGE WITH A COPY OF ALL DOCUMENTS, BEFORE DESPATCHING THE GOODS.
After receiving your doc. we will check them and send you our “green light”, if everything is right.

CONSIGNING INSTRUCTIONS:

All freight should be shipped **prepaid** and consigned as follows:

DHL Freight – Trade Fairs Events
Trabrennstr. 5 / hall D / 3rd floor
A-1020 Vienna Fairground

Attn.: Thomas Hausmeister tel.: +43 (0)1 728 31 60
c/o: FEFCO 2017
exhibitor: _____ hall: _____ stand: _____

DHL Global Forwarding (Austria) GmbH
Trade Fairs & Events – Messezentrum Halle D A - 1020 Wien

DOCUMENTARY REQUIRMENTS

- Your order / or DHL order form
- Invoice in english or german 2-fold
  issued to the exhibitor c/o DRUPALCON 2017, hall: _____ stand: _____
  - Carnet ATA - optional

CUSTOMS CLEARANCE

As per customs regulations all invoices must include following points:

- HTC codes
- Quantity from each items
- Weight
- Value (fair market value to avoid a possible value adjustment by the Customs) separate value from each kind of product
- Origin of the goods
- CIF term
- Serial no – if available / product description

Goods which shall been returned after the show, **must be packed separate** from give - aways, prospects and consumables.

DHL Global Forwarding (Austria) GmbH
Trade Fairs & Events – Messezentrum Halle D A - 1020 Wien

TERMS -BASICS

To the tariff for trade fairs & exhibitions at the exhibition ground Vienna

1.) The exhibition freight handling tariff is valid for all operations and services undertaken on the Vienna fair ground by the official forwarding agent of Reed Messen Wien GmbH. This includes all onsite handling of freight and carrying out of all necessary formalities for domestic and foreign shipments for exhibitors and their agents and partners (stand constructors, carriers etc.) on the fairground Vienna. The freight handling tariff is based on actual valid regulations, wages, rates and calculated on a 5 day week. All rates are calculated on net basis. The VAT will be added due to legal definitions on the forwarding bills and expelled separately. All hires and expenses are payable as soon as the service has provided. Onto the final invoiced amount will a capital financing costs advance commission of 3% be charged. This commission is deductible in case of payment within 14 days.

2.) The billing occurs is per shipment / order / exhibitor

3.) Missing information's (for example weight, dimensions) becomes when necessary and possible determinate and complemented. In all cases are following minima valid:

Individual packages	500,00 kgs	Value:	€	10.000,00
Shipments up to 6 loading meters	4000,00 kgs	Value:	€	25.000,00
Shipments up to 13,60 loading meters	10000,00 kgs	Value:	€	50.000,00

4.) The exhibition forwarders liability ends with the delivery of the exhibition goods or empty packing materials to the exhibition booth, even if the exhibitor or his representative is not present. With regard to the return transport said liability is only resumed with the collection of the exhibition goods from the booth, even if the shipping documents and/or a transport order were delivered to the exhibition forwarder office prior to the collection. If the exhibition booth has been left without the goods being fetched, that always happens so onto the danger of each exhibitor.

5.) Empty packing materials will be collected and stored by the official forwarder only upon specific order. If there are empties still in the halls just prior to the opening of an event, the official forwarder is authorized to remove them upon the organizers request, even if no explicit order was given by the exhibitor. The charges incurred are for the exhibitors account. Empty packing materials will be insured only upon specific written order. Only empty packing materials can be regarded as empties. No liability will be accepted for possible contents.

6.) Eventually externally recognizable damages must be recorded on the working/delivery order by receiving the goods. All claims of whatever nature must be made in written at the forwarders office immediately. Verbal claims alone cannot be accepted.

7.) A transport insurance which reduces your entrepreneur risk in regard to the different liability limitations can be provided by the official forwarder against your separate order

8.) All orders are undertaken strictly as per the "Austrian Forwarders Terms and Conditions" latest issue. Copies are available on request in our office.

9.) SVS prohibition customers must announce this in writing before/while placing the order.

10.) Vienna is venue for all parts always

DHL Global Forwarding (Austria) GmbH
Trade Fairs & Events – Messezentrum Halle D A - 1020 Wien

1.) Unloading and delivery to the booth of individual pieces up to 2500,-- kgs

Individual shipments of more than 2500 kg – add. Point 4
Volume ratio: 3x measuring (1cbm. = min. 333,-- kg)

1a	Unloading at forwarders warehouse up to	Courier shipments –per piece- up to 15,-- kg	€	**40,00**
	Free delivered booth (first touch)	**Minimum** up to 200,-- kg	€	**92,00**
	Incl. Storage	Each add. 100,-- kg	€	25,50
1b	Unloading direct at the exhibition hall up	**Minimum** up to 2.000,-- kg	€	**135,00**
	To free delivered booth (first touch)	Each add. 100,00 kg	€	3,40
	Exclusive Storage	**Maximum up to 6 Ldm.**	€	**225,00**
		Maximum up to 14 Ldm.	€	**298,00**

2.) Customs clearance

2a	Cancellation or settlement of transit documents	Per declaration	€	50,00
2b	Customs clearance **in bond**, incl. 1 customs tariff item	Per clearance	€	**140,00**
		Each add. Customs tariff item	€	10,60
2c	Definitive Customs clearance, incl. 1 customs tariff item	Per clearance	€	**140,00**
		Each add. Customs tariff item	€	10,60
2d	Proportionately customs examination fee	Per clearance	€	**51,00**
2e	Issuing of a EUR 1	je	€	27,00

3.) Handling of empties, packed goods, consumables, incl. all surcharges

3a	**Handling of the empties**	Per cbm.	€	**55,00**
	Pick up, storage during the show, redelivery	Minimum		2 cbm.
3b	**Handling of packed goods**	Per cbm.	€	**65,00**
	Pick up, storage during the show, redelivery	Minimum		2 cbm
	Flat rate for hand palette trucks	per piece		1 cbm
	Flat rate for ladders	per piece		2 cbm
3c	**Handling of consumables, prospects, etc**	per delivery and cbm	€	**65,00**

5.) Additional charges

5a	Exhibition logistics fee, incl. Telephone, documentation	per 100,-- kg	€	**1,60**
	per in- and outbound; each	Minimum	€	4,00
		Maximum	€	80,00
5b	Deduction, by receiving the order until 24hours before working start	On Pos. 5a		**-50%**
5c	SVS Forwarders insurance	Based on SVS Tabelle		
5d	Customs bond fee in- and outbound; each way 0,50% on the Value	Minimum	€	**26,00**
5e	Not deductible outlay fee for taxes, duties, freights 3% of the amount	Minimum	€	**26,00**
5f	Translation	Per page	€	**9,30**

6.) Surcharges- working in overtime, holiday, weekend

Surcharge for the tariff item	**1**	**2**	**3**	**4a – 4j**
Overtime (Mo.-Fr.) 17.00-22.00 und 06.00-08.00h	50%	50%	-	50%
Night (daily) 22.00 – 06.00h	100%	100%	-	100%
Saturday 06.00 – 22.00h	50%	50%	-	50%
Sunday and holidays (whole day)	100%	100%	-	100%

7.) Transport to the fairground

Volume ratio: 3x measuring (1cbm. = 333,--kg)

7a	Pick up from DHL groupage package terminal Vienna	Minimum up to 100 kg	€	**25,00**
	Transport up to free arrival Vienna fairground	Each add. 100 kg	€	8,90
7b	Pick up from the airport Vienna/Schwechat	Minimum up to 100 kg	€	**32,00**
	Transport up to free arrival Vienna fairground	Each add. 100 kg	€	9,90
	Add.: local airport handling charges			

9.) Charges for return transport / Outbound handling as per Pos. 1 - 8

10.) Additional services, not mentioned here

If you need any kind of additional service, please do not hesitate to ask for a separate and individual quotation and or our total tariff.

AUFTRAG / ORDER - FEFCO 2017

Wir – siehe Stempel und Anschrift unten – **beauftragen** DHL Freight mit folgenden Leistungen:
We – see stamp and adress bellow – **order** following services from DHL Freight:

Aussteller/exhibitor: _____ Halle: _____ Stand: _____

Tag und Uhrzeit der Anlieferung date and time of delivery		Ausmasse der Güter (lxbxh)/dimensions of goods (lxbxh) Falls kein Spezialequiment benötigt wird, zusammenfassen; zB 1 LKW If no special equipment needed please summarize; 1 truck or 5 paletts	Gewicht weight
01			
02			
03			
04			
05			

- ○ Wir werden selber anliefern/we deliver by ourselves
- ○ Unser Spedition wird anliefern/Our forwarder will deliver: Name: _____

☐ LKW Entladung und direkte Standstellung / offloading and direct delivery to the stand
☐ LKW Entladung, Einlagerung und Standstellung am/Offloading,storage, delivery to our stand at: _____
☐ Zollabfertigung/customs clearance ☐ defintiv ☐ temporär/in bond

Wir benötigen folgendes zusätzliches Equipment für Standarbeiten, Auspacken etc.
We order following additional equipment for works at stand, packing, placing etc.:

Datum/Uhrzeit date/time	Equiment / manpower		
_____	☐ ____ to Stapler/forklift	☐ ____ to. Kran/crane	☐ ____ Arbeiter/worker
_____	☐ ____ to Stapler/forklift	☐ ____ to. Kran/crane	☐ ____ Arbeiter/worker
_____	☐ ____ to Stapler/forklift	☐ ____ to. Kran/crane	☐ ____ Arbeiter/worker
_____	☐ ____ to Stapler/forklift	☐ ____ to. Kran/crane	☐ ____ Arbeiter/worker

☐ Wir beauftragen Sie mit der Leergutmanipulation / We order handling of our empties

☐ Bitte kontaktieren Sie uns / please contact us

Unsere Firmendaten:

Firma/company: _____

Adresse/adress: _____

Plz,Ort, City, Country Code: _____

Telefon: _____ Fax _____

Sachbearbeiter/person in charge: _____

UID / VAT no.: _____

Die Geschäftsbedingungen von DHL können auf der Homepage www.dhl.com nachgelesen werden. Die AöSp liegen im Büro von DHL zur freien Einsicht auf.

_____
Datum/date Stempel/stamp

Please return your order to DHL per fax to: +43 (0) 1 728 31 60 90 or email to. Thomas.hausmeister@dhl.com