



AAT-AD/PD™
FOCUS MEETING 2020
VIENNA, AUSTRIA

EXHIBITORS' TECHNICAL MANUAL

**ADVANCES IN ALZHEIMER'S
AND PARKINSON'S THERAPIES
AN AAT-AD/PD™ FOCUS MEETING**

2-5 APRIL 2020 | VIENNA, AUSTRIA
www.aat-adpd.kenes.com





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Dear Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the **AAT-AD/PD™ 2020 Meeting Exhibition**.

The Exhibition will be held as part of the **2nd AAT-AD/PD™ Focus Meeting 2020 in Vienna, Austria**.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all of the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Meeting.

We recommend Exhibitors using independent booth contractors to include a site visit in the planning process to assure a smooth and well planned set up. Please contact Mirnes Zukanovic of the Austria Center Vienna at: mirnes.zukanovic@acv.at

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Vienna and wish you a successful Meeting and Exhibition.

Best Regards,

ALIXANDRIA SHULMAN

Industry Coordinator & Exhibition Manager

Tel: +41 22 908 0488 EXT. 940

Email: ashulman@kenes.com

Site: www.kenes.com



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- Exhibition Floor Plan
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Section 1: General Information

Meeting Secretariat / Organizing Secretariat

Kenes Group

Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140

[Contact Us](#)

Meeting Dates

Thursday, April 2 to Saturday, April 5, 2020

Exhibition Manager

Alixandria Shulman

Tel: +972 3 9727940 Ext 940
Email: ashulman@kenes.com
www.kenes.com

Registration Manager

Adi Braunstein

Tel: +972 3 9727398 Ext 398
E-mail: azur@kenes.com

Sponsorship and Exhibition Sales Contact

Victoria Eskenazi

Tel: +972-3-9727986 Ext 986
E-mail: veskenazi@kenes.com

Venue

Austria Center Vienna -ACV

IAKW – AG, Bruno-Kreisky-Platz 1
A-1220, Vienna, Austria
www.acv.at

Website

For updated information regarding the Meeting, please visit the website:
<https://aat-adpd.kenes.com>



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Exhibition Related Table

| Submission of Exhibition Forms | Deadlines | Tick Box Upon Completion |
|--|---|---------------------------------|
| Hotel Reservation for Staff | As soon as possible | |
| Designed Stand Approval | Monday, February 24, 2020 | |
| Text for Fascia (Shell Scheme booths only) | Monday, February 24, 2020 | |
| Furniture Rental | Friday, March 6th, 2020 <i>Orders placed after this date will be subject to a 25 % surcharge</i> | |
| Flowers Decoration | Monday, February 24, 2020 | |
| Stand Cleaning, Telecommunications, Electricity & Electrical Application | Monday, February 17, 2020 | |
| Badge Order | Monday, March 23, 2020 | |
| Lead Retrieval Wireless Barcode Reader (K-Lead) Order | Monday, February 17, 2020 | |
| Payment of Invoice Balance | Must be received in full before Exhibition opens | |

Please note these important dates:

| Service | Deadline |
|---|---|
| Door to Door Shipments <i>ready for pick up</i> (EEC Countries) | Please contact HERMES – MERKUR |
| Airfreight Shipments - Arrival to recommended airport | Please contact HERMES – MERKUR |
| Shipment via Germany Warehouse | No later than Friday, March 27, 2020 |
| Exhibition goods - Direct Deliveries to Meeting Venue | Wednesday, April 1, 2020 from 10:00 |

Hermes contact details may be found in the shipping section



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Exhibition Time Table At-A-Glance (subject to change)

| Exhibition Hours | | |
|--------------------------|---|--|
| Exhibition Set-up | Wednesday, April 1 st , 2020 | 10:00 - 20:00 For All Space Only 13:00 - 20:00 For All Shell Scheme |
| | Thursday, April 2 nd , 2020 | 08:00 - 10:00 Decoration Only for All Stands |
| Exhibition Opening Hours | Thursday, April 2 nd , 2020 | 10:00 – 20:30 (End of Welcome Reception) |
| | Friday, April 3 rd , 2020 | 10:00 – 17:30 |
| | Saturday, April 4 th , 2020 | 10:00 – 17:30 |
| Dismantling / Breakdown | Saturday, April 4 th , 2020 | 17:30 - 19:30 Quite Dismantling |
| | | 19:30 – 22:00 Final Breakdown |

The Exhibition will be closed on April 4, while the Meeting will be closed on April 5.

****Dismantling of the stands before the official hour is not permitted.**

Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.

- Empty crates and packaging material must be removed after set-up and no later than **Wednesday, April 1st at 18:00**. All aisles must be clear of exhibits and packaging materials to enable cleaning. Please contact the Official Freight agent for available storage options.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Any equipment displays aid or other material left behind after **Saturday, April 4th at 22:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
- Dismantling of the stand before **Saturday, April 4th, 2020 at 17:30** is not permitted.
- Dismantling of the stand between **Saturday, April 4th, 2020 at 17:30 - 19:30** should be quiet dismantling, no massive\noisy tools are allowed.
- Please note that people will be visiting session halls when the exhibition is closed. Therefore, please do not leave any visible valuable articles at your stand. Please consider hiring extra security for your stand before\after Exhibition operating hours, if needed.



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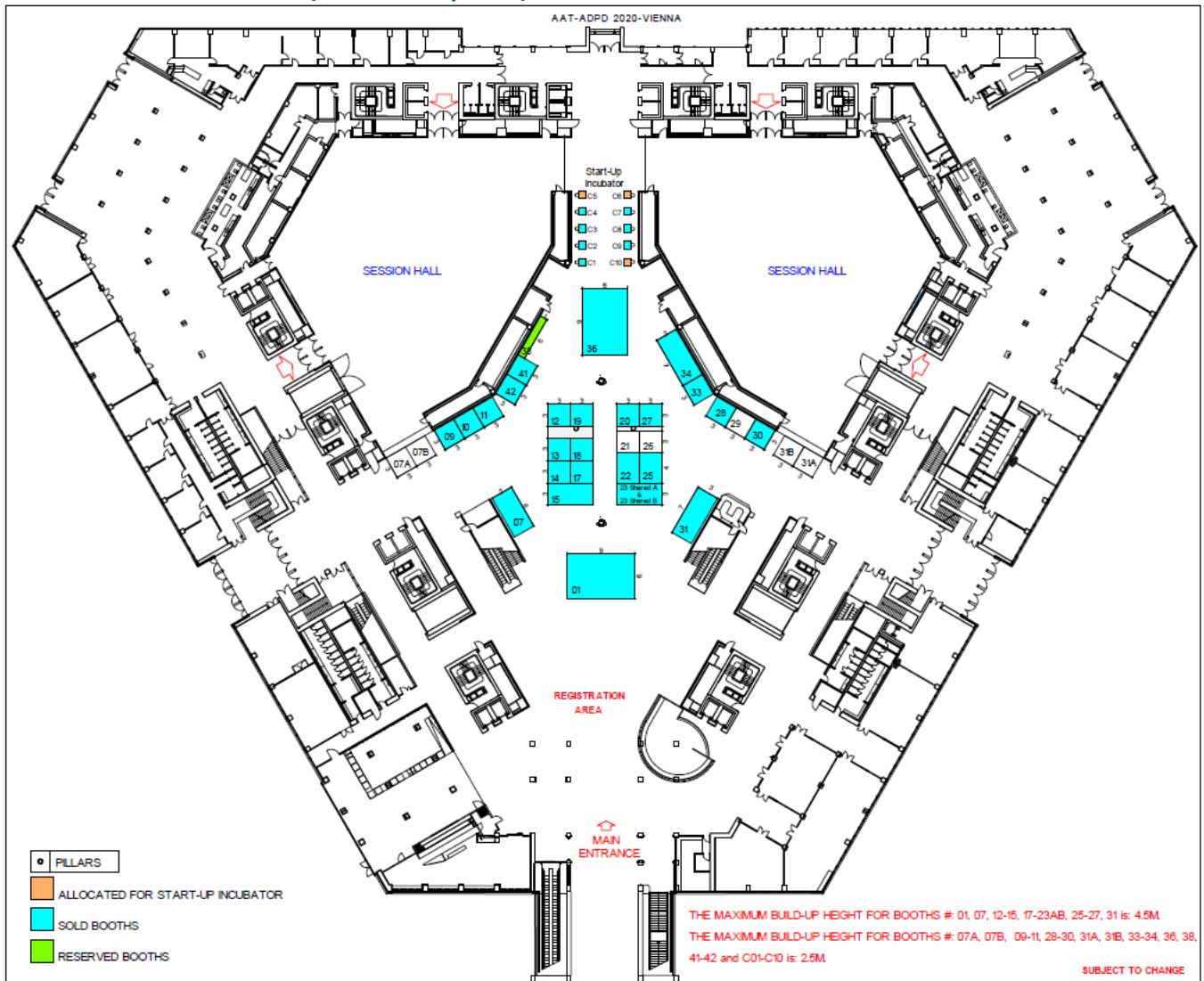
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Social Events

You are cordially invited to the **Welcome Reception on Thursday, April 2nd, 2020, 19:20** which will be held in the Exhibition Hall. Exhibitors are asked to please man their stands during this time.

Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (As of January 2020)





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List of Exhibitors (as of January 2020)

| Company | Booth # | Size | Layout |
|--|-------------|-------|--------|
| AbbVie | 22 | Space | 12 |
| Advanced BioScience Laboratories | 13 | Shell | 9 |
| Bachem | 27 | Shell | 9 |
| Biogen | 36 | Space | 54 |
| Biospective | 07 | Shell | 18 |
| Cell Signaling Technology | 19 | Shell | 9 |
| Cisbio Bioassays | 42 | Shell | 9 |
| Eisai | 31 | Space | 21 |
| EUROIMMUN | 20 | Shell | 9 |
| Fluidic Analytics | 41 | Shell | 9 |
| FUJIFILM Wako Pure Chemical Co. | 28 | Shell | 9 |
| Fujirebio Diagnostics | 12 | Shell | 9 |
| International Congress on Alzheimer's & Parkinson's Diseases | 34 | Space | 21 |
| MagQu | 15 | Space | 18 |
| Meso Scale Discovery | 17 | Shell | 9 |
| NanoString | 14 | Shell | 9 |
| Neuroscience Associates | 18 | Shell | 9 |
| Neuroscience Bulletin | 25 | Shell | 12 |
| Neuroscios | 23 Shared A | Space | 18 |
| Neuro-Sys | 11 | Shell | 9 |
| Proteome Sciences | 30 | Shell | 9 |
| Psychogenics | 23 Shared B | Space | 18 |
| QPS | 33 | Shell | 9 |
| Roche | 01 | Space | 54 |
| Stressmarq | 09 | Shell | 9 |
| Suven Life Sciences | 10 | Shell | 9 |

List of Start ups

| Company | Booth # | Size | Layout |
|------------------------------|---------|------|----------|
| HealthMode | C9 | 4 | Start up |
| ImmunoChem Therapeutics | C4 | 4 | Start up |
| Neotiv | C8 | 4 | Start up |
| Pre Diagnostics | C3 | 4 | Start up |
| Priavoid | C2 | 4 | Start up |
| Ulysses Neuroscience Limited | C7 | 4 | Start up |
| Wesnes Cognition | C1 | 4 | Start up |

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Section 3: Exhibition Services

Exhibitor Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and 1 additional badge for each 9 m² thereafter.

Any additional exhibitors' badges for pre-advanced orders will be charged an exhibitor registration fee of **EUR 250**.

The Exhibitors' badge give free access to the exhibition area, symposia, lunch and Welcome Reception.

You can submit your order through the **Kenes Exhibitor's Portal**.

<https://exhibitorportal.kenes.com>

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

Deadline: Monday, March 23, 2020

Individual participant name as well as the company's name will appear on badges. All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the Exhibition.

Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the Exhibition.

Exhibitor badges will not be mailed in advance and may be collected from the Registration Desk.

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Registration Desk.

On Site Exhibition Management Desk

The Exhibition Management Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.

Prior to this time, if you have any queries regarding your participation at AAT-ADPD™ 2020 please feel free to contact:

Alixandria Shulman

Exhibition Manager

Tel: +41 22 908 0488 EXT. 940

Email: ashulman@kenes.com



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“K-Lead” Application - Barcode Scanner Application (no device included)

The Application should be installed on your company/personal device.

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your stand. The information obtained by lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the “K-Lead” Application: exhibitors can download the “K-Lead” app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

The advantages of the “K-Lead” application:

- Effortless process using registration badge barcode.
- Allows to immediately view the lead's information.
- Ability to insert exhibitor's comments for each lead.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- For app only: Cost per unit (1 download) – **EUR 400** (+ Additional 4% service charge will be added for payments by credit card)
- For app+ **Device**: EUR 600 (+ Additional 4% service charge will be added for payments by credit card)

The application should be installed on your company/personal device. Operational information will be sent upon request.

Please Note:

- In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#)
Kenes will not share delegate's personal data with third parties without their consent. Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegates' badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.

To order “K-Lead” Application please access the Exhibitor's Portal

<https://exhibitorportal.kenes.com>

Deadline: Monday, February 17th, 2020



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Section 4: Technical Information

Space Only Stands

Exhibitors using independent contractors are required to submit the following for the organizer approval:

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed stand
2. A list of all Electrical appliances to be installed in the stand.
3. The name and contact details of their construction company.

Please submit the booth design files only through the Kenes Exhibitor's Portal:

<https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

Deadline: Wednesday, February 26th, 2020.

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.
- Construction finish must be perfect in all the stands' visible areas, including rear sides.
- If you have floor platform at your stand higher than 4.5 cm, you are required to provide a ramp for handicapped access.
- Advertising on the boundary with other stands is prohibited.
- Multilevel structures are not permitted.
- Shell scheme stands build up is 2.50M Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands. Any part facing neighboring stands that is above 2.50M in height needs to be designed with neutral Surfaces (white). Any part facing neighboring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.
- The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made. Work cannot commence until the exhibitor's layout is approved by the Organizers.



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Shell Schemes that have been pre-booked with Kenes include:

- Standard Shell Scheme system- (Octanorm)
- Fascia including standard lettering
- Clip Lights (1 X meter)
- Carpet

* Actual panel size: 964mm wide x 2400mm high

* Visible panel size: 950mm wide x 2380mm high

**** Stand package hire does not include:**

- Furniture
- Electricity
- Stand Cleaning

Special offer:

You may book a Furniture package at a special price: €320 + VAT

The package includes:

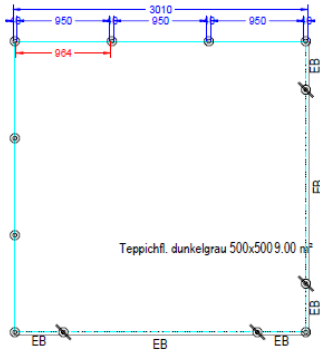
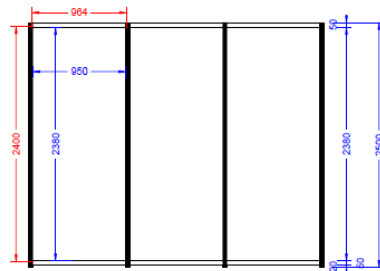
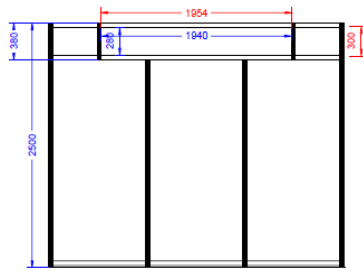
- 1 table
- 2 chairs
- 1 waste bin
- Electricity

Please contact the Exhibition Manager:

Alixandria Shulman at ashulman@kenes.com

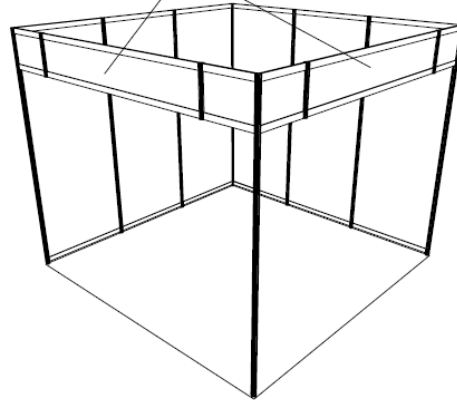


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net size of walls
filling size

company name (arial black)



| | | | | | | |
|--|--------------------|----------------|-----------|--------|--|---|
| hall: | project: | fair: | | | project manager: | date: |
| 00 | 04093.2020.014 | AAT AD/PD 2020 | | | M. Moser | 27.01.2020 |
| booth number: | job number: | dwg.nr: | index nr: | scale: | sheet: | designer: |
| 0000 | 001 | 001 | | 1:35 | A4 | PM |
| | client: | description: | | | STAND^{OUT} or stay invisible. | |
| | booth package 3x3m | | | | | |
| All offer documents remain the property of Expoxx Messebau GmbH and can always be reclaimed. | | | | | | They may not be reproduced or made accessible to third. |



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Fascia Sign

*7 characters, including spaces, may be written on your fascia.

If text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

You can submit your order through the **Kenes Exhibitor's Portal**.

<https://exhibitorportal.kenes.com>

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

Deadline: **Wednesday, February 26th 2020**

If you require additional furniture or services for your stand, please refer to the [StandOut PDF catalogue here](#).

Build-Up Height

The maximum building height varies depending on stand location.

Please see below for your booth height.

- THE MAXIMUM BUILD-UP HEIGHT FOR BOOTHS # 01, 07, 12-15, 17-23AB, 25-27, 3 4.5M
- THE MAXIMUM BUILD-UP HEIGHT FOR BOOTHS # 07A, 07B, 09-11, 28-30, 31A, 31B, 33-38 2.5M
- THE MAXIMUM BUILD-UP HEIGHT FOR BOOTHS # 41-42 and C01-C10 2.5M

Any part facing neighboring stands with mutual walls that needs to be designed with neutral surfaces (white).

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.

Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access.

Ceiling and Ceiling Hangings

All suspension points must be inspected and approved by Austria Center Vienna. The weights of suspended objects must be supplied for this purpose. All Exhibition Halls are equipped with a ceiling grid, from which objects can be suspended by a rigging master employed by Austria Center Vienna. **All suspended objects need to be inspected and approved on-site by a structural engineer** (at the organiser's expense) once mounting is completed. The appropriate date and time will be agreed between the Austria Center Vienna and the structural engineer.

Power supplies and other utilities are supplied into the stand via the ceiling.

Storage - As the ACV has no storage facilities, no deliveries will be accepted PRIOR to the Meeting. If storage is needed, please contact MERKUR.

Freight Elevator Size: 6 x 3 m/ 3 m high / up to 3 tons



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Loading and Unloading

For information regarding loading bay, please refer to the shipping instructions at the end of this manual. Only MERKUR can operate machinery inside (forklifts, etc.) to unload/load trucks. Security at the entrance will allow access to the loading bay considering its capacity. Entry to the loading area is subject to confirmed time slot & pre-alert. The elevator will be operated by MERKUR only.

Every van/ truck/ car needs a time slot for unloading. After they finish unloading the vehicle, they need to leave the loading bay. There is no parking space on the venue.

Use of goods only lifts

Delivery is via the IML delivery entrance Gate 4 for deliveries.

Exhibits are brought into the Austria Center Vienna building using goods lift with a capacity of 3000 kg payload. Goods lifts may not be used to transport people. The freight elevators inside the Austria Center Vienna and in the exhibition halls can only be operated with a key from outside. Freight needs to be stored and secured within the yellow lines in the elevator. Use of passenger lifts and escalators Passenger lifts and escalators may not be used to transport goods and equipment.

Storage of empties: Empties should generally be stored directly with Hermes-Merkur.

Vehicles and forklifts are not allowed inside exhibit areas. Only forklift trucks operated by IML (partner of Hermes-Merkur) are permitted within the loading bay. In the exhibition areas, only pallet jacks and trolleys are allowed.

Electricity and Electrical Installations

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the StandOut.

Only StandOut is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor has to order an electrical switchboard from them and pay for the electrical consumption according to his power needs.

If you require electricity for your stand, please refer to the online web shop.

Important:

The daily power to the booths will be switched on 30 minutes before the Exhibition's opening and will be switched off 15 minutes after closing time.

Exhibition Area

The exhibition will be held in Exhibition Hall on Level 0.

Floor

- The exhibition floor is covered in asphalt.
- Maximum floor load: 500kg/m²
- No vehicle having an axle load in excess of 20 tons shall be brought into the Halls.
- Tape used to fix carpet must be fully removable. If tape is used that is not fully removable or leaves traces, additional cleaning costs will be incurred.



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Accommodation

Kenes Group is offering exhibitors specially reduced rates for various hotels around the Meeting venue. In order to book a room online or for Information, pictures, location and rates please view the hotel accommodation page: <https://hotels.kenes.com/congress/AAT20> or email us to: booking@kenes.com

For booking please contact Irina Sapir at isapir@kenes.com,

WIFI

A free Wi-Fi access will be provided to all visitors, suitable for basic web browsing . Exhibitors who wish to order internet connection to their booth please contact the Exhibition Manager: Alixandria Shulman: ashulman@kenes.com

Creation of Wi-Fi network is forbidden.

Wired Internet

If you would like to purchase wired internet, please see details below and contact the Exhibition Manager: Alixandria Shulman: ashulman@kenes.com

Deliveries and Parking

Please note that some delivery constraints are to be expected due to construction works around the Austria Center Vienna. Deliveries to Gate 4 are now only possible via Gate 5 and trucks and vehicles for delivery are not allowed to use the PARKING WEST.

All other vehicles and cars lower than 2m must use the Austria Center Vienna's public parking garage decks. Information regarding access and fees can be found online: <https://www.acv.at/teilnehmen/anreise-und-verkehr/travelling-by-car.html>.

Please note that there are also slight restrictions in the parking decks due to construction works.

Site visit

We recommend Exhibitors using **Independent Booth Contractors (Space only)** to include a **site visit** in the planning process to assure a smooth and well-planned set-up.

Please contact:

Mirnes Zukanovic

Email: mirnes.zukanovic@acv.at

Security

The Organizers will provide security guard service in the exhibition hall during off-show hours.

- Neither the ACV nor the Organizers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the



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security of their stand and equipment.

Individual stand security may be ordered.

Stand Catering

Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the official ADPD Meeting Caterer.

Please contact:

Walter Heinrichsberger

Motto Catering GmbH

Bruno-Kreisky-Platz 1, 1220 Wien

+43 1 585 23 03 – 38

+43 664 887 53 697

Email:

[w.heinrichsberger@mottogrou](mailto:w.heinrichsberger@mottogroup.at)

p.at www.motto-catering.at

Stand Cleaning

Cleaning services are reserved exclusively for StandOut, which oversees the cleaning of the communal areas of the exhibition spaces. For ordering daily stand cleaning, please contact StandOut.

Waste Removal

Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area.

Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.



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Rules and Regulations -Binding for all exhibitors and their subcontractors

Build-Up & Dismantling Period

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.

The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Damage to the Building

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations

Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.

Insurance (compulsory)

While every reasonable precaution will be taken to protect the exhibitors' property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the Reed Messe Wien and the official contractors can accept NO liability for any loss or damage sustained. You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.



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Liability

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Promotional Activities

All demonstrations or instructional activities must be confined to the limits of the Exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.

Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.



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Section 5: Official Contractors

Stand construction and fittings, furniture rental, signage, rigging, water, electricity, security, flowers services and stand cleaning

StandOut

Martin Moser

Tel: +43 (0)1 727 20-6207

Email: Martin.Moser@standout.eu

Catalogue: [View Here](#)

Catering Services

Exhibitors who wish to order food and beverages for their exhibition booth are welcome to do so directly with the AAT-AD/PD™ 2020 Meetings Caterer.

Motto Catering GmbH

Philip Ulamec

Tel: +43 1 585 23 03 – 20

Email: p.ulamec@mottogroup.at

www.motto-catering.at

Branding/Signage, Design and Printing

cPoint Webges GmbH

Christian Kempny

Tel: +43 (0)1 319 69 99 26

E-mail: info@cpoint.services

Freight Handling & Customs Clearance Agent

Hermes/Merkur

Zehavit Akerman

Tel: +972 52 511 4982

E-mail: akerman@merkur-expo.com

Website: hermes-exhibitions.com

AV Professional: Projection, Video/Filming, LED walls, Screens, etc.

Robert Ranzinger

Tel: +43 (0)1 252 10 30

E-mail: r.ranzinger@avpro.at



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Section 6: Delivery Regulations and Instructions

Please read attached shipping instructions carefully.

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Delivery & Logistic Services

Hermes/Merkur Ltd. has been appointed the official forwarding agent and clearance agent for this Meeting and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, **Hermes/Merkur is the sole official agent to handle cargo inside the venue.**

Stand builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods, Insert and Display Materials

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Meeting bags and display.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-Advise" form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.

In order to assure receipt of sent materials, Hermes must receive the Pre-Advise form found at the end of this manual.

Please complete this form and return it to Zehavit Akerman: akerman@merkur-expo.com

You will then receive confirmation of your material arrival.



Date: Jan 14, 2020

Dear Exhibitor/Stand Builder,

Merkur Expo Logistics GmbH is the official on-site logistics agent nominated by *Kenes Group* to handle all in/out shipments arriving to AAAT-AD/PD™ 2020 Conference.

We are a full door to door service company. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

Onsite Handling

Due to security, insurance and organizer policy, *Merkur Expo Logistics* is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Contact Details

Merkur Expo Logistics GmbH

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

E-mail: akerman@merkur-expo.com

Please note these important dates:

| Service | Deadline |
|--------------------------------------|---|
| Door to door shipments | Please contact MERKUR for this service. |
| Airfreight shipments | Please contact MERKUR for this service |
| Advance warehouse – Germany | No later than Friday, March 27, 2020. <i>We highly recommend to use this option , storage is free of charge.</i> |
| Direct deliveries – Exhibition goods | Wednesday April 1, 2020 from 10:00 AM |
| Move out | Saturday April 4, 2020. |
| Congress ends | Sunday April 5, 2020. |

Shipment Categories

Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

- (1) Insert-for participant bags**
- (2) Marketing and display**
- (3) Exhibition goods-for exhibition stand only**

Services, Delivery Address and Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Air freight shipment

Please contact Merkur for, shipping instructions and labels.

Documents must be send to Merkur 5 working days before dispatching the goods, Cargo arriving beyond deadlines an additional 30% handling surcharge will be added

3. Shipment via Germany advance warehouse

Warehouse Address:

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHE N 2

56587 Oberhonnefeld – Germany

Dirk Dewald: +49 2634 / 95 44 50

C/O congress name : ATT-AD/PD 2020

Exhibitor: _____

4. Direct Deliveries to Congress Venue / Domestic Cargo

Venue :Austria Centre

Bruno-Kreisky-Platz 1, 1220 Wien, Austria

Exhibition hall: Level 0 – Entrance Hall

- Entry to the loading area is subject to confirmed time slot & pre alert.
Every van / truck / car needs a time slot for unloading.
- Due to tight time-schedule, all unloading operations are strictly operated by MERKUR only.
- For delivery direct to the venue, please make sure to send time slot request form.
- Trucks arriving without confirmed time slot must face waiting time until the next free time-slot is available. In general waiting time may occur for which MERKUR cannot be held responsible.
- Trucks have to leave the unloading area immediately after unloading is finished .
- It is highly recommended not to use a courier service for shipping your goods to the congress venue.

5. Courier Shipments – Customs cleared only

It is **highly** recommended not to use international courier service.

All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the Austrian customs and / or are delay in delivery.

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

All Courier Shipments must be send on DDP terms (delivery duty paid).

Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

Insurance

All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

Heavy & Oversized Shipments

A heavy and oversized shipment applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

Payment Terms

In order to ensure move in/out of your shipment/s, please complete and sign the attached **Material Handling form/payment confirmation** and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify “Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

MERKUR wishes you a successful experience

HANDLING RATES – AUSTRIA 2020

Inbound / out bound

1. Air Freight

From free arrival airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

| | |
|----------------------------------|-------------|
| Minimum per shipment | € 325.00 |
| Up to 250 kg | € 2.75 / Kg |
| Up to 500 kg | € 1.85 / Kg |
| Up to 1000 kg | € 1.60 / kg |
| Above 1000 kg each additional kg | € 1.45 / Kg |

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min
Outlay fees + **10% for pre-payment.**

2. Handling via Warehouse

From free arrival warehouse up to free delivered booth including:

Intermediate storage

| | |
|------------------------|----------|
| Shipment up to 50 kg | € 175.00 |
| Min | € 255.00 |
| Per 100 Kg or part off | € 36.50 |

3. Direct Delivery to Venue

From free arrival venue up to free delivered stand, first time spotted:

| | |
|------------------------|------------|
| MIN per shipment | € 225.00 |
| Per 100 kg or part off | € 36.50 |
| Truck 7.5t | € 850.00 |
| Truck 13.6 M | € 1,550.00 |

4. Truck Registration & Time Slot Management Fees

| | |
|--------------|----------|
| Truck 7.5t | € 185.00 |
| Truck 13.6 M | |

5. Courier Shipments direct to venue

| | |
|-------------|----------|
| Up to 50 kg | € 125.00 |
|-------------|----------|

6. Customs Formalities

Carnet ATA

| | |
|--|----------|
| Temporary importation under ATA Carnet | € 190.00 |
|--|----------|

Temporary Importation

| | |
|---|--------------|
| Temporary importation and/or re-exportation | |
| With commercial invoice | € 250.00 |
| Each additional customs tariff | € 25.00 |
| Customs bond fee 2.5% CIF Value | Min € 180.00 |

Transit document € 105.00

Permanent Importation

Per shipment / per document / per exhibitor € 190.00
 Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax
 + 10% for pre payment

Use of customs broker import tax registration €115.00

Customs inspection

€ 150.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges

- Handling of empties (per CBM or part off) € 80.00 / CBM (Min 2 CBM)
- Full goods storage € 90.00 / CBM (Min 2 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return

We will not accept any responsibility for loss or damage of the exhibitor's equipment

Please Note:

- ❖ **1 CBM= 333 KG, 1 LDM =4 CBM**
- ❖ **Air freight 1CBM = 167 KG**
- ❖ **The above rates do not include local VAT that will be charged where applicable.**
- ❖ **The above rates are for services provided from Mon – Fri, 08:00 – 17:00**
- ❖ **Overtime surcharge (17:00 – 22:00) – additional 50% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 100% on total move in/out charges.**
- ❖ **Saturday Sunday & Holidays – additional 100 % on total move in/out charges**

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to *MERKUR*

E-mail: akerman@merkur-expo.com

Pre advise - Material handling form

| | |
|-----------------------|--|
| Congress name | |
| Exhibitor name | |
| Stand # | |

Shipment information

| Service requested | | |
|--------------------------|----------------------------------|------------------------|
| Door to Door | Germany Advance Warehouse | Direct to Venue |
| | | |

| | |
|-----------------------------------|--|
| Shipper's name | |
| E mail address | |
| Tel # | |
| Purchase order # | |
| Truck size | |
| Courier tracking # | |
| Airway bill number (AWB #) | |
| Number of pieces | |
| Weight in Kg | |
| CBM | |

Billing details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details _____ VAT No. _____

Email _____ Phone _____

Address _____

For payment by credit card please approach MERKUR.

EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

AUSTRIA CENTER

Bruno-Kreisky-Platz 1, 1220 Vienna - AUSTRIA

CONGRESS NAME: AAT - AD/PD 2020

Box No. _____ of _____

EXHIBITION GOODS

Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M H Ö H C H E N 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

For :AAT - AD/PD 2020- VIENNA - AUSTRIA

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – **Germany**

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

For: AAT - AD/PD 2020 - VIENNA - AUSTRIA

Box No. _____ of _____



**ADVANCES IN ALZHEIMER'S
AND PARKINSON'S THERAPIES
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Section 7: Order Forms

The following orders below are to be filled and submitted through the **Kenes Exhibitors' Portal**:
<https://exhibitorportal.kenes.com>

Stand out Catalogue: [Here](#)

Deadline: Monday, February 17th, 2020

- **Company Profile & Logo**
- **Badges**
- **Fascia for Shell Scheme only exhibitors**
- **Stand design for space only exhibitors**
- **K-Lead- App and or Mini Scanner order**

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

If you require any additional services which do not appear in this manual, please contact:

Alixandria Shulman

Exhibition Manager

Tel: +972 3 9727940 Ext 940

Email: ashulman@kenes.com

Site: www.kenes.com

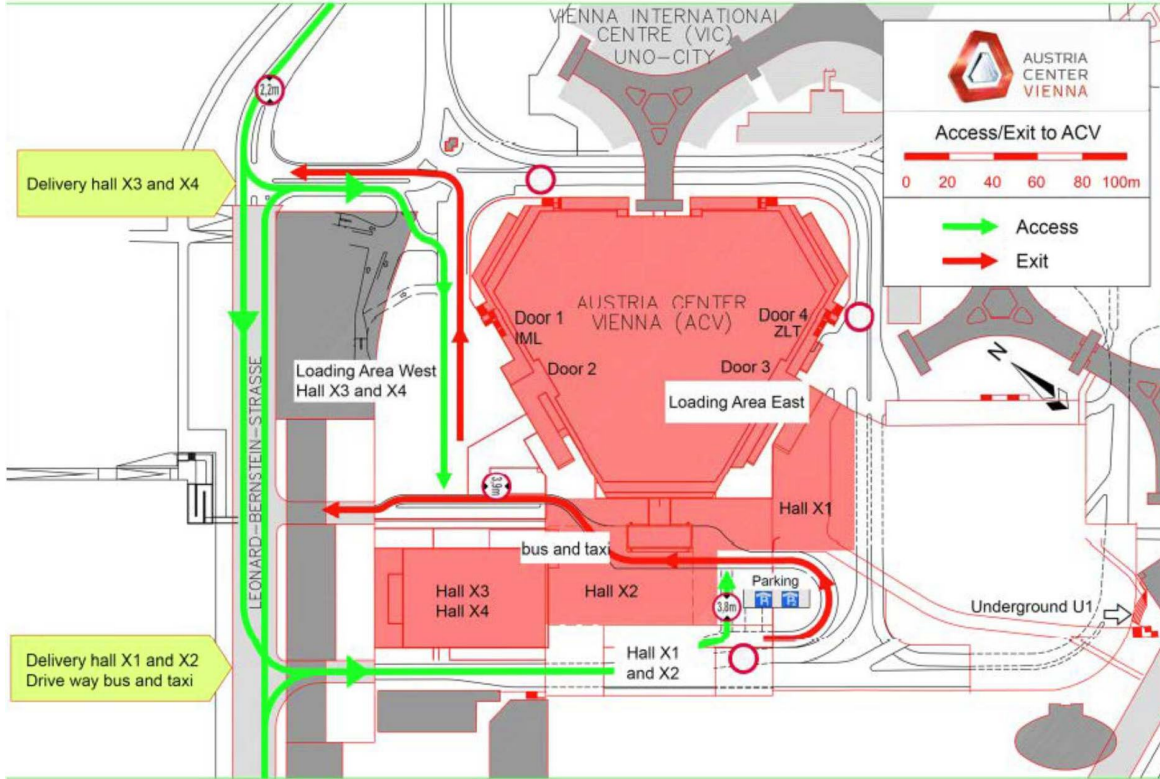


ADVANCES IN ALZHEIMER'S AND PARKINSON'S THERAPIES AN AAT-AD/PD™ FOCUS MEETING

2-5 APRIL 2020 | VIENNA, AUSTRIA

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Access Route



Austria Center Vienna exhibition manual

Contacts for order sheets

| | |
|--|--|
| <p>H82: Wired internet connections, WIFI, computer hardware, monitors and printers</p> | <p>H82 medientechnik GmbH Donau-City-Strasse 1, 1220 Vienna, Austria Mr. Johann Weck Phone: +43 (0)1 494 15 44 Mobile: +43 699 11152726 E-mail: johann.weck@h82.eu</p> |
| <p>AV Professional: Projection, Video/Filming, LED walls, screens etc.</p> | <p>Mr. Robert Ranzinger Hetzendorfer Straße 53, 1120 Vienna, Austria Phone: +43 (0)1 252 10 30 Mobile: +43 664 1036066 E-mail: r.ranzinger@avpro.at</p> |
| <p>IML: Delivery services, inhouse transport, shipping, shipping instructions, empty storage etc.</p> | <p>IML – Messe Logistik GmbH Bruno-Kreisky-Platz 1, 1220 Vienna, Austria Mr. Wolfgang Unzeitig Mobile: +43 (0)660 264 7582 E-mail: office@iml-vienna.at</p> |
| <p>cPoint: Branding/Signage, design and printing</p> | <p>cPoint Webges GmbH Nussdorfer Strasse 20/22, 1090 Vienna, Austria Mr. Christian Kempny Phone: +43 (0)1 319 69 99 26 Mobile: +43 676 83437326 E-mail: christian.kempny@webges.net</p> |
| <p>Impacts (Cateringsolutions): Hosts/hostesses</p> | <p>Cateringsolutions GmbH Erdberger Lände 26/Gebäude B, 1030 Vienna, Austria Ms. Katharina Buresch Phone: +43 (0)1 402 08 08 310 Mobile: +43 (0)664 886 37 534 E-mail: buresch@impacts.at</p> |
| <p>MOTTO Catering (Catering services at the exhibition are provided exclusively by MOTTO Catering)</p> | <p>MOTTO - Catering Schönbrunnerstrasse 35, 1050 Vienna, Austria Mr. Philip Ulamec Phone: +43 (0)1 585 23 03 20 Mobile: +43 664 88226376 E-mail: p.ulamec@mottogroup.at</p> |
| <p>Stand builders – StandOut & SYMA: Furnishings and equipment, stands, power cabling (inside stands), carpeting, flowers Services provided by ACV but invoiced by StandOut and SYMA: Power connections, water supply, rigging, cleaning, waste disposal and security</p> | <p>StandOut - Expoxx Messebau GmbH Messeplatz 1, PF 277, 1021 Vienna, Austria Mr. Florian Wacht Phone: +43 (0)1 727 20-6222 Mobile: +43 676 82326222 E-mail: florian.wacht@standout.eu SYMA-SYSTEM GmbH Industriestrasse 3, 2120 Wolkersdorf, Austria Mr. Richard Schuster Phone: +43 (0)2245 2497-0 Mobile: +43 664 2497001 E-mail: richard.schuster@syma.at</p> |

Conference venue

Austria Center Vienna
Bruno-Kreisky-Platz 1
1220 Vienna, Austria

Conference venue web site <https://www.acv.at/index.en.html>

Austria Center Vienna is part of the Internationales Amtssitz- und Konferenzzentrum Wien Aktiengesellschaft (IAKW-AG). The Austria Center Vienna is Austria's largest conference centre, with 24 halls, 180 meeting rooms and some 22,000 square metres of exhibition space, and is one of the top players on the international conference circuit.

Technical guidelines and general information

The following technical guidelines shall only apply where the Contractual Partner has hired rooms and facilities for exhibition purposes. An exhibitor in the meaning of these technical guidelines shall mean every exhibitor who is active on the premises of Austria Center Vienna by reason of the event described in the Agreement Concerning the Event. Where the exhibitor is not the Contractual Partner, the Contractual Partner is obliged to require each exhibitor to comply with these technical guidelines and ensure compliance. The Contractual Partner shall, in particular, ensure that these technical guidelines are complied with in practice, and shall be liable to Austria Center Vienna for any damages arising from non-compliance.

Deliveries, in-house transportation and shipping instructions

Transport of stand construction materials and exhibits to and from the premises

The exhibitor is responsible for the transportation of exhibits and any stand construction materials to and from the premises at its own expense and risk. Deliveries must arrive shortly before scheduled unloading, and must depart promptly after loading. If exhibition material is delivered by the exhibitor's own freight forwarding partner, the freight forwarder must contact IML upon arrival at Austria Center Vienna, as in-house delivery is generally handled by IML.

If the exhibitor is working with IML, companies delivering materials will be directly advised by them. If delivery is arranged by the exhibitor or by the exhibitor's exhibition stand builder themselves, the official set-up time for the event must be observed. The following access route should be used:

After entering the "Leonard-Bernstein-Strasse" tunnel, do not take the first illuminated exit on the right to "Austria Center Vienna". Continue to the end of the tunnel and turn right at the sign for "Saturn Tower" in front of a height barrier of 2,20m. You will then come to a goods vehicle parking area and the sign for the IML office (Tor 1/Gate 1).

Delivery is possible via the IML delivery entrance (Tor 1/Gate 1) and must be announced in advance.

In exceptional cases, delivery is also possible via the delivery entrance (Tor 4/Gate 4) on the other side of the building (height limit of 3,90m). Please request access for delivery with the according project manager of Austria Center Vienna through the congress organiser and respect the clearway around this entrance.

Night-time noise regulations: About the use of Exhibition Halls X1, X2, X3 and X4, attention is expressly drawn to the need for the Contractual Partner to comply strictly with the night-time noise regulations. Noise restrictions generally apply between 10pm and 6am and on Sundays and public holidays. Restrictions on the movement of goods vehicles apply on Saturdays between 3pm and midnight and on Sundays and public holidays between midnight and 10pm.

Vehicles may only use the access ramp to Bruno-Kreisky-Platz one at a time and with a gross vehicle weight of under 25 tonnes.

Austrian traffic regulations must be observed. It is forbidden to leave engines running. Exhibitors shall not be entitled to compensation for any waiting times. Goods vehicles may only be parked on

Austria Center Vienna's premises in exceptional cases, and with the written permission of Austria Center Vienna. Instructions given by Austria Center Vienna must be followed at all times.

Freight elevators are located at Gate 1, Gate 4 and downstairs below Hall X3 to deliver the goods to the correct level. IML should be contacted if forklift rental is required and for any other in-house transportation services, as well as for storage of empty crates.

Use of freight elevators

The Austria Center Vienna has 6 freight elevators available. Four of them are located inside the building, two are in the exhibition halls leading from level -3 to Halls X3 and X4.

Exhibition materials may be brought into the freight elevators, each with a maximum payload of 3,000kg. Two freight elevators allow delivery of materials directly to Halls X3 and X4 from the truck and vehicle parking area. Materials are brought into Halls X1, X2 and X3 also at street level. Freight elevators may not be used to transport people. Instructions given by Austria Center Vienna staff must be followed at all times. Austria Center Vienna accepts no liability in the event of any contravention of these regulations. All freight elevators inside the Austria Center Vienna and in the exhibition halls can only be operated from outside, with a key. Freight needs to be stored and secured within the yellow lines in the elevator. The elevator must be called from the level to which the freight needs to be delivered. All freight elevators have the following dimensions: 6.20m (length) x 3.20m (width) x 3.10m (height).

Use of passenger lifts and escalators

Passenger lifts and escalators may not be used to transport heavy freight, goods or equipment.

Storage of empties

Empties should generally be stored directly with IML, an external partner of Austria Center Vienna. In exceptional circumstances Austria Center Vienna will allocate storage space, for which a fee will be charged.

Vehicles and forklifts are not allowed inside exhibition areas. Only forklift trucks operated by IML are permitted within the loading bay. Only pallet jacks and trolleys are permitted in the exhibition areas.

Halls X1, X2 and X3 are accessible at street level. In light of the limited number of delivery entrances, please respect the clearways and waiting times. All exhibitors, including those that prefer to carry out unloading themselves, must apply for loading and unloading slots. Please contact IML directly for your loading and unloading slots. Exhibitors must respect and consider delays or waiting times if no slots are agreed with IML.

Parking

Trucks and vehicles higher than 2m: parking spaces are available at the Parking lot West (located next to Gate 1) on a first come, first serve basis.

All other vehicles and cars lower than 2m must use the Austria Center Vienna's parking garages.

Information regarding access and fees can be found online:

<https://www.acv.at/teilnehmen/anreise-und-verkehr/travelling-by-car.html>

Exhibition area technical services

General information

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

Water connections are only available at a selected number of locations. It is therefore recommended to announce the requested position in advance and that for large stands, a platform as built, so that water connections remain available to other exhibitors.

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

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

For rigging the organiser as well as the exhibitor is obliged and required to use the venue's ceiling grid for the preparation of the rigging points as early as possible. The Austria Center Vienna reserves the right to deny rigging requests in case the instructions and rules are not followed (please see separate rigging point information kit).

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

The exhibition halls have areas with limited daylight and areas with no daylight.

The floor in exhibition halls X1, X2, X3 and X4 is covered with asphalt. It is recommended that exhibition spaces are carpeted. Tape used to fix carpet must be fully removable. If tape is used that is not fully removable or leaves traces, additional cleaning costs will be incurred.

Oil, grease, paint and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it which is not completely removable.

In Halls X1, X2 and X3, power supplies and other utilities are supplied to stands via the ceiling, from the hall walls or along the pillars. They are only supplied from the floor in Hall X4.

Maximum construction heights in the exhibition within the building:

| | |
|---------------------------------------|--|
| Entrance Hall I/II/III: | Construction height low area: 2.80m Construction height lowest area: 2.60m |
| Entrance Hall IV: | Construction height: 5.00m |
| Hall E/F: | Construction height high area: 5.00m Construction height low area (below technical booths and balcony): 2.50m |
| Halls D/G/K: | Construction height high area: 4.00m Construction height low area (below technical booths): 2.50m |
| Foyers A/B/C: | Construction height 2.50m |
| Foyer D/G/K: | Construction height high area 4.00m Construction height low area: 2.00m |
| Corridors Level 1: | Construction height 2.00m |
| Corridor between Foyer D and Hall X2: | Construction height 2.50m |
| Foyers E/F: | Construction height 2.80m |
| Corridors Level 2: | Construction height 2.30m |
| Gallery: | Construction height 2.50m |
| Foyers M/N: | Construction height 2.80m |
| L 1-8: | Construction height 2.80m |

Maximum construction heights in the exhibition halls:

| | |
|-------------------|---|
| Hall X1: | Construction height 3.50m (at smoke barrier: 2.50m) |
| Hall X2: | Construction height 3.50m |
| Hall X2 entrance: | Construction height 4.00m |
| Hall X3: | Construction height 5.50m |
| Hall X4: | Construction height 6.50m |

General information on stand construction

Build-up of stands – General

Austria Center Vienna makes the stand area allocated to the exhibitor available without structures, technical or furnishings. The exhibitor is responsible for assembly and furnishing of the stand and for all required technical equipment. The construction and furnishing of the stand is at the exhibitor's discretion, subject always to Austria Center Vienna's regulations and instructions with regard to safety, permitted furnishings and general appearance.

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

Exhibitors wishing to construct their own pavilions on the premises must obtain the permission of the Baupolizei (building inspectors). The proposed location, construction and design of such structures must be agreed with Austria Center Vienna before application to the Baupolizei.

Austria Center Vienna accepts no liability for the safety of the design or construction of exhibition stands or the equipment contained therein. Any requirements for alterations to the structure, furnishings and equipment of the stand and any special operating requirements imposed in the interests of public safety by the external and/or internal authorities during the official inspection must be complied with by the exhibitor promptly, before the start of the event, and at the latest before the subsequent final inspection.

Stand assembly guidelines

All entrance and exit doors to the halls, including emergency exits, escape routes, passageways, staircases, etc., must be kept completely free and unobstructed at all times. Fire safety equipment such as portable fire extinguishers, fire alarms and hydrants must be visible and accessible at all times. Fire safety equipment may not be obstructed or enclosed by structures. Stands may be constructed using the exhibitor's own materials, as described in section XIII.1.1. of the General Terms and Conditions of Contract. It is not permitted to drill, insert screws or hammer nails into the building's walls, ceilings, floors or pillars. Stands and exhibits may not impose loads on walls, pillars, windows or doors, nor may adhesives be used on these features of the building. The hanging of lightweight suspended ceilings, advertisements, banners and light fittings, etc. is not possible in all exhibition areas, and is only permitted subject to written request and approval by Austria Center Vienna. The necessary wall or ceiling mounts for hanging such items must be installed by IAKW staff or their assistants; the exhibitor shall bear the costs incurred. Pillars may be covered up to the maximum permitted construction height, provided that they are not damaged in the process. Combustible materials such as jute, crepe paper, cardboard, corrugated cardboard, reed mats or flammable plastics may not be used to construct or cover stands, or for decorative purposes. All items brought onto the premises must comply with the applicable fire safety regulations. Special protective measures must be taken in the aisles of the exhibition space, during build-up and breakdown, or otherwise special care must be taken to prevent damage to floors. Wood cutting and shaping tools must have dust collector bags. Painting and wallpapering is only permitted in the exhibition halls if the floors are first covered using PVC sheeting.

Utilities

Special requirements for electrical, telecommunications and water connections can only be met where permitted by the official regulations and the technical services in the exhibition halls. Such services shall be provided at the exhibitor's expense. Requests must be made in writing. The installation of all such connections requires Austria Center Vienna's permission, and may only be undertaken by skilled personnel employed by Austria Center Vienna, or by approved Austria Center Vienna specialist subcontractors on behalf of and for the account of the exhibitor. No changes to such connections by the exhibitor are permitted. The exhibitor must comply with the rules and regulations of IAKW-AG and the telecommunications, electricity and water companies. Austrian safety regulations must be complied with. Infringements of regulations will result in the immediate disconnection and removal of the connection, and the exhibitor shall not be entitled to claim damages. A three-phase power supply with approx. 3 x 400/230V and alternating current with 230V and 50Hz frequency with TN earthing are available. There are residual current circuit breakers in the exhibition halls. Austria Center Vienna shall not be liable for any loss or damage resulting from technical defects. In the event of non-compliance with these regulations and instructions Austria Center Vienna may, after expiry of due notice given for remedy of the breach, make any improvements or modifications it deems necessary, at the exhibitor's expense.

Approval of construction

It is the exhibitor's responsibility to send a drawing of the proposed stand construction (floor plan and elevation) for approval, at their earliest convenience. With the exception of shell scheme stands, this regulation applies to all self-constructed stands and all stand assemblies that include rigging. Two-story constructions are only possible in Halls X3 and X4. For approval (when not handled through the organiser or the organiser's Exhibition Service Partners) please contact Marion Lüftenegger (marion.lueftenegger@acv.at).

Suspension points/rigging - general

Suspension points may be mounted in the exhibition halls and in the centre of the Entrance Hall. All suspension points must be inspected and approved by Austria Center Vienna. The weights of suspended objects must be supplied for this purpose. All Exhibition Halls are equipped with a ceiling grid, from which objects can be suspended by a rigging master employed by Austria Center Vienna. **All suspended objects need to be inspected and approved on-site by a structural engineer (at the organiser's expense) once mounting is completed.** The appropriate date and time will be agreed between the Austria Center Vienna and the structural engineer.

For more detailed information please see the separate Information kit for rigging points.

Connection to electricity supply

A power package is required in order for any kind of power connection to be supplied. The type of connection required should be indicated on the order form, and all the connections required for electrical devices, lighting, etc. should be listed. To make sure that power connections are available at the right locations, a sketch must be provided together with the order form, indicating the required connections on the service sheet for the technical layout.

Electrical installation work can be ordered from our external partners or from a licensed electrical firm of the exhibitor's choice, which must submit a report on the electrical wiring installed („*Elektrobefund VD 390*“) to the Austria Center Vienna staff on the last assembly day at the latest (see House Rules & Regulations), including details of all connections installed.

Water

Water pipe installations to and from the service pipes may only be carried out by employees of the Austria Center Vienna. Water connections cannot be installed in areas with parquet flooring. In the entrance hall, the total number of water connections is limited to four, and these may only be along the wall (two connections on each side). Water connections in the gallery are also limited to four connections along the walls. For both locations – Entrance hall and Gallery the positions for the water connections must be agreed with the Austria Center Vienna well in advance

The flat rate includes the costs of providing a connection, water supply costs and drainage connection charges for one device/tap at the stand. Connection of a sanitary fitting (e.g. sink) provided by the customer is possible upon request and by arrangement. Repairs to equipment provided by the exhibitor will be charged at cost. Please be advised that such repair work cannot be performed on the last move-in day.

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

Please note the following points:

In order to prevent blockages, food waste and coffee grounds must not be disposed of in sinks.

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 unauthorised tampering by means of a special lock.

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

All plumbing work must comply with current regulations, and will be examined at the time of the official inspection of the event. To ensure that the taps are installed at the position where they are required, a sketch of the water connections ordered must be submitted together with the order for the connections.

Compressed air

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

Dismantling and removal

Removal of exhibits and breakdown of stands before the end of the event is prohibited. After removing exhibits and dismantling the stand, the exhibitor must leave the hired space in the same condition it was in when it was first placed at the exhibitor's disposal. Any damages or failure to leave the premises in a clean state will be rectified by Austria Center Vienna, and the related costs will be charged to the Contractual Partner. In the event that the stand is not vacated on time, Austria Center Vienna shall be entitled, at the Contractual Partner's expense:

a. to have any materials, objects or packaging belonging to the exhibitor removed from the site and stored;

b. to return the area to the condition it was in when placed at the exhibitor's disposal.

In such case Austria Center Vienna is entitled to charge the exhibitor for any storage or other costs. The exhibitor bears the risk for any materials, goods and packaging stored on the Contractual Partner's behalf.

Materials, goods and packaging material not collected by the exhibitor within three months of the end of the exhibition shall become the property of Austria Center Vienna unless the exhibitor has reached an agreement with Austria Center Vienna for the safekeeping and storage of such materials, goods or packaging. The exhibitor shall have no claim to compensation by the Austria Center Vienna on his own behalf or that of third parties if the Austria Center Vienna becomes the owner of the goods in the manner described above.

Cleaning and waste disposal

Cleaning of the aisles will be arranged by the venue once a day. Exhibitors must order cleaning services for their stands separately.

Services include cleaning of the floor, tables and chairs and all horizontal surfaces up to a height of 1.70m (not including exhibits and locked cabinets). Prices are quoted per square meter of exhibition space and include a thorough clean once before the start of the event, as well as daily cleaning (not including exhibits). Daily cleaning on event days takes place before the event opens. Complaints about cleaning services can only be considered if made on the same day as the inadequacies are noticed. Additional costs resulting from improper waste disposal will be charged to the Contractual Partner. We would like to point out that it is not permitted to deposit waste of any kind on the exhibition premises. Any materials left behind will be disposed of, without ascertaining their value, at the exhibitor's expense.

Special waste disposal requirements such as medical waste etc. must be announced in advance by the organiser or exhibitor and comes at additional costs.

Austrian packaging regulations that entered into force in 1993 introduced a statutory obligation to separate refuse into individual, recyclable materials. Organisers, exhibitors and stand builders are therefore required to contribute towards the avoidance of waste, and the recycling and proper disposal of waste materials at all stages of an event. Exhibitors are requested to prepare unavoidable waste for disposal by separating it by type during the move-in and move-out periods and the event itself. Please find more information on licence agreements with ARA AG under <http://www.ara.at/e/clients/compliance-and-license-partnership.html>.

Damage and insurance

No part of the premises may be damaged or disfigured in any way. Should any damage occur, the exhibitor will be invoiced for the costs of repairs. Exhibitors are kindly asked to acquire sufficient insurance, such as public liability insurance covering all injuries to persons and damages that might occur in connection with the exhibition. It is also recommended that exhibitors take out additional coverage against loss or damage to exhibition materials during transportation and during the exhibition itself. Austria Center Vienna shall not be liable for any loss or damage to exhibition materials.

Fire and safety regulations

Any goods on exhibitors' stands will constitute part of their stand and will be subject to these regulations.

General materials

Stand construction, installation of materials and structures supporting posters should be sufficiently stable to ensure public safety. Exhibit cases and displays should be sanded down/finished to ensure that they will not inflict cuts. Clear glass elements should display warning signs at eye level.

Stand walls

Stand walls must be made of classified fire-retardant materials, i.e. as good as or better than wood. Particle board, non-porous fibreboard and plywood are acceptable.

Decorative materials

Fire-retardant materials have to be approved in accordance with one or more of the following classifications:

SS 02 48 21, SIS 65 00 82, Euroclass A1, A2 or B-s1 d0.

Type approvals or certificates must be available at the stand, unless it is made clear in some other way that the material is approved. Cloth ceilings and other decor must be impregnated against fire. All approvals and certificates must be available in German or English, or an approved translation must be provided. Please also find below/attached the security regulations for decoration and materials.

Equipment brought onto the premises

If an exhibitor intends to exhibit, use, demonstrate or store flammable, explosive, burning or red-hot items, or items that emit radioactivity or ionising rays, or liquid gas or other pressurised gas bottles on the premises managed by the IAKW-AG (Austria Center Vienna), Austria Center Vienna must be given adequate advance notice. Exhibiting, using, demonstrating and storing such items is in all events subject to Austria Center Vienna's approval and, where necessary, dependent on official authorisation. Austria Center Vienna reserves the right to have items removed from the premises at any time at the exhibitor's expense. The exhibitor or freight forwarder must obtain information in good time as to the characteristics, load-bearing capacity and dimensions of the transportation routes, lifts, doors, etc., and ensure that the size and weight of exhibits is appropriate. If exhibits are particularly large or heavy, notice of this must be given in the application for approval, so that on-site inspection can take place for the purposes of approval pursuant to section XIII.1.2. of the General Terms and Conditions of Contract. Austria Center Vienna may require that protective matting or a weight distribution plate be placed on the transportation surfaces; the costs of such measures shall be borne by the exhibitor. Austria Center Vienna accepts no liability whatsoever for damage to persons or property caused by items of any kind (including machinery and equipment) brought onto the premises.

Motor vehicles in the exhibition area

If motor vehicles are to be brought into the exhibition space, all technical safety precautions must be complied with and evidence of compliance in the form of the necessary official and technical permissions must be submitted to Austria Center Vienna. All such events require prior authorisation by the Austria Center Vienna's fire safety representative or one of his/her deputies. For petrol or diesel driven motor vehicles older than three years, the requirements are as follows: the fuel tank is to be drained and flooded with nitrogen, and the battery is to be disconnected. For each motor vehicle, the relevant Austria Center Vienna form detailing the work done is to be completed and signed by the Contracting Partner. For petrol or diesel driven motor vehicles less than three years old, the requirements are as follows: the fuel tank may contain no more than 3 litres of fuel. The battery need not necessarily be disconnected. Flooding the fuel tank with nitrogen is only required under certain circumstances and only if the authorities or Austria Center Vienna require it.

Smoking ban

Smoking is prohibited in all public indoor areas, including private areas of exhibition space.

Flammable products

Notification of the handling and installation of flammable products should be given well before the event. This must be submitted in writing, quoting the name of the event and the stand number, to the exhibition organiser or directly to Austria Center Vienna. The storage and use of compressed gas and/or liquid gas in the exhibition halls or elsewhere on the premises is not allowed. Balloons filled with flammable gas are not permitted within halls (the only authorised gas is helium). Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises.

Open fire / Pyrotechnics

The use of open fires is prohibited, as are naked flames.

Explosive or pyrotechnic articles may not be used on or taken onto the premises of Austria Center Vienna, either indoors or outdoors, without written permission from the organiser and Austria Center Vienna.

Hot work / Heating/cooking

Hot work such as welding, soldering, cutting, and circular-motion grinding, drying, heating or work over a naked flame is not allowed within the Austria Center Vienna without special permission from Austria Center Vienna. Stoves, heaters and open fires may not be used for any purpose, including cooking, frying or baking. This also applies to demonstrations. Stoves and heaters can only be used in designated catering areas, which can be rented upon request.

Emergency exits

Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and kept in full view at all times. Fire safety signs, emergency alarm buttons, emergency exits and exit signs may not be covered by any products/company signs, decorations or stand roofs.

Goods not allowed

The following goods are not permitted on the premises of the Austria Center Vienna:

Goods causing nuisance by their smell or otherwise, or appliances emitting objectionable noises or radiating disturbing light; any hazardous objects that have not been mentioned in the stand construction design but have been introduced by the exhibitor.

Wireless communication devices (walkie-talkies, handheld microphones, etc.) may be used as long as they do not interfere with Austria Center Vienna's technical services or appliances. Exhibitors wishing to use these devices must include the brand name and frequencies to be used when submitting their stand design for approval.

Combustion engines

Any machine (generating sets, compressors, etc.) with an internal combustion engine, whatever the use, is forbidden inside the Austria Center Vienna, with the exception of exhibited motor vehicles, subject to the guidelines above.

Storage of flammable goods

Empty packaging, refuse, wood, paper, straw, cardboard and other flammable material must not be stored in the halls.

Responsibility

Exhibitors are wholly responsible for all displays and demonstrations they organise.