



# EXHIBITION HANDBOOK

This guide aims to provide all relevant information to assist exhibitors / contractors in their preparation for the planning and building of stands at TRA 2018.



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## CONTACT DETAILS

|  |
|--|
| <b>GENERAL</b>   |
| <a href="mailto:office@travie2018.at">office@travie2018.at</a>   |
| <b>PROGRAMME, SPEAKERS, MODERATORS</b>   |
| <b>Veronika Prändl-Zika/AIT:</b> <a href="mailto:programme@travie2018.at">programme@travie2018.at</a> , Mobile : +43 664 620 78 56           |
| <b>EXHIBITION PARTICIPATION</b>  |
| <b>Christine Kosar/AustriaTech:</b> <a href="mailto:exhibition@travie2018.at">exhibition@travie2018.at</a> , Mobile: +43 676 955 27 80       |
| <b>SPONSORING POSSIBILITIES</b>  |
| <b>Daniela Kraft/Austria Tech:</b> <a href="mailto:sponsoring@travie2018.at">sponsoring@travie2018.at</a> , Mobile: +43 676 614 00 77        |
| <b>INTERACTIVE ZONE, DEMONSTRATIONS, START-UP ZONE</b>   |
| <b>Sandra Hudler/Austria Tech :</b> <a href="mailto:demonstration@travie2018.at">demonstration@travie2018.at</a> , Mobile: +43 676 614 00 34 |
| <b>Lena Reiser/AustriaTech:</b> <a href="mailto:demonstration@travie2018.at">demonstration@travie2018.at</a> , Mobile: +43 676 444 00 91     |
| <b>PRESS ACTIVITIES, NEWS &amp; MEDIA</b>  |
| <b>Katharina Schüller/AustriaTech:</b> <a href="mailto:press@travie2018.at">press@travie2018.at</a> , Mobile: +43 676 614 00 29              |
| <b>GREENING ASSIGNEES</b>  |
| <b>Natasa Hodzic-Srndic/AustriaTech:</b> <a href="mailto:green@travie2018.at">green@travie2018.at</a>  |
| <b>HOTEL BOOKING</b>   |
| <b>Austropa, Daniela Filzwieser:</b> <a href="mailto:TRA2018hotels@austropa.at">TRA2018hotels@austropa.at</a>                                |

## PREPARATION KEY DEADLINES & CONTACTS

|   |
|---|
| <b>UNEQUIPPED BARE SURFACE ORDER</b>    |
| 31 <sup>st</sup> January 2018           |
| <b>PLAN SUBMISSION</b>                  |
| 5 <sup>th</sup> March 2018              |
| <b>REGISTRATIONS</b>                    |
| Online till 26 <sup>th</sup> March 2018 |
| <b>LOGISTICS ASSISTANCE</b>             |
| 23 <sup>rd</sup> March 2018             |
| <b>SERVICE ORDERS</b>                   |
| 5 <sup>th</sup> March 2018              |

## VENUE & EXHIBITION AREA

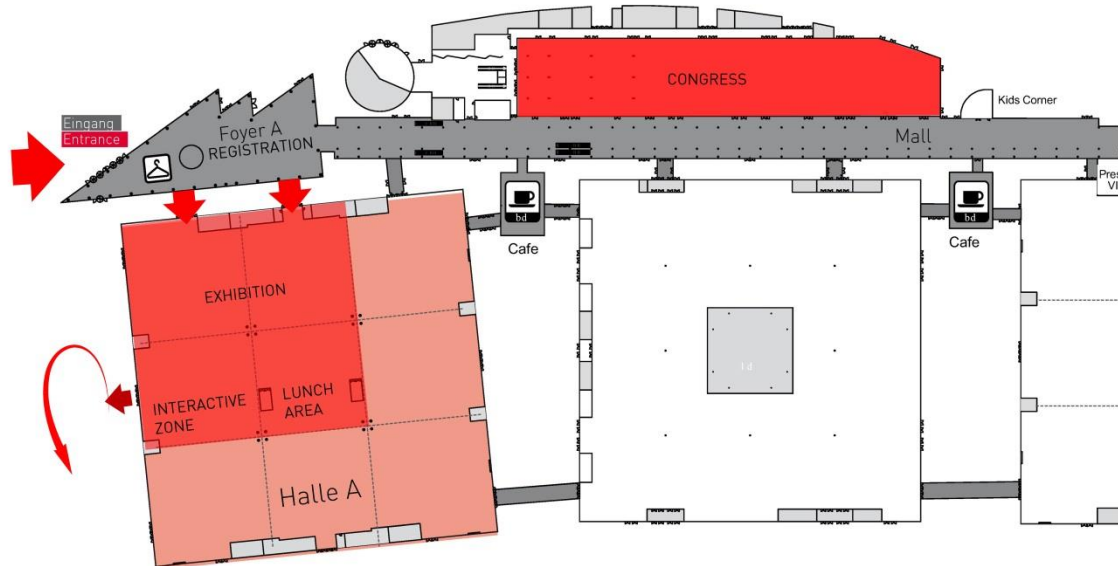
For the **Transport Research Arena 2018**, the exhibition hall with more than 7,000 m<sup>2</sup> space offers various possibilities for the industrial exhibition, meeting and networking areas as well as indoor demonstrations. The congress area additionally offers up to 24 rooms for plenary and scientific sessions. With a metro station right in front of the building, the connection to public transport is excellent, restaurants and hotels are in the near vicinity. The participants can get to the city centre via metro in ten minutes; the airport can be reached within 40 minutes.



### Reed Messe Wien GmbH

Messeplatz 1, Postfach 277, A-1021 Wien  
[www.messecongress.at](http://www.messecongress.at)

The Reed Messe Wien can be reached either by **Metro Line U2 till “Messe/Prater”** or by car. Several parking garages are available next to the venue.





| <b>BUILD UP</b>  | <b>HALL OPEN</b> | <b>ACCESS FOR</b>   |
|------------------|------------------|---|
| Saturday 14/04   | 08.00 – 20.00    | Exhibitors and contractors Hall A<br>Interactive Zone exhibitors  |
| Sunday 15/04     | 08.00 – 20.00    | Exhibitors and contractors Hall A<br>Interactive Zone exhibitors  |
| <b>OPEN DAYS</b> | <b>HALL OPEN</b> | <b>SHOW OPEN HOURS</b>  |
| Monday 16/04     | 08.00 – 20.00    | 12.00 – 19.30<br>Official Opening at 12.30  |
| Tuesday 17/04    | 07.30 – 19.30    | 08.00 – 19.00   |
| Wednesday 18/04  | 07.30 – 19.30    | 08.00 – 19.00   |
| Thursday 19/04   | 07.30 – 16.00    | 08.00 – 16.00*<br>*No exhibit may be removed from the exhibition premises prior to the official closing time of the exhibition on 19 <sup>th</sup> April 2018.  |
| <b>BREAKDOWN</b> | <b>HALL OPEN</b> | <b>ACCESS FOR</b>   |
| Thursday 19/04   | 16.00 – 20.00    | Exhibitors and contractors Hall A<br>Interactive Zone exhibitors  |
| Friday 20/04     | 08.00 – 17.00    | Exhibitors and contractors Hall A<br>Interactive Zone exhibitors<br>On Friday 20 <sup>th</sup> April 2018, all independent stand construction has to be dismantled before 17:00. The venue must be vacated by 17:00 at the latest. Any charges incurred as a result of independent stand constructions not being dismantled before 17:00, will be charged to the exhibitor in question. |

**PLEASE CLICK ON THE LINK BELOW TO DOWNLOAD THE [FLOORPLAN](#)**

## GENERAL INFORMATION

### PRESENCE AT THE STAND

During the fixed opening times throughout the entire duration of the exhibition, the booth must be properly equipped and be manned with competent staff. Each exhibitor has to nominate a responsible contact person, who is constantly available for the organiser. The setting up or dismantling of the booth may only be fitted during the provided times.

### STAND

The exhibitor must conduct business only from within the confines of his booth and may not tout, or place any material, outside the booth/space causing obstruction of the aisles. The exhibitor will be responsible for any reasonable costs of repairing the booth or premises should you paint, mark or damage any fixtures or fabric.

The space reserved according to the booking form ("space only") comes completely empty. The exhibitor is responsible for building the stand: walling, flooring, name board, lighting, cleaning, electrics and other services.

All unequipped bare surfaces are requested to provide their own walling and must not use the reverse of a neighbor's walling. To create an open environment at the fair, walling in will only be permitted up to a third of the total meters of each open side.

Advertising and logos are not permitted on the back of any part of the walls.

The exhibitor may only occupy the agreed floor space. A detailed plan of their booth must be submitted to AustriaTech for approval.

### F & B SERVICES

Gerstner Catering is the exclusive F&B provider at the Reed Messe Wien. All food and beverages and any associated catering equipment must be ordered through them.

If you would like to order F&B services for your stand, please refer to Gerstner Catering [www.gerstner-congress.at/standcatering](http://www.gerstner-congress.at/standcatering) or [www.gerstner-congress.at/boothcatering](http://www.gerstner-congress.at/boothcatering)

To place your order please get in contact with:

Gerstner Catering

Kristina Gehringer

Messeplatz 1

A-1020, Vienna, Austria

E-mail: [messe@gerstner.at](mailto:messe@gerstner.at)

## **INSURANCE**

Exhibitors are kindly asked to acquire sufficient insurance. Exhibitors are obliged to have a public liability insurance which covers all injuries to persons and damages that might occur in connection with the exhibition.

Neither the exhibition organisers nor Reed Messe Wien can accept any responsibility for the damage or loss of any materials introduced into the venue by exhibitors and/or their contractors. Every step should be taken to ensure the security of the exhibitor's stand and the items contained within, with the recommendation that an additional insurance should be acquired where applicable.

## **PLAYING MUSIC**

In Austria, there is a tax for playing music in public (AKM) which will be applicable when the exhibitor plays any kind of music at the stand. Therefore, if you wish to play music at your stand, please contact AustriaTech for more information and for registering at the AKM authority.

## **GENERAL SECURITY SERVICE**

A security service will be in operation throughout. However, the organisers cannot hold themselves responsible for any loss or damage to the exhibitors' property. Exhibitors are warned not to leave their stands with exhibits unattended at any time when the hall is open, whether during installation, open or dismantling periods. In the event of loss or damage, the organisers must be informed immediately. Special care should be taken of mobile phones, laptops and handbags as these can be easily misplaced or stolen from stands.

## **BUILD UP**

Exhibitors are warned not to leave valuables unattended or open on their stands, whether during the build-up, open or breakdown periods. We suggest that exhibitors keep all their valuable exhibits either locked up or somewhere safe until the show opens.

To ensure that your exhibits are safely delivered to your stand please label every package with your stand number, company and a contact name. You must have someone on your stand who is authorized to receive exhibits as the organisers cannot sign for any deliveries on behalf of exhibitors.

Delivery vehicles are not allowed inside the exhibition halls. Please also note that only forklift trucks operated by the official logistics partner DHL are permitted within the loading bay and halls.

## **SHOW OPEN PERIOD**

Always be vigilant with your exhibits during the open period and make sure that you arrive prior to the official opening time and do not leave your exhibition stand at night before all visitors have left the show.

Never leave your stand unattended and at the end of every day, lock up your valuables or remove them from the stand for the night and bring them back the following morning before



the show opens. Do not ask your neighbor to look after your stand as if he gets busy you could lose some of your valuable items.

## **BREAKDOWN**

Do not leave any valuables unattended during the breakdown and make sure that there is always someone looking after your stand.

## **SECURITY PROCEDURE**

In the event of loss or damage, the Hall Manager should be informed immediately and an official report will have to be completed by the exhibitor at the police station.

The exhibitor is obliged to strictly conform to all security rules and regulations in place at the Messe as well as the regulations put into place specifically for the TRA 2018 conference.

## **IMPORTANT RULES**

Each exhibitor has to comply with the “Technical Regulations” of Messe Wien Exhibition & Congress Center:

APPENDIX 1 Technical Regulations

APPENDIX 2 Guidelines for multi-storey stands

APPENDIX 3 Exhibition stands and structures requiring acceptance by an independent structural engineer

## **CONNECTIONS AND INSTALLATIONS**

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

### **- Electrical installations**

Installation work may only be performed by licensed companies which are answerable to the authorities. Connection to fuse boxes may only be carried out by companies authorized by Reed Messe Wien GmbH. The installation of neon lights and demonstration of electric ovens or heaters of all kinds require a written permit from Mag.-Abt. 36, Dresdner Strasse 75, A-1200 Vienna, which must be obtained by the exhibitor. Electric radiators and heaters with exposed elements may only be operated for short periods, for demonstration purposes. Only three-phase 400/230 V 50 Hz current is available throughout the fair premises.

## **FIRE PRECAUTION**

- Only fireproof materials or materials impregnated with flame-proof substances may be used for stand furnishings. The authorities must be furnished with binding certification confirming the use of flame-proof paints and impregnations. The use of plastics or expanded plastic materials for stand decorations or lettering is conditional upon presentation of certification proving that the requirements of flammability standard B1, smoke emission standard Q1 and drop formation standard TR1 have been met.
- The use of naked flames and open fires is prohibited.





- Exhibition structures with closed ceilings:

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. Areas with closed ceilings of more than 50m<sup>2</sup> 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.

Areas with closed ceilings of more than 150m<sup>2</sup> or with a width of more than 6m must additionally be equipped with a sprinkler system within the stand.

### **CONSTRUCTION HEIGHTS**

- The standard stand height is 2.50m.

Written permission must be obtained from the organizer in advance to exceed the normal construction height. The deadline for inquiring about additional height is 5<sup>th</sup> March 2018. AustriaTech must be provided with a sketch of the stand by 5<sup>th</sup> March 2018 at the latest.
- Binding guidelines for multi-storey stands - please see **APPENDIX 3**.

### **MAXIMUM FLOOR LOAD**

The maximum floor load of the exhibition Hall A is 1.600 kg/sqm. Any special requirements, such as special machinery, including loading and unloading need to be communicated to the exhibition organizer in advance

### **RIGGING**

- The suspension of items from the ceiling on the trade fair premises is permitted only if the technical equipment and rigging points provided by STANDout for this purpose are legally permissible and are approved by the event organiser in advance.
- All rigging points shall be designated by STANDout 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.
- Requests for approval shall be submitted no later than 2 months 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.



## **OPERATION AND DEMONSTRATION OF VEHICLES**

- Vehicles may only be exhibited at the exhibition site with approval of the organizer and in compliance with the official regulations and the regulations for the event in question to be issued by the organiser concerned.
- 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.
- Appropriate action shall be taken to ensure that vehicles on display cannot be operated or pushed away by unauthorised persons.

## **WASTE DISPOSAL**

The Austrian packaging regulations introduced a statutory obligation to separate refuse into individual, recyclable materials. Organizers, 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 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.

Please find order forms for residual waste containers and waste disposal in the Brochure of STANDout P.09

## **SMOKING BAN**

Please note the legal restrictions set down in the official ban on smoking in public places. According to the current legal restrictions there is a general ban on smoking in all enclosed and publicly accessible areas.

Hence, these laws are also valid in their entirety for the facilities and grounds of the Messe Wien. This refers to all covered areas and to all people, without exception! Smoking shall be solely permitted in especially signposted open air smoking zones. At the Messe Wien venue most of these signposted zones are located next to connecting areas between the mall and the expo halls. The areas in front of the main entrance are not smoking zones! We also wish to clearly state that smoking is absolutely and categorically forbidden – without exception – at the expo stands. Any temporary rulings permitting smoking at expo stands under specific circumstances up to now are hereby rendered obsolete. Meanwhile, a number of non-smokers have made a point of reporting instances of violations to the police. In response the authorities have insisted we, the organisers, ensure there is strict enforcement of these legal restrictions.

We therefore request you completely respect these clear legal guidelines, in your own interest as well as for the welfare of the non-smokers.



## TECHNICAL SERVICES

### NEEDS TO BE BOOKED VIA STANDOUT

(Electricity, cleaning and waste disposal, hanging points, stand equipment, lighting, furniture, plants, stand security and stand attendance, catering)

For further information please download the Brochure of STANDout

Contact:  
STANDout  
Martin Moser  
E: [martin.moser@STANDout.at](mailto:martin.moser@STANDout.at)  
T: +43 1 727 20 6224

### INTERNET

Free WiFi is available in the conference and exhibition area.  
SSID: TRA2018  
No password necessary!

Due to the technical conditions at Messe Wien, wired Internet access is recommended for a reliable Internet and data connection. Guaranteed quality for your data transmission and commercial applications will only be possible with a wired internet connection.

This can be ordered via Kapsch.

Contact:  
Will Jeckel  
T: +43 50 811 5785  
E: [willi.jeckel@kapsch.net](mailto:willi.jeckel@kapsch.net)

Detailed information and order forms:  
[http://www3.kapsch.net/forms/Messen.aspx?LANG=EN&ME\\_ID=307](http://www3.kapsch.net/forms/Messen.aspx?LANG=EN&ME_ID=307)

### AUDIO – VISUAL EQUIPMENT

The order form for video-, audio-, light- and IT-equipment please see APPENDIX 6.

Contact:  
STEINER Mediensysteme GmbH  
T: +43 (0)2262 / 733 33-0  
E: [TRA2018@mediensysteme.at](mailto:TRA2018@mediensysteme.at)  
I: [www.mediensysteme.at](http://www.mediensysteme.at)

## MATERIALS TO THE VENUE

DHL is the official freight forwarder for the TRA Exhibition 2018 and will take care of any shipment of goods at an additional charge.

Contact:

DHL Global Forwarding (Austria) GmbH

Isabella Krapf

Trabrennstr. 5

A-1020 Wien

AUSTRIA

T: +43 1 728 31 60 8712

F: +43 1 728 31 60 78712

E: [Isabella.Krapf@dhl.com](mailto:Isabella.Krapf@dhl.com)

## DELIVERIES AND COLLECTIONS

Messe Wien does not accept any direct deliveries to the venue. No deliveries will be accepted before the first day of set up. All deliveries made by a carrier/courier directly to Messe Wien must be received by the exhibitor.

At every exhibition, one of the regular problems is deliveries arriving at the venue before the exhibitors themselves. **We must insist therefore that exhibitors having goods delivered by an outside contractor must have a representative on their stand to receive their goods.** Under no circumstances can the organisers or the Messe Wien sign for or take responsibility for deliveries before the start of the show. Deliveries and collections are under the entire responsibility of the exhibitor. This is also true for any vehicles delivered to the Messe Wien.

All letters and packages sent to Messe Wien should be addressed as follows:

TRA 2018

Company Name and Stand Number, Hall Name

Name of Stand Manager and Mobile Number

Reed Messe Wien

Trabrennstrasse 5

1020 Vienna

**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/verkehr/lkw-bus/lkw-stellplaetze/>

Please be informed that in Austria there is a truck driving ban on Saturdays from 3.00 pm until 0.00 am and on Sundays and public holidays from 0.00 am until 10.00 pm.

It is possible to apply for a special exempt permit electronically via the internet. This has to be done by each applicant individually.

Please find more information at:

<https://e-gov.ooe.gv.at/> and <http://www.asfinag.at/verkehr/lkw-bus/lkw-fahrverbote/>

## Delivery of exhibits

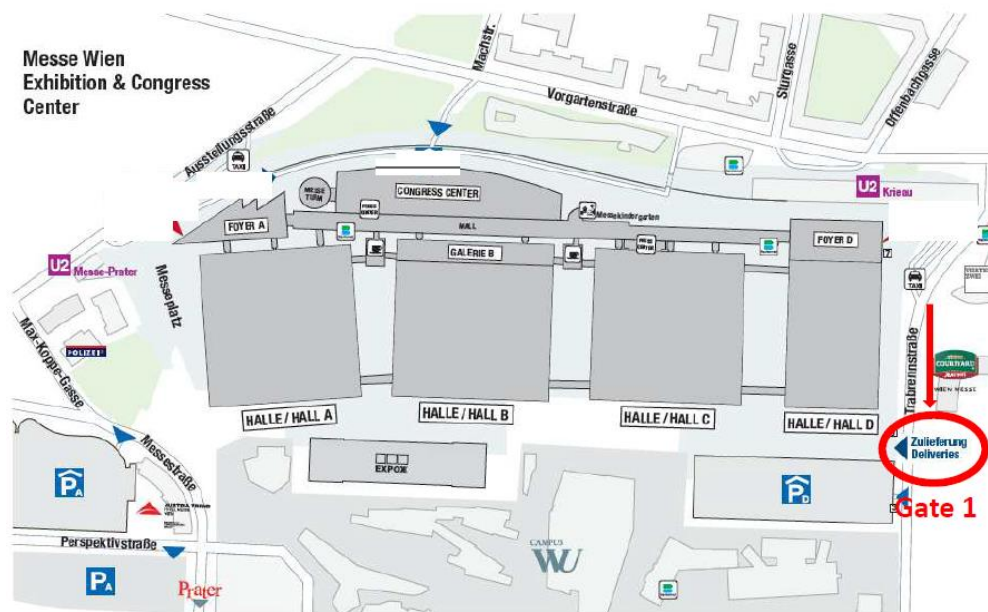
During the buildup and open period of the event, deliveries to your stand may only be made via gate 1, Trabrennstraße 5.

To guarantee smooth delivery for all contractors and exhibitors, access to the complex is limited:

- During build up period for 3 hours,
- During open period for 1 hour.

The residence time is free of charge for a maximum of 3 hours (during build up) and 1 hour (during open period). For any vehicle staying longer will incur an overstay fee of EUR 100,-.

Access to the exhibition hall is via the loading zone at the back of Hall A. Please make sure that you start the shipment procedure in well in advance. Late requests may not be processed on time, which may cause delays for onsite deliveries.



Important: Neither AustriaTech nor Messe Wien can be held liable for any loss, damage or incorrect delivery of materials. During the show, the exhibition management will not permit exhibition materials to be stored on or behind exhibition stands. Furthermore, arrangements must be made for the collection of goods before the final close of the exhibition. Unaccompanied goods must not be left for collection in the exhibition hall. Messe Wien and AustriaTech will not be responsible for materials left behind following an exhibition and reserve the right to dispose of materials.

## Storage of empties

Empties (carton boxes, crates, boxes of display system, etc.) may not remain on your booth, behind the booth or in the aisles. Please contact DHL for handling and storing of your empties. Remember that aisles should be cleared of all empties on **Sunday 15<sup>th</sup> April at 8pm** at the latest.





Empty crates, cartons, boxes, shavings or other packing materials shall not be stored on, under or behind any stand. No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind, in the booth or in the aisles. If any exhibitor or their contractor(s) leave such materials behind, the costs of removing will be charged to the exhibitor.

Please contact the official forwarder DHL for handling and storing of your empty crates and other packing material through the duration of the exhibition.

## **REGISTRATION / ACCREDITATION**

Registration is **compulsory** for every exhibitor that will be on site during the event.

### **REGISTRATION PROCESS**

Please register via ConfTool:

<http://www.traconference.eu/registration/>

Appropriate registration codes will be provided by the organising team.

### **BADGE PICK-UP (FOR EXHIBITORS ONLY)**

You will have to present your registration confirmation (with barcode) and an ID card or passport to collect your personal accreditation at the registration desk on site.

Hostesses will be on site to guide you.

We kindly invite you to collect your personal badge as soon as possible within the opening hours mentioned below:

|                 |               |
|-----------------|---------------|
| Sunday 15/04    | 17.00 – 19.00 |
| Monday 16/04    | 08.00 – 19.00 |
| Tuesday 17/04   | 08.00 – 19.00 |
| Wednesday 18/04 | 08.00 – 19.00 |
| Thursday 19/04  | 08.00 – 12.00 |

### **BADGE VALIDITY**

Unless you have any specifications on your confirmation registration and/or badge, your badge is available for the whole 4-days period of the event.

No badge will be requested during set-up and dismantle (Saturday 14/04 and Sunday 15/04).

### **BADGE CONTROL**

You are kindly requested to wear your badge all day long during your participation at the event. Please make sure that this badge is clearly visible by our staff and security guards so that you can go in and out of the event areas at your convenience.

### **GREEN EVENT GUIDELINES**

The Transport Research Arena 2018 is set up as a Green Event.

This will give an important contribution to Corporate Social Responsibility regarding such a big international event. The TRA2018 would be one of the first Green Events of this size.

To reach this, there are certain guidelines which also touch the rights of the exhibitors.

We commit ourselves to meeting the following requirements of the event:

- Waste accruing at the booth has to be disposed of according to the requirements of the waste management scheme.
- During the event, we do not use any single-use products (cups, plates, cutlery, cans, PET bottles, etc.).
- The materials brought and used by us for the design of the booth (racks, roll-ups, decoration, maybe floor covering) are reusable and are reused.

### **Additional Information for exhibitors of the Interactive Zone**

This information only applies to exhibitors of the Interactive Zone.

Please note that your stand will be set up by AustriaTech as agreed in your contract. Therefore no material needs to be brought by the exhibitor. Standard power supply and general WiFi will be provided in the Interactive Zone. All other additional services will be organised as agreed in your contract. There is no need to book them individually as described on the previous pages.

The Registration will be done for you by AustriaTech. Please pick up your badge on-site independently.

### **Additional Information for exhibitors with System booths**

This information only applies to exhibitors with system booths. Please note that your stand will be set up by STANDout as agreed in your contract.

The system booth includes the following services:

- Carpet tiles in grey, black or red,
- Wall element Expo8 H 2,5m white Alu-system,
- Alu fascia element H 175 mm with lettering panel white (lettering field 1940 x 300 mm),
- 1 spotlight per 4 sqm,
- Groundcleaning.

For selecting your preferred equipment, please fill in the form “System booth” (**APPENDIX 4**).

Please note that power supply is not included and has to be ordered separately.

For further services please contact directly:

STANDout  
Martin Moser  
E: [martin.moser@STANDout.at](mailto:martin.moser@STANDout.at)  
T: +43 1 727 20 6224





## APPENDIXES

APPENDIX 1 Technical Regulations

APPENDIX 2 Guidelines for multi-storey stands

APPENDIX 3 Exhibition stands and structures requiring acceptance by an independent structural engineer

APPENDIX 4 System booth

APPENDIX 5 Audio & visual equipment

**We look forward to welcoming you at the TRA Exhibition 2018 in Vienna and wish you a pleasant and successful exhibition! Please feel free to contact us if you have any questions!**



# APPENDIX 1

## TECHNICAL REGULATIONS

# TECHNICAL REGULATIONS

## DEFINITIONS

|                                    |  |
|------------------------------------|--|
| <b>Exhibitor</b>                   | 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.   |
| <b>Authorised service provider</b> | 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.   |
| <b>Service provider</b>            | 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.)   |
| <b>Proprietary event</b>           | means an event organised and/or held by Reed Exhibitions.  |
| <b>Third-party event organiser</b> | 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. |
| <b>Third-party event</b>           | means an event organised and/or held by a third-party event organiser.   |
| <b>Agent</b>                       | 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.  |
| <b>Exhibition site</b>             | means, collectively, the entire premises of Messe Wien, including Halls A to D, the foyers, the Mall, the Congress Center and the grounds.   |
| <b>Exhibition structures</b>       | means structures at the exhibition site, and in particular fair stands, including stand furnishings and exhibits, as well as stage structures and advertising media.   |
| <b>Trade fair premises</b>         | means, collectively, the enclosed premises of Messe Wien, including Halls A to D, the foyer, the Mall and the Congress Center.   |
| <b>Reed</b>                        | means Reed Messe Wien GmbH, Messeplatz 1, 1020 Vienna.   |
| <b>Reed Exhibitions</b>            | means Reed and/or Reed Messe Salzburg Gesellschaft m.b.H.  |
| <b>Reed contractor</b>             | 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.   |
| <b>Subcontractor</b>               | 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.   |
| <b>Event organiser</b>             | 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.

## TECHNICAL REGULATIONS

### 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 Messekündigung [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 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

## TECHNICAL REGULATIONS

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 as 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

## TECHNICAL REGULATIONS

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.



## TECHNICAL REGULATIONS

### 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



# APPENDIX 2

## GUIDELINES FOR MULTI-STOREY STANDS

## RICHTLINIEN

### BEHÖRDLICHE AUFLAGEN – MAGISTRAT DER STADT WIEN MA 36/V FÜR ZWEIFESCHOSSIGE STANDBAUTEN BEI AUSSTELLUNGEN

Unten angeführte Vorgaben sind bei zweigeschossigen Standbauten in den Ausstellungshallen 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 (insbesondere bei Beschädigungen des Bodens und der Wände) und für alle anderen Schäden, die aus der Verletzung einer oder mehrerer der im Folgenden angeführten Vorgaben erwachsen.

- » 1. Obergeschosse bei zweigeschossigen Standbauten müssen bis 30 Personen einen Ausgang, über 30 Personen zwei Aufgänge haben. Die Aufgänge dürfen nur geradarmig ausgeführt sein (keine Wendelung der Stiegen). Alle Stufen müssen innerhalb eines Stiegenlaufes gleiche Höhe (maximale Stufenhöhe 18 cm), gleiche Auftrittsweite (mindestens 26 cm) und eine Stufenbreite von mindestens 100 cm aufweisen.
- » 2. Alle Aufgänge in das Obergeschoss sind beiderseits von der ersten bis zur letzten Stufe mit Geländern oder Handläufen ohne freie Enden (am Anfang und am Ende abgerundet) auszuführen. Die Geländerhöhe muss mindestens 100 cm betragen.

- » 3. Die Brüstungen im Obergeschoss müssen eine Höhe von mindestens 90 cm haben. Am Boden des Obergeschosses ist eine Fußleiste herzustellen (Höhe mindestens 8 cm), damit keine Gegenstände durch Unachtsamkeit herabfallen können!
- » 4. Die Raumhöhe im Obergeschoss sowie die Durchgangshöhe (Stiegenaufgang, Türen) muss mindestens 200 cm betragen.
- » 5. Im Obergeschoss ist ein Feuerlöscher bereitzuhalten.
- » 6. Ein Gutachten eines Zivilingenieurs (oder Ingenieurkonsulenten) und Besichtigung im aufgebauten Zustand über die sach- und fachgerechte Herstellung (Grundlage für den Zivilingenieur ist die statische Berechnung) wird **unbedingt am letzten Aufbau-tag benötigt**. Wir bitten um Abgabe dieses Gutachtens beim Hallenmeister oder in der Technikabteilung (Fax: +43 (0)1 72720-2359 oder congress@messe.at). **Dieses Gutachten muss nach Fertigstellung des Stockstandes vor Ort erstellt werden!**
- » 7. Für alle Stände, die in zweigeschossiger Bauweise ausgeführt werden, sind die Standentwürfe (Grundriss, Seitenansicht und Vorderansicht), aus denen die genauen Maße ersichtlich sind, bis spätestens 6 Wochen vor Messebeginn bei der Technikabteilung der Reed Messe Wien zur Genehmigung einzureichen!

## GUIDELINES

### OFFICIAL LICENSING CONDITIONS:

### VIENNA CITY COUNCIL MUNICIPAL DEPARTMENT 36/V MULTI-STOREY STANDS AT EXHIBITIONS

The rules set out below are binding for all tenants using the exhibition halls 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.

- » 1. There must be at least one stairway to the upper deck if it has a capacity of up to 30 persons, and two stairways if capacity is over 30 persons. The stairways may only have straight flights (no spiral staircases). All the steps of a flight of stairs must be of equal height (maximum rise 18 cm) and tread depth (minimum of 26 cm), and must have a tread width of at least 100 cm.
- » 2. All stairways to the upper deck must be executed with bannisters on both sides (running from the bottom step to the top one) or handrails with protected ends (rounded at the bottom and top). The height of the bannisters must be at least 100 cm.

- » 3. The balustrades on the upper deck must be at least 90 cm high. There must be a toe board around the base of the upper deck (height at least 8 cm), to prevent objects from falling down as a result of carelessness.
- » 4. The upper deck, stairway(s) and doors must have at least 200 cm clear headroom.
- » 5. A fire extinguisher must be provided on the upper deck.
- » 6. A report from a structural engineer (or engineering consultant) based on the structural calculations and a report on an inspection of the stand in its assembled state to ascertain that it has been competently constructed and is fit for use is absolutely **essential** and must be received **not later than the last build-up day**. The report must be submitted to the chief hall technician or sent to the Technical Services Department 3rd Party on fax +43 (0)1 72720-2359 or congress@messe.at. **The report must be drawn up in situ on completion of the double decker stand.**
- » 7. The plans of all double decker stands (floor plan, side and front view) showing the precise dimensions must be submitted to the Reed Messe Wien Technical Services Department 3rd Party for approval not later than six weeks before commencement of the exhibition.





**APPENDIX 3**  
**EXHIBITION STANDS AND STRUCTURES**  
**REQUIRING ACCEPTANCE**  
**BY AN INDEPENDENT STRUCTURAL**  
**ENGINEER**

## 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 Dekor-konstruktionen, 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/m<sup>2</sup> mit max. 80cm Höhe.
- » **Pkt. 3** Alle Messestand- und Traversenkonstruktionen mit einer bebauten Fläche von über 25 m<sup>2</sup> und mehr als 4 m Bauhöhe.
- » **Pkt. 4** Alle Messestand- und Traversenkonstruktionen mit einer bebauten Fläche unter 25 m<sup>2</sup> 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.

Kontaktdaten:

|                         |      |                        |
|-------------------------|------|------------------------|
| DI Thomas M.I. Hanreich | oder | Herr Markus Müll       |
| Dreyhausenstrasse 9/10  |      | Dreyhausenstrasse 9/10 |
| 1140 Wien               |      | 1140 Wien              |
| T: +43 1 8121109        |      | Mobil: +43 664 5068034 |
| F: +43 1 8133818        |      | M: office@zt-menzl.at  |
| Mobil: +43 664 5248299  |      |                        |
| M: office@zt-menzl.at   |      |                        |

## **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/m<sup>2</sup> and a maximum height of 80cm.
- » **Rule 3** All exhibition stand and truss structures with a constructed area of over 25m<sup>2</sup> and a height of over 4m.
- » **Rule 4** All exhibition stand and truss structures with a constructed area of less than 25m<sup>2</sup> 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.

Contact details:

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

or Markus Müll  
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Mobile: +43 664 5068034  
E-mail: office@zt-menzl.at

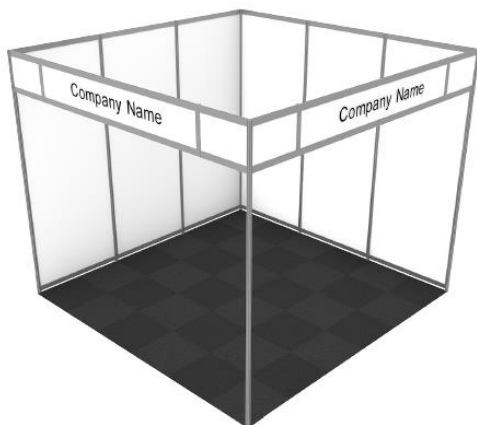


# APPENDIX 4 SYSTEM BOOTH

## Systemstand „TRA“ Complete Booth „TRA“

### Dieser Systemstand beinhaltet folgende Ausstattung:

This complete booth includes following equipment:



- Teppichfließen (bitte Farbe wählen!)  
Carpet tiles (please choose colour!)
- Wände weiß beschichtet, H= 250cm  
Walls white foiles, H= 250cm
- Blende H=175mm, weiß  
Fascia, H= 175mm, white
- Blendenbeschriftung pro offene Seite max. 20 Buchstaben  
Fascia lettering per open side, max. 20 letters
- 1 Beleuchtungsspot pro 4m<sup>2</sup>  
1 spotlight per 4 sqm
- Grundreinigung  
Groundcleaning

### Nicht inkludiert:

Not included:

- STROMHAUPTANSCHLUSS  
MAIN ELECTRIC CONNECTION
- Weitere Aussteller Wünsche  
Other additional exhibitor requests



Farbauswahl für Teppich / choose carpet colour:

- rot / red
- dunkelgrau / dark grey
- schwarz / black

**Bahntteppich ist zu einem Aufpreis von EUR 5,-/m<sup>2</sup> 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 Firmentwortlaut ein/  
please fill in the exact company wording:

\_\_\_\_\_

Aufpreis für Originallogo/original logo with sucharge EUR 41,30

Bitte die Datei für das Logo als eps file senden(please send the logo as eps file!)



# APPENDIX 5

## AUDIO & VISUAL EQUIPMENT

**Order deadline: Fri, March 16<sup>th</sup>, 2018**

**steiner**  
**mediensysteme.at**



April 16<sup>th</sup> - 19<sup>th</sup>, 2018  
Messe Wien, Vienna, Austria

STEINER Mediensysteme GmbH

+43 (0)2262 / 733 33-0  
TRA2018@mediensysteme.at  
www.mediensysteme.at

HOTLINE +43 (0)664 / 960 2000



Prices incl. insurance for electronic devices !

**1** Displays

| Quantity                 | Item and description   | Rental price for 4 days |
|--------------------------|--|-------------------------|
| <input type="checkbox"/> | <b>22" 56cm HD LED Display:</b> 16:9, 1920 x 1080 incl. table stand / wall mount, built-in speaker, USB media player | 177 €                   |
| <input type="checkbox"/> | <b>32" 80cm HD Pro LED Display:</b> 16:9, 1920 x 1080 incl. slim wall mount, built-in speaker, USB media player      | 317 €                   |
| <input type="checkbox"/> | <b>40" 102cm HD Pro LED Display:</b> 16:9, 1920 x 1080 incl. slim wall mount, built-in speaker, USB media player     | 353 €                   |
| <input type="checkbox"/> | <b>48" 122cm HD Pro LED Display:</b> 16:9, 1920 x 1080 incl. slim wall mount, built-in speaker, USB media player     | 426 €                   |
| <input type="checkbox"/> | <b>55" 139cm HD Pro LED Display:</b> 16:9, 1920 x 1080 incl. slim wall mount, built-in speaker, USB media player     | 572 €                   |
| <input type="checkbox"/> | <b>65" 165cm HD Pro LED Display:</b> 16:9, 1920 x 1080 incl. slim wall mount, built-in speaker, USB media player     | 911 €                   |
| <input type="checkbox"/> | <b>82" 208cm HD Pro LED Display:</b> 16:9, 1920 x 1080 incl. slim wall mount, built-in speaker, USB media player     | 2.118 €                 |

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

| Quantity                 | Item and description   | Rental price for 4 days |
|--------------------------|--|-------------------------|
| <input type="checkbox"/> | <b>Table stand for displays:</b> 32" to 55" instead of wall mount                    | 12 €                    |
| <input type="checkbox"/> | <b>Floor stand in stainless steel for displays:</b> 32" to 55" instead of wall mount | 121 €                   |
| <input type="checkbox"/> | <b>Floor stand in stainless steel for displays:</b> 65" to 82" instead of wall mount | 193 €                   |
| <input type="checkbox"/> | <b>BluRay player / DVD player</b>  | 36 €                    |
| <input type="checkbox"/> | <b>Full-HD laptop 15"</b>  | 242 €                   |

**3** Miscellaneous

| Quantity                 | Item and description   | Rental price for 4 days |
|--------------------------|--|-------------------------|
| <input type="checkbox"/> | <b>Full-HD Laptop 15" / Mini-PC</b>  | 322 €                   |
| <input type="checkbox"/> | <b>Multimedia-Designterminal</b> with Sony Vaio Tap 20" Touchscreen incl. stand in stainless steel   | 684 €                   |
| <input type="checkbox"/> | <b>Video walls, tablets, touch screen displays, projectors, camera equipment, ... , PCs, printer, copier, ... sound systems, microphones, ... , lighting equipment, truss constructions, ...</b> | on request              |

All prices are including delivery, setup, hand-over and dismantling.  
All prices are **valid until March 16<sup>th</sup>, 2018**. 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

|  |   |
|--|---|
| <b>Company</b>                           | <input type="text"/>  |
| <b>Address</b>                           | <input type="text"/>  |
| <b>Country, Zip-Code, City</b>           | <input type="text"/> <input type="text"/> <input type="text"/><br><small>Country ZIP Town / City</small>  |
| <b>Phone</b>                             | <input type="text"/><br><small>Telephone number</small>   |
| <b>E-mail</b>                            | <input type="text"/>  |
| <b>VAT-ID number (EU countries only)</b> | <input type="text"/>  |
| <b>Booth</b>                             | <input type="text"/>  |
| <b>Mobile phone</b>                      | <input type="text"/>  |
| <b>Ideal hand-over time</b>              | <input type="text"/>  |
| <b>Credit card</b>                       | <input type="text"/> <input type="text"/><br><small>Card number Expiry date</small><br><input type="text"/> <input type="text"/><br><small>Card holder CVC Code</small> |

Date, stamp, signature \_\_\_\_\_

**return to:**  
**Fax: +43(0)2262/733 33 11**  
**E-mail: TRA2018@mediensysteme.at**

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