

## REGISTRATION

Close of registration: 30 September 2015

Fax response +43 1 727 20-2185

☐ Exhibitor

☐ Initial for exhibitor listings

☐ Co-Exhibitor with \_\_\_\_\_

### General company data

Corp. reg. number

ARA-No.

VAT number




Company name

Street name/PO Box

Country code, post code, city

Telephone area code

Telephone

Telephone area code

Telefax





Website

E-mail contact company

### Address for correspondence

(only if written correspondence should not take place with the registered company)

Company name

Person in charge

Street name/PO Box

Country code, post code, city

Telephone area code

Telephone

Telephone area code

Telefax





e-mail

### INVOICE ADDRESS

(only if the invoice is not to be sent to the company registered as the exhibitor)

VAT number



**Expo insurance** For additional coverage on top of the standard expo insurance package, simply tick the box next to the desired option. Registration no later than 1 week before the fair begins. For details, terms and conditions – see the enclosed information sheet.

### Which product groups are you intending to exhibit?

- ☐ Forming machine tools
- ☐ Cutting machine tools
- ☐ Abrasive machine tools
- ☐ Other machine tools and machines
- ☐ Industrial software and engineering
- ☐ Industrial robots, work piece and tool handling technology
- ☐ Precision tools
- ☐ Welding
- ☐ Surface treatment technology
- ☐ Quality assurance, gauging and inspecting
- ☐ Fluid technology
- ☐ Components, parts and accessories
- ☐ Shop floor equipment, protection and work safety
- ☐ Conveyance and storage technology
- ☐ Environmentally friendly technology
- ☐ Contract manufacturing, maintenance and services
- ☐ Institutes, associations, publishers

### Please enter up to max. 5 relevant product groups from the list of product groups:

The product groups will be used for the online exhibitor catalogue.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Please fill in up to 5 companies you are representing at this fair:

Company	Town or city/country
Company	Town or city/country
Company	Town or city/country
Company	Town or city/country
Company	Town or city/country

This service is included in the scope of the marketing and service fee.

### Field of economic activity: (multiple responses permitted)

- ☐ Manufacturer
- ☐ Wholesaler
- ☐ Importer/agency
- ☐ Distributor
- ☐ Service provider
- ☐ Specialist trade publisher
- ☐ Association/public institution
- ☐ Trading agency

**Please send us both sides of the registration form with an official corporate stamp and signature!**

We have read the expo terms and conditions printed on the following pages, including the declarations of consent in clause 24 regarding the receipt of e-mails and the use of the details we have provided, and accept them as integral to the contract, even if we complete and return the registration form without the following terms and conditions in printed form (as via fax or e-mail). The place and court of jurisdiction shall be Vienna.

Town, date

**COMPANY STAMP** / signature of invoice recipient

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Company name: \_\_\_\_\_

Stand space: \_\_\_\_\_  
min. m<sup>2</sup>: \_\_\_\_\_ max. m<sup>2</sup>: \_\_\_\_\_ Width in m: \_\_\_\_\_ Front-to-back in m: \_\_\_\_\_

### Space rental fee / Zone prices:

	<input checked="" type="checkbox"/> Please cross your preferred option.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Zone A	Zone B	Zone C
<input type="checkbox"/> ROW STAND		€ 157.00 / m <sup>2</sup>	€ 148.00 / m <sup>2</sup>	€ 143.00 / m <sup>2</sup>
<input type="checkbox"/> CORNER STAND		€ 163.00 / m <sup>2</sup>	€ 155.00 / m <sup>2</sup>	€ 147.00 / m <sup>2</sup>
<input type="checkbox"/> END STAND		€ 170.00 / m <sup>2</sup>	€ 160.00 / m <sup>2</sup>	€ 153.00 / m <sup>2</sup>
<input type="checkbox"/> ISLAND STAND		€ 170.00 / m <sup>2</sup>	€ 160.00 / m <sup>2</sup>	€ 153.00 / m <sup>2</sup>

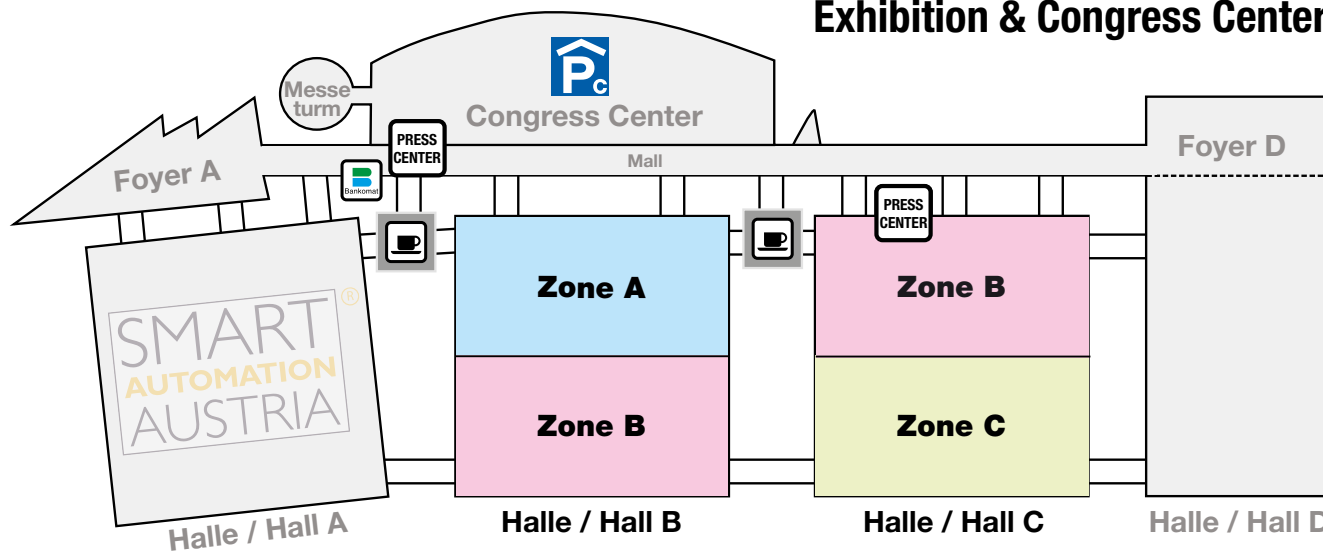
The space rental fee is a net price per m<sup>2</sup> for space only without stand structures. Taxes and duties must also be applied, calculated and paid in accordance with the applicable legal requirements. **Stand dividing walls are NOT included** in the price but are however obligatory. Please note, stand allocation is made according to construction constraints, thematic relevance and the date the registration form was received.

### Turnkey stand fee: (not including space rental fee)

	<input checked="" type="checkbox"/> Please cross your preferred option.	
<input type="checkbox"/> EASY		€ 50.00 / m <sup>2</sup>
<input type="checkbox"/> FIRST		€ 95.00 / m <sup>2</sup>
<input type="checkbox"/> EXPERT		€ 114.00 / m <sup>2</sup>

Turnkey stand fees include uniform stand construction in a fully equipped and ready-to-use state in accordance with the enclosed equipment and furnishing sheet. The fee does not cover the space rental fee, Marketing and Service Fee, electricity consumption, taxes and duties.

## Messe Wien Exhibition & Congress Center



### Marketing and Service Fee (obligatory): € 560.00

includes the registration fee, a quota of exhibitor passes according to stand size, a basic entry in the corporate profile in the online exhibitor catalogue, access to the exhibitor portal, including the functions available for self-dependent profile management as described, a basic entry in the printed exhibitor catalogue, and a variety of printed and digital format promotional aids for your own advertising activities.

### Co-exhibitor fee

includes Marketing- & Service Fee

€ 645.00

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## LIST OF PRODUCT GROUPS

### FORMING TOOL MACHINES

- 2001 Belt, straightening and cutting machines
- 2026 Bench shears
- 2002 Bending machines
- 2013 Combined punch / laser / plasma systems
- 2008 Die folding presses (folding presses)
- 2009 Die forging hammer
- 2006 Fixed axis machine presses
- 2023 Forging machines and presses
- 2007 Free form forging hammer
- 2010 Horizontal brake presses
- 2012 Hydraulic and pneumatic presses and punches
- 2011 Hydraulic presses and punches
- 2014 Laser cutting systems
- 2015 Machines and tools for pressure joining and standard joining
- 2016 Mechanical presses
- 2024 Other sheet metal processing machinery
- 2018 Plasma cutting systems
- 2019 Pneumatic presses and punches
- 2020 Presses for special applications
- 2021 Profile bending machines
- 2025 Punch and nibbling machines
- 2017 Riveting machines
- 2003 Sheet metal processing machines
- 2005 Sheet metal slip roll round bending machines
- 2004 Sheet metal straightening and sheet metal profiling machines
- 2022 Transverse and longitudinal cutting systems

### METAL CUTTING MACHINE TOOLS

- 3042 360° interior grinders
- 3093 Abrasive cut-off machines
- 3004 All-round outer surface grinding machines
- 3006 Band saws
- 3005 Belt and contact grinding machines
- 3053 Cam grinding machines
- 3054 Camshaft grinding machines
- 3110 Centre bore grinding machines
- 3088 Centreless circular grinding machines
- 3043 Circular saw machines
- 3065 Clearing tool grinding machines
- 3044 Crankshaft grinding machines
- 3002 Cutting drills
- 3001 Cutting drills and milling machines
- 3111 Cylinder honing machines
- 3021 Deburring machines
- 3092 Deep drilling machines and deep drilling lathes
- 3027 Depression milling machines
- 3012 Diamond tool lapping machines
- 3013 Double flat grinding machines
- 3008 Drilling and milling centres
- 3010 Drilling machines with a wide range of processing options (drilling centres)
- 3009 Drills
- 3003 Exterior clearing machines
- 3022 Flat and circular lapping machines
- 3024 Flexible production cells, processing centres
- 3023 Flexible production systems
- 3104 Gearing machines
- 3071 Grinding machines
- 3072 Grinding machines with other processing options (grinding centres)
- 3073 Grinding machines, specialised grinders

- 3070 Grinding, polishing and scouring drums
- 3031 Hard metal – tool-grinding machines
- 3035 High speed – turning machines
- 3038 High speed drills
- 3036 High speed grinding machines
- 3034 High speed milling machines
- 3037 High speed processing centres
- 3040 Honing machines
- 3039 Honing, lapping, polishing and deburring machines
- 3105 Horizontal round table flat grinding machines
- 3032 Hot stamping systems
- 3041 Interior clearing machines
- 3046 Lapping machines
- 3052 Micro-dosing technology
- 3051 Micro-processing centres
- 3025 Milling machines
- 3047 Multiple-spindle bed milling machines
- 3050 Multi-spindle – rod automation
- 3048 Multi-spindle drills
- 3049 Multi-spindle turning mechanisms
- 3078 Other cutting drills
- 3080 Other drills
- 3085 Other grinding machines
- 3082 Other milling machines
- 3083 Other planing, slotting and clearing machines
- 3084 Other polishing machines
- 3079 Other processing systems
- 3086 Other tool, sharpening and grinding machines
- 3081 Other turning machines
- 3030 Pantograph milling machine
- 3055 Piezo-drives and actuators
- 3056 Piezoelectric tools
- 3069 Pillar drills
- 3033 Plane, thrust and clearing machines
- 3057 Polygon grinding machines
- 3058 Portal drilling and milling machines
- 3059 Portal milling machines
- 3060 Positioning systems
- 3011 Power hacksaws
- 3061 Precision processing
- 3007 Processing centres
- 3062 Production 360° exterior grinders
- 3063 Profile grinding machines
- 3064 Radial drills
- 3107 Reversible plate grinding machines
- 3106 Rolling grinding machines
- 3066 Rotary table milling machines
- 3067 Saw and cutting grinders
- 3068 Saw sharpening machines
- 3017 Single spindle chuck automation
- 3018 Single spindle rod automation
- 3019 Single spindle universal turning machines
- 3020 Single-stand horizontal milling machines
- 3026 Slide-mounted grinding machines
- 3045 Sliding lathes
- 3091 Slotting machines
- 3087 Spiral drill grinding machines
- 3090 Standing drill presses
- 3089 Steeling, grinding and lapping machines
- 3028 Thread cutting machines
- 3109 Tool grinding machines
- 3016 Turning lathes and automats
- 3015 Turning machines with additional processing functions (turning centres)
- 3014 Turning machines with rotary tools

- 3094 Ultra-precision and micro-finishing machines
- 3095 Ultra-precision and micro-technology
- 3096 Universal – tool grinding machines
- 3099 Universal bed milling machines
- 3102 Universal console milling machines
- 3103 Universal cylindrical grinders
- 3112 Universal drilling and milling units
- 3101 Universal flat surface grinders
- 3097 Universal processing systems
- 3098 Universal tool milling machines
- 3074 Vertical bed milling machines
- 3076 Vertical flat grinding machines
- 3077 Vertical round table flat grinding machines
- 3075 Vertical turning machines
- 3029 Vibrating grinder finishes
- 3108 Workshop grinding and polishing machines (bench grinders)

### EROSIVE TOOL MACHINES

- 4003 Electro-chemical tool machines
- 4005 Electrolytic copper
- 4004 Electrolytic tool machines
- 4006 Machines for electro-erosive processing
- 4007 Sink erosion machines
- 4002 Wire erosion machines
- 4001 Wire or electrodes for spark erosion

### OTHER TOOL MACHINES AND MACHINERY

- 5001 Drill units
- 5004 Especially customised task and processing units
- 5003 Milling units
- 5009 Other machines for processing rods, shaped steel and pipes
- 5007 Pipe intake and expansion machines
- 5005 Ring profile rolling machines
- 5010 Rod and shaped-steel bending machines
- 5011 Rod, shaped steel and pipe processing machines
- 5008 Transfer machine systems
- 5012 Transfer machines
- 5006 Tube bending machines
- 5002 Turning units

### INDUSTRIAL SOFTWARE AND ENGINEERING

- 6001 Automation of test procedures
- 6021 CAP Software (Computer aided Planning), calculation and process planning
- 6004 Diagnostics systems
- 6005 Engineering software
- 6008 MDA Measuring data acquisition
- 6009 Measuring data acquisition of electrical readings
- 6010 Measuring data acquisition of non-electrical readings
- 6011 Measuring data processing and evaluation
- 6003 Operational and machine data recording
- 6002 PDA Production data acquisition
- 6006 Production of metal prototypes
- 6007 Production of thermoplastic prototypes
- 6013 Rapid prototyping - 3D printing
- 6014 Rapid prototyping services
- 6016 Rapid tooling for injection moulded tools
- 6017 Rapid tooling for injection moulding
- 6015 Rapid tooling for sand casting
- 6018 RPD Rapid Product Development
- 6019 Software
- 6020 Software for automated production

- 6022 Software for CNC controls
- 6025 Software for development and construction (CAD)
- 6023 Software for dispatch and acquisition
- 6024 Software for electro-construction
- 6029 Software for engraving
- 6027 Software for finite element calculation
- 6028 Software for flexible assembly systems
- 6030 Software for industrial robots
- 6038 Software for job management
- 6034 Software for planning and controlling production
- 6031 Software for planning capacity and schedules
- 6035 Software for product data management (PDM)
- 6026 Software for production systems (CAM)
- 6036 Software for quality assurance
- 6037 Software for simulation
- 6032 Software for storage and conveyance systems
- 6033 Software for storage and material management
- 6012 Test device monitoring and management
- 6039 Tool management

### INDUSTRIAL ROBOTS, WORK PIECE AND TOOL OPERATION

- 7013 Assembly and operating technology
- 7015 Assembly lines
- 7016 Assembly machines and assembly automation
- 7001 Building units for assembly facilities
- 7020 Feed and push mechanisms for tool machines
- 7002 Flexible assembly systems
- 7012 Gauging robots
- 7004 Gripper changing devices
- 7005 Gripping tools and automatic clamping devices
- 7003 Gripping units and tools for robots
- 7006 Handling facilities for storage - and distribution of work pieces
- 7007 Handling systems for sorting and positioning work pieces
- 7009 Industrial robots
- 7010 Loading magazines for work pieces and tools
- 7011 Manipulators
- 7014 One-person assembly workstations
- 7008 Operating robots
- 7017 Other devices for work piece and tool operation
- 7018 Other industrial robots
- 7019 Work piece and tool handling

### PRECISION TOOLS

- 8006 Bending tools
- 8038 Ceramic cutting plates
- 8050 Clamping collets
- 8046 Clamping elements, hydraulic
- 8047 Clamping elements, pneumatic
- 8051 Clamping systems
- 8048 Clamping systems, also modular
- 8049 Clamping technology, general
- 8030 Clearing tools
- 8004 Counter-bore tools
- 8002 Cut-off tools
- 8011 Diamond discs
- 8010 Diamond paste

8012 Diamond tools  
8037 Dies  
8008 Drill chucks  
8013 Drill chucks and face plates  
8009 Drilling rods  
8003 Driven tool heads  
8060 Gear cutting tools  
8035 Grinding and polishing discs  
8034 Grinding and polishing pastes  
8036 Grinding tools and accessories  
8020 Hard metal cutting plates  
8021 Hard metal tools  
8022 Honing, lapping and polishing tools  
8025 Machine vices  
8024 Magnet clamping technology  
8015 Milling arbours  
8017 Milling heads  
8016 Milling machines and milling heads  
8026 Norm parts and controls (for devices and machines)  
8044 Other clamping mechanisms  
8043 Other grinding tools  
8042 Other processing tools  
8045 Other tool systems  
8028 Planing heads and boring heads  
8029 Planing milling machines  
8053 Points and carrier devices turning machines  
8005 Processing tools  
8055 Punch tools  
8031 Reamers  
8062 Reversible plates  
8061 Roller and angle milling machines  
8032 Rotary tables and partial devices  
8033 Scrapers and deburring tools  
8018 Screw taps  
8001 Sheet metal bending tools  
8007 Sheet metal cutters and machine cutters  
8023 Shells  
8039 Sinks/countersinks  
8027 Slot cutters  
8040 Software for tool management  
8041 Special HSS and HM tools  
8052 Spiral drills and centralising drills  
8054 Steel holders  
8056 Step drills  
8057 Systems for tool identification  
8058 Tables for longitudinal and transverse motion, also NC controlled  
8019 Thread millers  
8064 Tool break inspection devices  
8063 Tool clamping  
8067 Tool gauging and setting devices  
8065 Tool holders  
8066 Tool maintenance  
8068 Tool power clamp  
8069 Tool systems  
8070 Tool systems, modular  
8014 Turning tools  
8059 Vacuum clamping plates

### WELDING

9001 Welding

### SURFACE TREATMENT TECHNOLOGY

10008 Advice, research and development  
10004 Airless and mixing systems  
10026 Anti-corrosion measures  
10044 Blasting grains and substances  
10011 Burnishing salts  
10010 Burnishing systems and substances  
10012 Chromatisation and passivation  
10013 Chromatising chemicals

10009 Coating  
10014 Compounds, glide-grinding technologies  
10007 Corrosive staining chemicals  
10015 CVD / PVD coating systems  
10019 Degreasing substances  
10049 Dewatering fluids  
10046 Drying systems  
10017 Electrostatic systems  
10036 Embossing & imprinting  
10018 Enamelling  
10025 Engraving  
10024 Equipment and products for painting and coating applications  
10001 Exhaust air purification systems  
10016 Flow-through and wheel-blast systems  
10022 Galvanising  
10023 Galvanising substances  
10041 Grinding and polishing pastes, discs, grinding belts, emulsions  
10005 Heat treating & hardening systems  
10021 Hot galvanisation  
10028 Lapping pastes  
10029 Laser and electron beam surface treatment  
10030 Laser processing  
10031 Machines, systems and services for surface treatment  
10032 Mechanical surface treatment  
10042 Other cleaning systems  
10027 Paint and soluble substance pumps  
10020 Paint removing solutions  
10035 Phosphate conversion coating chemicals  
10038 Powder coating systems  
10037 Preservatives, chemicals, substances  
10039 Robot spindle machines  
10040 Sand and grain blasting systems  
10043 Spray guns  
10034 Surface strengthening by blasting  
10045 Technical brushes, machine brushes, also for deburring machines  
10047 Ultrasonic cleaning  
10048 Vacuum drying systems  
10002 Waste water processing  
10003 Waste water purification systems  
10033 Wetting agent emulsifiers  
10006 Work safety

### QUALITY ASSURANCE, MEASURING AND TESTING

11001 3D touch probes  
11065 Accessories for gauging machinery  
11002 Analyses, swap testing devices (spark spectrometers, RFA spectrometers, eddy current)  
11005 CAD work places, workstations  
11003 Clamping elements  
11051 Coating thickness gauging devices  
11046 Computer systems and peripherals  
11006 Computer-aided measuring machines  
11020 Coordinate and extra-coordinate measuring machines  
11007 Data processing systems  
11016 Device and plant servicing, maintenance, inspection  
11015 Devices and systems for non-destructive material testing  
11008 Digital measuring and display devices  
11009 Digital radiography  
11063 Eddy current test devices, sensors, spools  
11062 Eddy current test systems for automatic testing  
11013 Endoscope, rigid and flexible (cold and warm light; accessories)

11064 Gear wheel testing devices  
11017 Hardness testing devices and machines  
11014 High precision measuring devices, general  
11018 High speed camera systems  
11021 Laser measuring facilities  
11026 Machines and devices for non-destructive material testing  
11027 Machines for surface testing  
11025 Magnetic powder fracture testing devices (Handjoche, testing systems, UV lamps)  
11024 Magnetic powder testing substances  
11038 Measurement signal recorders, measurement signal boosters  
11033 Measuring and testing devices, general  
11032 Measuring and testing equipment  
11028 Measuring automation  
11034 Measuring devices, general  
11037 Measuring equipment and measuring norms  
11029 Measuring machinery  
11030 Measuring machines, general  
11031 Measuring microscopes  
11035 Measuring robots  
11036 Measuring systems, general  
11023 Microscopes and lamps  
11039 Mobile measuring systems  
11040 Multi-sensor gauging machines  
11041 NC programming systems  
11053 Other test machines  
11011 Penetration means and test systems  
11010 Printers  
11042 Production measuring machines  
11043 Profile projectors  
11022 Rules, measures and end measurements  
11012 Setting devices for tools  
11019 Small load hardness testing equipment  
11054 Sorting facilities and machines  
11055 Stereo microscopes  
11044 Testing machines  
11045 Testing machines for extension, pressure, bending, durability  
11052 Tube markers  
11057 Ultrasonic testing devices, test heads  
11056 Ultrasonic testing systems for automatic testing  
11058 Ultrasonic wall thickness measuring devices  
11059 Vibration analysis systems  
11060 Video endoscopes  
11061 Weighing scales technology  
11004 Weighting machines  
11050 X-ray devices (mobile and stationary)  
11048 X-ray films, chemicals, (film development machines, film inspection devices, accessories)  
11049 X-ray fluorescence testing devices  
11047 X-ray scanning systems (CRT, 3D-CRT)

### FLUID TECHNOLOGY

12002 Axial piston engines  
12003 Axial piston pumps  
12039 Ball cocks  
12035 Cable binders  
12009 Choke valves  
12068 Clamping cylinders  
12037 Compact motors  
12011 Compressed air devices  
12038 Compressors  
12020 Devices and systems for securing machines and plants  
12077 Directional seated valves

12078 Directional valves  
12007 Double-function cylinders  
12017 Electric control systems and construction groups  
12016 Electric transducers and boosters  
12018 Filters, general  
12019 Flange connections  
12004 Flanged screw fittings  
12062 Float switches  
12041 Gauging data recording and evaluation  
12042 Gauging devices  
12079 Gear wheel engines  
12080 Gear wheel pumps  
12022 Hand pumps  
12076 Heat exchangers  
12023 High pressure motors  
12033 Hydraulic control systems and construction groups  
12032 Hydraulic cylinders  
12024 Hydraulic devices and accessories  
12027 Hydraulic motors  
12028 Hydraulic oils  
12025 Hydraulic power units  
12029 Hydraulic pumps  
12026 Hydraulic systems  
12030 Hydraulic tubes  
12031 Hydraulic valves  
12034 Hydro-pneumatic cylinders  
12021 Limiter switches  
12043 Measuring technology  
12045 Needle valves  
12047 Oil and water separating devices  
12046 Oil filter systems  
12067 Other cylinders  
12054 Pipe screw connections  
12036 Piston accumulators  
12071 Plug-in connections  
12070 Plug-in connectors  
12050 Pneumatic control systems and kits  
12048 Pneumatic tubes and pipes  
12049 Pneumatic valves  
12051 Positioning systems  
12072 Power flow valves  
12010 Pressure limiter valves  
12012 Pressure regulation valves  
12014 Pressure relay valves  
12013 Pressure switches  
12015 Pressure valves  
12058 Quick couplings  
12059 Quick-release couplings  
12052 Radial piston engines  
12053 Radial piston pumps  
12008 Rotary drives  
12065 Safety valves  
12060 Screw spindle pumps  
12005 Seal integrity testing and flow gauges  
12006 Sealing plugs  
12063 Sensors  
12064 Servo and proportional valves  
12001 Shut-off valves  
12040 Signal connections  
12055 Sound-proofing  
12066 Special function cylinders  
12069 Storage tanks  
12061 Swing and rotation drives  
12073 Temperature switches  
12044 Transducers  
12056 Tube fittings  
12057 Tube systems  
12075 Valve chains  
12074 Valves

### COMPONENTS, PARTS AND ACCESSORIES

13094 Accessory cabinets for machine tools  
13041 Ball bearing screw and satellite roller spindles  
13040 Ball mats and roller tracks  
13005 Battery chargers  
13042 Bearing cages  
13006 Building elements for decentralised installation technology  
13093 Central lubrication systems  
13037 Chains, chain wheels  
13010 CNC controls  
13039 Components and accessories for laser marking devices  
13025 Content level sensors  
13082 Controls and drive systems  
13043 Coolant and lubricant cleaning systems, filters, centrifuges  
13045 Coolant lubricants  
13044 Cooling systems  
13046 Couplings  
13001 Drive elements  
13016 Electric heating elements  
13022 Electric motors  
13018 Electrical and electronic components and component groups  
13017 Electrical and electronic equipment for tool machines  
13019 Electrical and electronic registration, measurement, testing and protective devices  
13020 Electrical, electronic, electro-magnetic switching and control devices  
13021 Electrolytic machines and systems  
13066 Embossing, stamping, marking devices  
13023 Energy supply chains, special cords and cables  
13024 Ergonomic workspace design  
13090 Feed drives  
13015 Flow sensors  
13026 Gas springs  
13027 Generators  
13029 Gliding and rolling bearings  
13070 Greasing oils and lubricant greases for tool machines  
13031 Heat cartridges  
13034 High performance lubricants  
13032 High pressure pipes and tubes, metal tubes  
13033 High-frequency spindles  
13068 Hinges  
13035 Hub spindle drives  
13008 Image data processing  
13009 Image data processing systems  
13085 Ink jet systems  
13047 Laser printing machines  
13051 Linear drives  
13048 Load lifting magnets  
13071 Lubrication and cooling  
13055 Machine elements  
13056 Machine legs  
13057 Machine lighting

13030 Main drives  
13053 Marking machines  
13054 Marking systems  
13059 Measuring microscopes with digital image processing  
13058 Mechanical components  
13060 Metal, wash, degreasing and de-oiling systems  
13061 Minimal lubrication  
13062 Needle print machines  
13063 Norm parts  
13007 Oiling and greasing systems  
13077 Other lubricants and coolants  
13078 Other tool machine accessories  
13087 Packaging materials, also recycled  
13064 PLM (Product Life-cycle Management)  
13036 Plumbed installation technology on tool machines  
13065 Positional gauging systems for axial motion  
13049 Power line electronics  
13014 Pressure switches, pressure sensors  
13073 Protective covers for tool machines, lead spindles and sledge relay grooves  
13074 Protective mechanisms, complete room protection, spray protection  
13092 Rack and pinion, gear wheels  
13052 Rail guides  
13050 Reading and identification systems  
13028 Rectifiers  
13067 Robot control systems  
13081 Rod loading magazines  
13012 Rotating joints  
13075 Safety systems  
13072 Screw locking  
13011 Sealings  
13069 Slip ring transmitters  
13038 Small load lifting devices, machines and transport roller boards  
13076 Special screw conveyors and thread manufacture  
13080 SPS controls  
13079 SPS programming devices  
13003 Taps, faucets  
13004 Taps, faucets, connections  
13084 Temperature sensors  
13083 Transfer printing machines  
13086 Transformers  
13013 Turn-lock fasteners  
13088 Vibration absorption  
13089 Visual geometry gauges  
13002 Work safety items  
13091 Workshop facilities

### WORKING EQUIPMENT AND WORK SAFETY

14002 Acoustic signal (alarm) systems  
14052 Air filters  
14023 Anti-fall provisions  
14003 Anti-static work clothing (ESD)  
14048 Characterisation and labelling  
14017 Chemical hazard protective suits  
14049 Control and signal clocks

14018 Disposable clothing  
14011 Drip trays and run-off baths  
14031 Ear protection  
14021 Explosion protection  
14020 Explosion-protected devices  
14012 Eye protection / protective glasses  
14034 Fabrics for personal protective clothing  
14032 Facial protection  
14001 Fall prevention  
14026 Filter methods for dust  
14024 Fire extinguishing blankets  
14016 Fire protection / fire prevention  
14015 Fire, smoke, water and gas alarm systems, fire prevention  
14025 Fire-fighting suits  
14019 First aid, ambulance  
14027 Foot protection  
14029 Gas alarms, alarms for atmospheric risk of explosion  
14028 Gas gauges  
14054 Gauging equipment  
14055 Gauging equipment for radiation  
14036 Gloves  
14037 Hand protection  
14038 Hand tools  
14039 Hand tools for commercial metal processing  
14040 Hand tools, electric  
14041 Hand tools, hydraulic  
14042 Hand tools, pneumatic  
14035 Hand-held loudspeakers, megaphones  
14030 Hazardous materials management / handling toxic chemicals  
14050 Head protection  
14033 Health at work  
14044 Heat protection clothing  
14046 Hygiene and sanitary supplies  
14047 Infrared cameras  
14022 Interior fixtures and equipment in vehicles  
14013 Lighting devices  
14066 Lockable safety cabinets  
14053 Marking, signalling  
14006 Medical care in the workplace  
14051 Noise barriers and plates  
14014 Occupational clothing  
14056 Personal safety gear  
14059 Protective clothing  
14060 Protective helmets, face guards, safety warning signs  
14061 Protective masks  
14062 Protective shoes  
14063 Protective welding clothing  
14057 Rescue and salvaging equipment  
14010 Respiratory protection, devices, masks  
14045 Safety at heights, fall prevention  
14064 Safety containers, cabinets, cells  
14065 Safety services  
14067 Safety shoes  
14058 Signs  
14043 Skin protection, skin cleaning, skin care

14069 Tool bags, cases and boxes  
14004 Work benches and welding tables  
14005 Work clothing  
14008 Work safety  
14009 Work safety and accident prevention  
14068 Workshop and workplace facilities  
14007 Workspace mats / workplace seats

### MATERIALS HANDLING- AND STORAGE TECHNIQUES

15001 Storage and transport automation

### ENVIRONMENT ENGINEERING

16013 Chip and turning breakers  
16015 Chip conveyors  
16005 Chip de-oiling devices  
16014 Chip disposal systems  
16016 Chip presses  
16011 Cleaning, disposal and environment  
16006 Dust removal systems, filtration systems, filter  
16007 Filtration, ultra-filtration  
16008 Industrial suction devices  
16010 Oil separators, oil mist separators  
16012 Other cleaning systems  
16004 Preparation of coolants and greases  
16001 Suction systems  
16003 Systems and components for maintaining air purity  
16009 Tip/tilt containers for chip disposal  
16002 Waste water cleansing, systems and components  
16017 Water processing, systems and components

### CONTRACT MANUFACTURING, SERVICES AND MAINTENANCE

17014 Associations, organisations  
17007 Calibrating services  
17001 Colleges, education and training  
17006 Engineer and advisory offices  
17005 Industrial floors  
17008 Laser engraving / lettering  
17009 Leasing  
17011 Machine service and maintenance  
17012 Other services  
17003 Services  
17002 Technical and commercial databases  
17013 Technical publishers  
17004 Trade magazines  
17010 wage work / contracting

### INSTITUTES, ASSOCIATIONS, PUBLISHERS

18002 Associations and other organisations  
18001 Institutes  
18003 Publishers

### TIP:

Up to 5 product groups are included with your registration. Make sure you include the respective numbers on the registration form. If you require additional product groups, simply sign up for the Premium Upgrade.



## EASY



€ 50,00  
per sqm

## FIRST



€ 95,00  
per sqm

## EXPERT



€ 114,00  
per sqm

the order starts  
with a  
minimum  
of 12 sqm!

### EQUIPMENT (excl. space fee and exhibition space):

■ carpet black (or choose colour)

■ walls white foiled, H = 2500 mm

—

—

—

■ frame clasp

—

—

—

—

—

—

■ lettering (original logo with surcharge EUR 40,50) \*

**please fill in the exact company wording:**

(colour black, max. 20 letters)

### EQUIPMENT (excl. space fee and exhibition space):

■ carpet black (or choose colour)

■ walls white foiled, H = 2500 mm

■ 1 pc. box, 1 x 1 m, lockable

—

■ 1 pc. counter

■ frame clasp

■ 1 pc. table 80 x 80 cm, Chrom 1

■ 3 pc. chair „Comodo“ black

■ 1 pc. wall hook

■ 1 Strahler 100 W per 4 m²

■ electricity package \*)

■ daily cleaning

■ lettering (original logo with surcharge EUR 40,50) \*\*

### EQUIPMENT (excl. space fee and exhibition space):

■ carpet black (or choose colour)

■ walls white foiled, H = 2500 mm

■ 1 pc. box, 1 x 1 m, lockable

■ 2 pc. prospect shelves

■ 1 pc. counter MAXIMA

■ M 1012 truss construction

■ 1 pc. table 80 x 80 cm, Chrom 1

■ 3 pc. chair „Comodo“ black

■ 1 pc. wall hook

■ electricity rail with 2 pc. spots 70 W per 6 sqm

■ electricity package \*)

■ daily cleaning

■ lettering (original logo with surcharge EUR 40,50) \*\*

I order \_\_\_\_\_ sqm stand type „EASY“

I order \_\_\_\_\_ sqm stand type „FIRST“

I order \_\_\_\_\_ sqm stand type „EXPERT“

\* **ELECTRICITY PACKAGE:** 230/240 V (2,2 kW) incl. power supply, potential equalization, connection to the fair-network, safety distribution (according to ÖVE regulations), triple socket, ground earthing and findings. Exclusive power consumption. The prices are quoted for the whole during of the fair excl. VAT and legal charges.

\*\* Please send the **ORIGINAL LOGO** in a high-printable quality (eps, pdf, jpg).

For orders receiving during the last 14 days before fair opening a manipulation surcharge of 25 % is charged!

Choose carpet colour:

- ☐ red  
☐ dark grey  
☐ black



roll carpet can be ordered with an extra charge EUR 5,- / sqm  
in following colours:

- ☐ middle blue   ☐ dark blue  
☐ light green   ☐ dark green   ☐ light red

**FOR ORDERS RECEIVED WITHOUT COLOUR SPECIFICATIONS THE CARPET WILL BE PROVIDED IN GREY.**  
Any subsequent change in colour made fewer than 4 weeks before the show will be invoiced additionally. Prices upon request.

company \_\_\_\_\_

contact person \_\_\_\_\_ VAT No. \_\_\_\_\_

address \_\_\_\_\_

postal code, country \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_

place, date \_\_\_\_\_

stamp and signature of invoice recipient \_\_\_\_\_

## MARKETING AND SERVICE FEE

The obligatory standard version of the marketing and service fee already includes a whole range of new and very effective presentational options for your business and products. In addition, the premium package also enables you to integrate additional brands and representative companies into your profile, and to view your lead management and profile statistics and colour-highlight your entries in real-time.

	STANDARD obligatory	PREMIUM Upgrade
<b>REGISTRATION</b>		
Registration fee	✓	✓
Quota of exhibitor passes	✓	✓
Parking ticket	✓	✓
Musicians' union fees	✓	✓
<b>ONLINE CORPORATE PROFILE</b>		
Corporate logo	✓	✓
Company name	✓	✓
Extended company name (i.e. including slogan)		✓
Company description (characters)	750	1.500
Events within the fair (i.e. product demonstrations/unveillings)		3
Job offers & openings		1
Postal address	✓	✓
Telephone number	✓	✓
E-Mail address	✓	✓
Website link	✓	✓
Social Media Profile	1	5
Stand number	✓	✓
Upload documents (i.e. catalogue, brochures)	3	10
Upload Videos	1	3
Staff contacts for your expo contact network	5	20
Brands/Representative distributors	5	20
Additional listing in the relevant theme section*	✓	✓
Additional listing as a new exhibitor*	✓	✓
Highlight in the exhibitor catalogue (highlighted display)		✓
Product groups	5	20
Product groups	3	20
- with product name	✓	✓
- with product description (500 characters)	✓	✓
- with photos	1	10
Highlight product list (highlighted display)		✓
<b>PRINTED EXHIBITOR DIRECTORY</b>		
Basic entry including stand number	✓	✓
<b>MOBILE APP</b>		
Display of corporate profile	✓	✓
Display of product profile	✓	✓
Interactive floor plan including link	✓	✓
<b>FUNCTIONALITY</b>		
Manage your own profile	✓	✓
Contact management	after the fair	realtime
Profile statistics	after the fair	realtime



### YOUR CORPORATE PROFILE

#### Exploit the entire potential of your presence as an exhibitor!

Expand your expo stand – in the virtual realm. Add to your entry and include items presenting your company and products, and add photos, graphics, videos and logos. The exhibitor catalogue will be uploaded onto the trade fair website around 8 weeks before the fair begins. As an exhibitor you will be sent extra information and from this point onwards and be able to upload content onto your profile yourself. This content is then immediately visible to all visitors to the website and remains on the website until it is reloaded for the next edition of the fair. Hence, you are able to use this promotional channel far beyond the end of the fair itself to generate contacts, commercial interest and acquire new customers.

### EXPO CONTACT NETWORK

#### Optimise expo lead management

Send your sales staff out into the spotlight! Registered trade visitors can send requests to your expo sales staff for appointments so that the process of lead generation begins weeks before the fair.

We send you  
access codes via e-mail  
to the address provided  
on the registration form.  
This enables you to change,  
add and upload content on  
your corporate profile,  
simply and easily  
– whenever you  
wish.

## ONLINE-ADVERTISEMENT WITHIN THE FRAMEWORK OF INTERTOOL

### WEBSITE



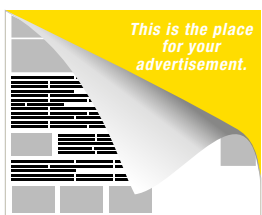
#### BUTTON BANNER

**Medium:** Fair website  
**Channel:** Home, Sub pages  
**Size:** 120 x 90 pixel  
**File format:** swf | jpg | png  
**Online period:** 1 month



#### SUPERSIZE BANNER

**Medium:** Fair website  
**Channel:** Home, Sub pages  
**Size:** 728 x 90 pixel  
**File format:** swf | jpg | png  
**Online period:** 1 month



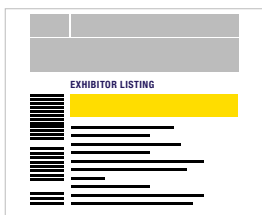
#### PAGE PEEL BANNER

**Medium:** Fair website  
**Channel:** Home, Sub pages  
**Size:** 500 x 500 pixel  
and 75 x 75 pixel  
**File format:** jpg | png  
**Online period:** 1 month



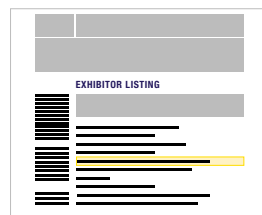
#### PHOTO IN THE WEB GALLERY

**Medium:** Fair website  
**Channel:** Home  
**Size:** 486 x 280 pixel  
and 140 x 40 pixel  
**File format:** jpg | png  
**Online period:** 1 month



#### EXHIBITOR CATALOGUE SPONSORSHIP BANNER

**Medium:** Fair website  
**Channel:** Online exhibitor catalogue  
**Size:** 700 x 90 pixel  
**File format:** jpg | png  
**Online period:** 1 month



#### HIGHLIGHT IN THE EXHIBITOR CATALOGUE

**Medium:** Fair website  
**Channel:** Online exhibitor catalogue  
**Type:** your entry is highlighted  
in colour



#### ONLINE TICKET BANNER

**Medium:** Fair website | online ticket  
print-outs  
**Channel:** Online ticket shop  
**Size:** 2480x236 pixel, 300 dpi  
**File format:** jpg | png  
**Online period:** 1 month



#### BANNER ON THE ONLINE TICKET PAGE

**Medium:** Fair website  
**Channel:** Online ticket shop  
**Size:** 300 x 250 pixel, 300 dpi  
**File format:** jpg | png  
**Online period:** 1 month

### MOBILE APP

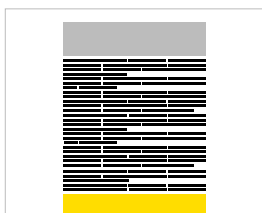


#### MOBILE APP BANNER

**Medium:** Mobile App  
**Channel:** App-Content pages  
**Size:** 640 x 88 pixel  
and 1030 x 142 pixel  
**File format:** jpg | png



### OTHER ONLINE ADVERTISEMENTS



#### NEWSLETTER BANNER

**Medium:** E-Mail  
**Channel:** Newsletter  
**Size:** 600 x 80 pixel  
**File format:** jpg | png  
**Online period:** one-time



# ORDER FORM

## ONLINE AD PACKAGES

- ☐ **Bronze Package**  
1 photo in the web gallery on the website,  
1 highlight in the exhibitor catalogue  
**€ 700,00**  
**★★ LIMITED! ★★**  
Only 3 packages available
  - ☐ **Silver Package**  
1 button banner, 1 photo in the web gallery  
on the website, 1 highlight in the exhibitor  
catalogue  
**€ 2.500,00**  
**★★ LIMITED! ★★**  
Only 3 packages available
  - ☐ **Gold Package**  
1 supersize banner, 1 photo in the web gallery  
on the website, 1 highlight in the exhibitor  
catalogue, 1 mobile app banner  
**€ 3.500,00**  
**★★ LIMITED! ★★**  
Only 3 packages available
  - ☐ **Platinum Package**  
1 page peel banner, 1 photo in the web gallery  
on the website, 1 highlight in the exhibitor  
catalogue, 1 newsletter banner,  
1 mobile app banner  
**€ 5.000,00**  
**★★ LIMITED! ★★**  
Only 1 package available

## MARKETING AND SERVICE FEE

- |                          |  |          |
|--------------------------|--|----------|
| <input type="checkbox"/> | <b>PREMIUM UPGRADE</b>   | € 400,00 |
|                          | Surcharge for upgrade of the marketing and service fee with comprehensive extras |          |

Please enter up to max. 15 relevant product groups from the list of product groups:


All prices quoted are exclusive of 20 % VAT.

**PRODUCT INFORMATION:**

- Advertising banners are linked solely to your exhibitor entry.
- No further tracking codes can be integrated.
- We hope you understand that we can't send screenshots when your promotional banner is online. Feel free to see just how good it looks for yourself by going online!

**ADVICE & DETAILED INFORMATION:**

If you require advice, questions or would like to order the best possible service package – please call or mail us anytime:

Ing. Christoph Schrammel  
Tel: +43 1 727 20 2104  
E-Mail: [intertool@messe.at](mailto:intertool@messe.at)

## SPONSORSHIPS

- ☐ **ONLINE-TICKET SPONSORSHIP**

  - 1 online ticket banner,
  - 1 banner on the online ticket page,
  - 1 highlight in the exhibitor catalogue

**€ 3.000,00**

**★ ★ LIMITED! ★ ★**  
Only 1 package available

☐ **EXHIBITOR CATALOGUE SPONSORSHIP**

  - 1 Ausstellerliste Banner, 1 Newsletter Banner,
  - 1 highlight in the exhibitor catalogue,
  - 1 highlight in the product list

**€ 5.000,00**

**★ ★ LIMITED! ★ ★**  
Only 1 package available

**All of these promotional aids are available as affordable packages and, on request, can also be ordered individually!**

Company: .....

Person in charge: .....

Telephone: .....

E-Mail: .....

The terms and conditions are determined by the Signature of applicant noted.

Date, Company stamp, signature

## SENDING GRAPHICS AND TEXT:

All complete graphics and documents must be sent to:  
[onlinewerbung@messe.at](mailto:onlinewerbung@messe.at)

Please adhere to the following guidelines:

- Please write „Intertool 2016“ and the name of your company in the subject line of every e-mail.
- Please make sure you adhere to the formats prescribed for each respective product as listed in the descriptions on the previous pages. There may be surcharges if it becomes necessary to adapt formats and sizes.
- Always send texts to accompany the pictures in a Word document and always use the name of the respective picture file as the title of the text.

**Please note:**

- No pictures should be contained in Word or PDF documents
- Adhere to the requested picture dimensions and formats.



## Trade Fair Insurance

Your time at a trade fair should be successful and safe. The following insurance package is designed to cover you and your trade exhibits.

**CLOSING DATE: 2 MAY 2016**

**Please send to Reed Messe Wien,**

**Fax: +43 1 727 20-2199**

### I. Insurance of Exhibits

#### Where is the policy valid?

Cover is provided during the trade fair organized by Reed Messe Wien GmbH, on journeys to and from the fair from anywhere in Europe.

#### Which damages are covered?

**During transport:** According to AÖTB 2001 – 'full coverage'

#### During the show:

- Fire (fire, lightning strikes, explosions)
- Theft, robbery and damage caused by mains water
- Breakage, bends, dents, damage
- Accidents involving the means of transport and natural catastrophes according to the basic conditions.

#### Which objects are covered?

Exhibits, the exhibition stand/kiosk/booth and associated equipment, personal implements.

#### What is not covered?

Valuables such as genuine jewellery, cash, real carpets and furs. Exhibited goods must be supervised during visiting hours and secured suitably outside of visiting hours to avoid unauthorised access. Small objects such as laptops, digital cameras, projectors and so on must be kept in lockable display cases or lockable containers. Damage occurring to insured objects during their assembly, mounting, removal and dismantling. Damage caused while switching on and demonstrating. Damage to insured objects occurring during unpacking and packing up at the beginning and end of the event.

#### When is an 'excess' fee payable?

Excess shall only be charged in cases of theft, robbery, breakage, bending, denting and deformation. The excess fee shall be € 250 per case of damage.

#### What incidents must be reported to the police?

In cases of theft or fire damage the report must be made immediately on identification of the damage.

#### How high is the insurance cover?

The insured sum is stipulated as "First risk". In the eventuality of a claim the compensation paid can be as much as the insured

sum in the policy. Complaints resulting from under insurance cover will not be entertained.

### II. Trade fair - Accident Cover

#### Trade fair - Accident Cover

Cover is provided for trade fair centre and grounds during the fair itself, during the period of construction and dismantling of the stand.

#### Who is covered?

The exhibitor and associated personnel employed for the trade fair.

#### What risks are covered?

Permanent and long-term disability following an accident.

#### How high is the insurance cover?

Cover is provided up to € 72,500.00 per person. There is a maximum cover of € 145,000.00 for all persons present at the stand.

### How do I take out the insurance?

#### How is the transaction finalised?

Tick the insurance sum you require for your stand on this insurance registration form. Date it, stamp it, sign it and fax it to Reed Messe Wien.

#### How do I pay the premium?

Together with the registration fee and stand rental respectively after invoicing. Please note, insurance coverage takes effect after payment has been made in full.

#### Who is the insurance company?

Wiener Städtische Allgemeine Versicherung AG

#### Which insurance conditions are in effect? (\*)

AÖTB 2001 ("full cover" version) and the specific clause for the insurance of articles at trade fairs and exhibitions (1995). General accident insurance conditions for accident cover (AUVB 1995).

Please note, in variance to the stipulations of the Insurance Contract Law (VersVG), in the relation between insured parties and Reed Messe Wien GmbH insured parties are obliged to address all claims resulting from this contract directly to the insurance company.

### What options are available?

Insurance coverage shall become valid once you have ticked the required option!	Insured sum for exhibits	Premium per exhibitor incl. insurance tax
<input type="checkbox"/> <b>Policy A</b>	€ 20,000.00	€ 81.00
<input type="checkbox"/> <b>Policy B</b>	€ 40,000.00	€ 131.00

Insurance coverage shall become valid once you have ticked the required option!	Insured sum for exhibits	Premium per exhibitor incl. insurance tax
<input type="checkbox"/> <b>Policy C</b>	€ 80,000.00	€ 211.00
<input type="checkbox"/> <b>Policy D</b>	€ 160,000.00	€ 331.00

(\*) I have read and accept the terms and conditions of these insurance services (available at [www.intertool.at/versicherungsbedingungen](http://www.intertool.at/versicherungsbedingungen)).

Company name

Place, date

**COMPANY STAMP**/legally binding signature

If you have any questions, please contact:

**Marsh Austria GmbH**, Millennium Tower, Handelskai 94-96, A-1200 Vienna, Tel. +43 1 586 49 83-0

# FAIR TERMS AND CONDITIONS

last update March 2015

## **1. Registration**

Registration constitutes a legally binding and irrevocable offer on the part of the exhibitor. Registrations with limiting conditions shall not be valid. Deletions, additions, and amendments to the registration form or the Terms and Conditions shall be null and void. Failure to complete any sections of the registration form shall never be construed to the disadvantage of the organizer. By submitting of the registration, the exhibitor fully accepts the Terms of Participation. The Terms and Conditions shall also apply analogously to supplementary services and additional orders, e.g. advertisements in the catalogue/fair magazine, the assembly and dismantling of stands, the rental of equipment, electronic fair guide, power, the providing of electricity, water, telephone and other utilities.

## **2. Stand Rental**

Upon receipt (by mail, fax, digital transfer) of the registration by the organizer, the exhibitor shall be obligated to participate in the fair, subject to acceptance by the organizer. This shall apply to the rental rates quoted on the registration form for the duration of the event. Each square meter or portion thereof shall be included in the calculations. All rental rates shall be understood to be exclusive of value-added tax and other taxes and charges (fees for legal transactions and for termination, etc.). A separate registration fee may be stipulated. The organizer reserves the right to change the commencement and duration of the fair without any claim in connection therewith arising on the part of the exhibitor against the organizer (e.g. cancellation, damages).

## **3. Permit and Space Assignment**

The organizer shall not be obligated to accept the registration. The decision regarding the granting of a permit to an exhibitor (i.e. acceptance of the registration), as well as the special space assignment, shall be made exclusively by the organizer. The organizer reserves the right to at any time reject registrations for a permit to exhibit, without having to provide justification. The permit, and therefore acceptance of the registration shall be confirmed in writing by the organizer, as will be the space assignment, which may take place at the same time as or after the acceptance of registration. Exhibitors from Austria and abroad whose exhibit goods are in keeping with the theme of the fair may be permitted. Trade representatives and importers may exhibit on behalf of the companies which they represent. In the event that the exhibitor takes part in the fair as representative of a manufacturer, he shall so notify the organizer at the time of registration. The organizer may request that the exhibitor submit an inventory of goods exhibited; in such case the specification of exhibit goods as listed on the inventory of goods shall be a prerequisite for the processing of the registration. Products other than those listed on the inventory of goods shall not be allowed to be exhibited. Used goods of any kind shall not be allowed as exhibit goods at the fair. The exhibitor shall be obligated to exhibit the registered products for the entire duration of the fair, without limitation. Early closing of the fair stand and/or early dismantling of the fair stand shall be excluded. Any infringement of these obligations shall entail claims for damages. The exhibitor shall refrain from exhibiting any form of political propaganda. No legal entitlement to exhibit at any additional fair (i.e. the acceptance of another registration at a fair) shall arise from the acceptance of the registration (i.e. from the permit to exhibit at the fair). Notwithstanding the confirmation of a permit (acceptance of registration) and space assignment, in the interest of the event (the fair) the organizer shall be authorized to assign a space to a location other than that foreseen by the original space assignment, to make modifications to the stand area, to relocate or close entrances and exits to the fairgrounds and the halls, or to undertake other structural changes. In this regard, if the rental rate is reduced, then the difference shall either be credited or refunded to the exhibitor, at the discretion of the organizer. Any additional claims, in particular compensation claims, shall be excluded. If for any reason the organizer cannot make available a stand which has already been assigned, the exhibitor shall be entitled only to a refund of the rent actually paid. Even only a partial assignment of space shall require the express written consent of the organizer and is permitted only in return for payment of a co-exhibitor's lump-sum charge.

## **4. Withdrawal of Registration**

In the event of cancellation (withdrawal) of the registration, the exhibitor shall pay the organizer the following cancellation fees:

Up to 8 weeks before the beginning of the fair, 50% of the agreed rent; within 8 weeks or less before the beginning of the fair, 100% of the agreed rent; in each case plus any taxes, fees, or other additional costs and any costs which have already arisen for technical and other services ordered. The cancellation fee is to be paid as lump-sum compensation, regardless of any fault, in which case the exhibitor waives a reduction of compensation, in particular to a right of reduction by the court for whatever reason, including a claim to favorable settlement.

The exhibitor acknowledges that the cancellation fee shall also be payable in the event that the organizer sells or leases the fair stand to a third party. In such case the assertion of any claim for damages which extend beyond the cancellation fee shall remain unaffected. The due date of the cancellation fee, plus any additional payments, shall be as stated on the cancellation invoice.

## **5. Issuance of Invoices and Payment Terms**

After the time of permit (acceptance of the registration), the exhibitor shall receive an invoice, which shall be paid with sufficient time for the invoice amount to be credited to the account in full at latest by 6 weeks before the beginning of the event. Any invoices issued after this date shall be immediately payable. The exhibitor shall be obligated to pay all costs for additional services (intent 1.), due on presentation of the invoices, whereby the organizer shall also be entitled to require advance payments for these services. In any case, an invoice may state different payment terms and dates which are binding on the exhibitor. The punctual payment of the invoices and any registration fee due, as well as the settlement of any amounts still owing from earlier events, shall be a prerequisite for the handing over of the stand assigned.

Any complaints regarding the invoice must be made within 8 days after receipt. Thereafter the invoice shall be considered approved, and any complaints received shall be invalid.

In the event of a delay in payment, 12% interest per annum shall be agreed, calculated from the due date, in addition to EUR 7.27 for each letter of reminder, exclusive of value-added tax. The exhibitor shall be obligated to reimburse the organizer for any costs in connection with collection and/or recovery; in such case, the maximum rates therefor shall be agreed pursuant to Regulation BGBl No. 141/1996 or the regulation replacing it, regardless of whether collection proceedings are being carried out by the exhibitor itself or by a third party. The costs of the legal action and execution determined and to be determined by the courts shall remain unaffected by this. The expenses for collection and recovery charged to the organizer by third parties shall in any case be borne by the exhibitor. The exhibitor shall not be entitled to retain the payment of any invoiced amounts due against any counterclaims of any kind, to refuse payment, or to charge such payment against counterclaims.

## **5a. Taxes, Fees, and Charges**

All taxes, fees, and charges, and in particular value-added tax and advertising charges, shall be borne by the exhibitor. All prices given are net.

## **5b. Marketing and Service Fee**

The Marketing and Service Fee includes the registration fee, a quota of exhibitor passes according to stand size, a basic entry in the corporate profile in the online exhibitor catalogue, access to the exhibitor portal, including the functions available for self-dependent profile management as described, a basic entry in the printed exhibitor catalogue, and a variety of printed and digital format promotional aids for your own advertising activities. All exhibitors are obliged to pay the Marketing and Service fee. Should payment deadlines be violated, the exhibitor shall be obliged to compensate the organizer for all expenses accrued in the form of debt reminder distribution and the use of debt collection services – at the highest rate allowed by the provisions of BGBl no. 141/1996 or the guideline that replaces it – regardless of whether the delinquency procedures are initiated and/or executed by the exhibitor or a third party business. This shall have no effect on the costs of prosecution and execution set or to be set by the courts.

## **6. Rescission of the Agreement**

The organizer shall be entitled to rescind the agreement without prior notice and with immediate effect in the event that:

- a. the exhibitor does not meet its payment obligation on a timely basis, or
- b. in the meantime, bankruptcy proceedings, out-of-court settlement proceedings, or winding-up

proceedings take place or are pending against the exhibitor, or

- c. outstanding claims still exist from previous fairs, or
- d. the exhibits are not or are no longer in keeping with the theme of the fair.

In these cases, a penalty fee shall be payable by the exhibitor to the organizer in the amount of the cancellation fee set forth in Point 4 hereinabove. The penalty fee shall be paid independent of any fault; the exhibitor waives any reduction in the claim for damages, particularly to judicial restraint on any grounds whatsoever. In the event of the organizer's rescission of the agreement, it shall be within the organizer's discretion to make the assigned stand available without further notice. It shall be sufficient if one of the above described points exists.

## **7. Force Majeure; Material Cause**

If the event cannot be carried on due to force majeure, strikes, political events or other material cause which has not been brought about either intentionally or negligently by the organizer, claims for compensation of any kind against the organizer shall be excluded. The organizer shall notify the exhibitor without delay in the event that the fair cannot take place.

## **8. Sale regulations**

At trade fairs, the sale and/or delivery of goods of any kind, including samples, shall be prohibited. At fairs open to the public, the exhibitor shall be permitted to sell goods directly and to effect delivery to the buyer immediately, in compliance with the applicable provisions of law. The exhibitor shall be obligated to not conduct the sale in a loud, conspicuous fashion. Restaurant and catering services will be operated exclusively by the organizer or a business partner of the organizer. Exceptions thereto require the express written consent of the organizer. In the event of any infringement of these Terms and Conditions, after making a prior request on short notice to stop the direct-sale (direct supply) operation or the restaurant (catering) services, the organizer shall be authorized to close down the stand.

## **9. Exhibitor Identification**

Each exhibitor shall at no cost receive exhibitor identification passes for itself and its personnel at the stand, according to the booth size, defined by the organizer. Additional exhibitor identification passes may be purchased for a fee.

## **10. Stand assembly, dismantling, and presentation**

The exhibition spaces shall basically not include stand walls and assembly, except by ordering a full package and/or special agreement with the organizer. The exhibitor's stands shall not be allowed to exceed a height of 250 cm (the standard stand height). Greater stand heights shall be possible only after submitting the plans to the organizer and upon written agreement with the organizer; such plans must be submitted to the fair management by at latest 2 months before the beginning of the fair. For possibly double-decker stands, a surface of 50% will be added to the space fee per square meter of the overbuilt surface. Prior to the assembly of such a stand (with the exception of island stands), written consent must also be obtained from the neighboring exhibitor and the proper construction must be confirmed by a civil engineer with Austrian license. For reasons of safety, glass structures shall be allowed only if place 50 centimeters from the edge of the stand. This regulation, however, shall not apply to safety glass. The use of nails, drills, and glue on PVC-coated walls, which are owned by the organizer, is prohibited. In the event of damages, the invoice shall be calculated on the basis of replacement value. Decoration pens may be used on painted walls, but only if they do not go through to the wall. Painted walls may be covered with wallpaper on the condition that the wallpaper be removed by the exhibitor immediately after the fair. If the wallpaper is not removed, this work will be undertaken by the organizer at the exhibitor's expense. In the event of damages, the invoice shall be calculated on the basis of replacement value.

The announced time for assembly and dismantling shall be precisely adhered to. Infringements of these fixed times shall be separately charged for. Stand assembly must begin at latest by 12 noon one day before the beginning of the fair. If the rented area has not been used by this time or no notification has been given, the organizer reserves the right to make the space available for other purposes from this time, without further notice; in such case however, the entire stand rental shall be payable, plus the registration fee. The assembly work must be completed by at latest 6 pm of the final assembly day. Any infringement of the assembly and dismantling times is expressly excluded. In the event of an infringement of the assembly and dismantling times, claims of any kind on the part of the exhibitor against the organizer shall be excluded.

In the event of infringement of the dismantling time, the organizer shall be authorized to undertake the clearing of the stand and its storage at the cost and risk of the exhibitor. After dismantling, the original condition of the space is to be restored. Damages which are caused by improper handling shall be reimbursed to the organizer by the exhibitor.

## **11. Technical Stand Equipment**

General installations for electricity and water shall be carried out solely by contractual partners of the organizer. Electricity, water, and other technical connections shall be possible in return for payment of a fee for connection and use. All electrical equipment, facilities and installations must comply with the regulations of the Austrian Electrotechnical Association and the regulations and requirements customary in Vienna as well as those legally binding for events. Electrical installations shall only be allowed to be installed by licensed companies. Connection and supervision shall be carried on exclusively by licensed fair electricians. The technical regulations for exhibitors and those building stands shall form an integrated part of this Agreement.

## **11a. Exhibiting Machines**

Machines being exhibited must be furnished with a CE stamp of approval and comply with the MSV (306) ordinance on machine safety. In the event that machines, safety components, or parts thereof do not confirm to the MSV, this must be clearly indicated by means of a visible sign.

## **11b. Tips and conditions for technical services**

### **Rules for the operation of wireless infrastructure (WLAN)**

Exhibitors must observe the following rules when operating their own WLAN transmitters:

1. The WLAN transmitter (access point) may only be operated on channel 11 (in IEEE 802.11b/g standard).
2. The WLAN transmitter must be switched to the minimum transmission setting possible in order to ensure the broadcast range is limited to the smallest area possible within or beyond the boundaries of the stand.

An exhibitor may be denied the right to operate his/her own WLAN transmitter, despite compliance with the above rules, if the operation of technical infrastructure required for general trade fair activity is affected or restricted, particularly as regards WLAN systems run by the organisers or companies working in association with the organisers.

In the case of WLAN systems causing interference with the technical infrastructure required for the trade fair, the organiser reserves the right to take all necessary steps, including the capping of stand supply networks (internet, power supply), to ensure interference free operation of trade fair equipment. Exhibitors are obliged to obey any such instructions given by the organisers. If required the exhibitor shall be instructed to shut down his/her WLAN. Failure to comply with this demand shall result in the costs for the localisation and remedying of the situation being passed on to the exhibitor.

## **12. Liability and Damages**

The organizer undertakes no liability of any kind for theft, for goods exhibited or left behind by the exhibitor or third parties in the event that such goods are damaged or missing; this shall apply in particular to exhibition and stand equipment and furnishings.

The organizer shall not be obligated to take out insurance policies of any kind. The organizer undertakes no liability of any kind for vehicles parked on the fairgrounds by the exhibitor, its employees, or its business partners. The exhibitor shall be liable for any damages to persons or things which are caused by it, its employees, or its business partners or by its exhibit objects and equipment. The organizer shall be indemnified and held harmless. During assembly and dismantling, each exhibitor has an increased duty of care for the safety of its goods. Valuable and easily moveable exhibit goods are to be removed from the fair stand during hours when the fair is not open (particularly at night) and kept in safekeeping by the exhibitor itself at its own risk. The organizer shall not be liable for damages to health or property or other damages of any kind which may be incurred on the part of the exhibitor,



# FAIR TERMS AND CONDITIONS

last update March 2015

its personnel, or third parties for whatever reason in connection with the preparation, carrying on, or completion of an exhibit. The organizer shall not be liable for any lost profits.

This exclusion of liability shall also apply in the event that damages are caused by defects to the buildings or equipment of the organizer. The organizer shall in general assume liability only when damages have been brought about by it or its personnel intentionally; in such case the party which has incurred the damage must produce evidence thereof.

The exhibitor shall not be able to derive claims of any kind against the organizer from the act or failure to act on the part of other exhibitors, their personnel, or their business partners.

The exhibitor shall lodge complaints concerning any defects promptly and in writing and shall give the organizer the possibility of removing the defect, otherwise the exhibitor waives any rights in respect to these defects. Any claims on the part of the exhibitor must be submitted to the organizer immediately; otherwise they shall be considered invalid. No liability shall be assumed for incorrect inclusions or entries in the official fair catalogue and/or other printed materials related to the fair (typographical errors, syntactic errors, incorrect order, omission, etc.).

The organizer shall not receive certain shipments on behalf of the exhibitor, and shall assume no liability for possible losses, or for incorrect or late delivery thereof. The fair's forwarding agent shall store exhibit goods and packing materials at the cost and risk of the exhibitor.

It shall be forbidden to spend the night in the halls or the grounds.

## **12a. Fair Insurance**

The stand rental shall not include insurance for objects brought in to the fair stand, the stand itself, and all other fair equipment. If an insurance policy is taken out with the organizer or an insurance company, the separate written terms and conditions related to the insurance policy shall apply.

## **13. Advertising Materials of the Organizer**

Each exhibitor (including any co-exhibitors and sub-exhibitors) shall be obligated to be included in the fair catalogue and/or fair magazine published. The minimum entries, as set forth in the catalogue form, shall be made at the cost of the exhibitor even if an explicit order in this regard has not been made by the exhibitor. The organizer shall make published advertising materials available to the exhibitor upon its request under the terms and conditions (i.e. prices) given. The exhibitor shall thereby be given the possibility of making its customers aware of its participation in the event and inviting them (e.g. with stickers and invitation cards).

## **14. Exhibitor's Advertising at the Event Location**

Transmissions from the site and advertising in visual, sound, or written form on behalf of companies other than the exhibitor shall require the express written consent of the organizer.

Banners, company signs, advertising inscriptions, and other advertising materials shall not be placed or dispersed outside the exhibition stand, extend out into walkways, or exceed a height of 250 cm. The placing of advertising signs, posters, or other advertising materials outside the stand, in particular the parking areas, as well as the distribution of advertising material, shall be permissible only after separate agreement with the organizer, to be billed separately. In the event of unfair advertising vis-à-vis other exhibitors, the organizer is authorized to immediately close the stand; in such case a reduction of stand rental and other costs shall be excluded.

## **15. Distribution of advertising materials, retail trading, samples**

The distribution of advertising materials, samples, printed material and other means of advertising as well as retail sales may be effected only within the stand allocated. All off-stand advertising activities are chargeable and require official permission, and are to be conducted exclusively in the foyers, linking passageways and open-air exhibition space. Outside companies are not permitted to conduct opinion polls within the exhibition premises. The sale of goods or services by the exhibitor or by a third party traceable to the exhibitor is prohibited on the exhibition premises unless the organizers give their express written authorization, even if payment for the goods or services is not made during the fair but at a later date. Failure to comply shall result in the exhibitor being obliged to reimburse to the organizers all costs, fees and taxes (in particular entertainment tax) arising or becoming due in connection with this violation, regardless of fault. In the event of violation by several exhibitors, such exhibitors shall be jointly liable for the said costs, fees and taxes. The distribution of samples against charge is subject to permission by the organizer. The free distribution of samples is permitted.

## **16. Special Events and Presentations**

All types of special events and presentations at the stands or the fairgrounds shall require the written permission of the organizer. Regardless of prior permission granted, the organizer shall be authorized to limit or prohibit presentations which cause noise, dirt, dust, the emission of gases, etc. or which impair the orderly proceeding of the fair through any other type of disturbance.

Flashing signs at the fair stand are prohibited. The use of gases and vapours (dry ice, etc.) is subject to the issue of a permit (the halls are equipped with fire alarm facilities, and the costs of false alarms resulting in the fire brigade being summoned will be charged to those responsible). Application for laser systems must be submitted to: City of Vienna Department (Magistratsabteilung) 36, Dresdner Strasse 75, A-1200 Vienna. Tel: (+43 1) 4000-99 922 83.

Sound or audio-visual presentations at the fair stand must be designed in such a way that any sound measured at the edge of the stand shall not be allowed to exceed 70 dBA. If despite the request of the fair's management, a level of sound greater than that permitted is not immediately eliminated, the management reserves the right to take appropriate measures - including, if necessary, the closing of the stand. Registrations with the AKM (the Austrian artists' association) must be made by the individual company itself.

## **17. Installation of amusement machines and juke boxes**

Equipment whose operation can result in winnings of money or goods, or where the prize depends on luck, e.g. amusement machines, slot machines for peep shows, jokes or games of skill, and machines which display players' results, must be registered for amusement tax before the start of the fair. In addition to this, six weeks prior to the start of the fair an application must be made for a license for the fair stand. Not until a license has been issued may the equipment be operated. The council department responsible for applications is: City of Vienna Department (Magistratsabteilung) 4/7, Ebendorferstrasse 2, A-1010 Vienna. Tel: (+43 1) 4000 86385. The exhibitor shall indemnify and hold harmless Reed Messe Wien GmbH with respect to the operation of such equipment.

## **18. Films and Photographs**

The organizer shall be granted the right to take photographs and to film on the fairgrounds and to use the resulting images for its own publications or general publications. In this regard the exhibitor shall waive the right to any and all objections arising out of industrial property rights, in particular copyright law and the law on unfair competition (UWG). Outside of its own stand, the exhibitor shall not be permitted to make or have made films, photographs, drawings, or other pictures of exhibited things and exhibited goods.

## **19. Cleaning**

The organizer shall look after the cleaning of the premises and the walkways in the halls. The exhibitor shall be obliged to clean its own stand area. Upon the request of the exhibitor and at its own cost, cleaning companies admitted by the organizer shall undertake the cleaning of the stand. Packing materials and refuse which the exhibitor disposes of in the walkway or places on the side shall be removed at the cost of the exhibitor. The disposal of special waste must be arranged for by the exhibitor itself.

## **20. Transportation and Parking**

It shall be forbidden to drive in the fair halls with motor vehicles of any kind. In the case of special transport vehicles, written permission is to be promptly obtained from the organizer. As of the end of the assembly period all vehicles, without limitation, shall be removed from the entrances, driveways, fire lanes, and parking spaces for the press. During the fair, trucks weighing over 3.5 tons shall not be allowed to be parked in the parking areas. Any infringement of this provision shall entail a case of unlawful disturbance, in which case the organizer shall be free to have the unlawfully parked vehicles towed at the owner's expense.

## **21. Stand Security**

During the fair (including assembly and dismantling), the organizer shall undertake to provide security for the halls (external surveillance of the exhibition halls and hall entrances and periodic patrolling of

the halls by security personnel). The exhibitors shall have no legal right to demand that the organizer provide it with separate security personnel for its stand (theft security). Additional security personnel for individual stands shall be hired separately by the exhibitor and billed directly to the hired firm. Dates of any separate security company hired by the exhibitor during the opening times shall be notified to the organizer in writing. The hired use of outside security companies to monitor the stand at other times, must be permitted in advance and in writing by the organizer.

## **22. Right of Lien**

With regard to all outstanding claims of the organizer against the exhibitor, the organizer shall have a contractual and legal right of lien to the objects brought into the stand by the exhibitor and all equipment at the stand. The institution of court proceedings shall not be required in order to exercise this right. In cases of recourse to this right of lien, the objects brought in to the stand and the stand, including equipment, may be removed and stored at the cost and risk of the exhibitor, without prior notice. The organizer shall be authorized to sell these objects at market prices (and conditions) and to credit the proceeds against the outstanding amounts.

## **23. Infringement of these Terms of Participation or of the Law**

These Terms of Participation, all special notes in the service- folder, provisions, rules and regulations as well as the applicable provisions of law, and the regulations of the authorities regarding events shall be strictly adhered to. In particular, this includes all legal provisions with regard to fire protection, all provisions of trade law and local police regulations, as well as house rules. Actions ordered by representative of the authorities shall be carried out immediately by the exhibitor and at its own cost. In the event of the failure to comply with or violation of these Terms of Participation, the contractual agreements, and the house rules, as well as the infringement of legal provisions (in particular the Order of the Vienna City Council of 29 December 1949, MA 7-4050/49 as amended) or provisions (ordinances) of the authorities, the organizer shall be authorized to immediately close the assigned stand at the cost of the exhibitor, and to effect removal without court proceedings. The orders and instructions of the organizer and those appointed by it shall be unconditionally obeyed by the exhibitor, its personnel, and its business partners. This shall apply in particular to the parking areas for the fairgrounds.

## **24. Data Protection**

**Declaration of Agreement according to the Data Protection Law:**

**The exhibitor authorises the use of data provided by him/herself in the registration form („Exhibitor Data“) in the joint database shared by Reed Messe Wien GmbH (registered under DVR No. 2108555 with the Data Processing Register), Reed Messe Salzburg GmbH (DVR No. 0079944), and Reed CEE GmbH (DVR No. 3003805 ) for the marketing of events organised by the three aforementioned companies. The Exhibitor Data may also be passed on to the media and associate companies listed under [www.messe.at/partnerwien](http://www.messe.at/partnerwien) for purposes connected to the trade fair. This authorisation can be revoked at any time and making any further use of such data inadmissible.**

**Declaration of Consent according to the Telecommunication Laws:**

**From this point on the exhibitor consents, subject to withdrawal of consent at any time, to the receipt of information via e-mail from Reed Messe Salzburg GmbH, Reed Messe Wien GmbH and Reed CEE GmbH on events staged by these companies.**

## **25. Written Form, Common Law**

Amendments, supplements, and additions are required to be in writing in order to be valid. This shall also apply to the abandonment of the requirement of written form. Oral collateral agreements shall be invalid. The exhibitor can not derive rights of any kind from prior events or agreements.

## **26. General Provisions, Court Jurisdiction, and Place of Performance**

This Agreement shall be governed exclusively by the laws of Austria, except the conflict of law rules. The legal jurisdiction and place of performance for both parties shall be Vienna. The invalidity of individual provisions contained herein shall not affect the validity of the other provisions, and therefore shall not affect the validity of the Agreement as a whole.

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## General Terms and Conditions for Stand Constructions of Reed Messe Wien

### **1. Orders**

Orders shall be deemed to have been accepted by and be binding on Reed Messe Wien when:

- 1.1. they have been received by Reed Messe Wien in writing, duly signed with the corporate signature,
- 1.2. they have been confirmed by Reed Messe Wien in writing,
- 1.3. the down-payment of 50% of the net order value shall have been received by Reed Messe Wien.

### **2. Leased Objects**

- 2.1. The objects leased shall be returned as they were handed over; leased objects shall neither be worked nor changed. In particular, the nailing, screwing, welding and glueing of anything to metal objects is prohibited, as is also the paintingover of, the covering with non-detachable wallcovering of, the affixing of non-detachable adhesive strips for carpet etc. to, wooden and plastic arts.
- 2.2. Except for the utilisation at the leased space, any objects leased shall remain outside the power of disposition of Lessee and may not be removed except with Lessor's express consent.
- 2.3. Lessee shall be liable to pay at least the replacement value for the loss and for any and all, even accidental, damage to the objects leased. Irrespective thereof, 100% of the price of the lease shall be charged for loss of profit.
- 2.4. For removal of detachable wallcovering, foils and decorative fabrics, etc. € 4.00 per sqm plus 20% VAT shall be charged.

### **3. Complaints**

After the leased object has been handed over and the fact confirmed, any complaints shall be excluded.

### **4. Terms of Payment**

- 4.1. Simultaneously with the signing of the order, 50% of the prospective amount of the invoice shall be remitted. The remainder, plus 20% VAT, shall be due and payable upon rendering of accounts, at the latest.
- 4.2. In cases of payment delays, interest on arrears of 1 % per month shall be invoiced.
- 4.3. Reed Messe Wien shall not be bound to accept any bills or notes.
- 4.4. Lessor shall be liable and his objects of exhibition and his entire equipment and furnishings as well as goods exhibited shall be security for all of Reed Messe Wien's claims under the present of any past agreements.
- 4.5. Counterclaims, if any, cannot be offset. Any objections on the grounds of gross disparity of give and take are hereby waived.

**5. It is agreed that the Commercial Court in Vienna shall be the venue.**



Reed Messe Wien GmbH, Messeplatz 1, P.O.Box 277, A-1021 Vienna

# HOUSE RULES

## 1.1 Admission to the fair site

Access to the fair site requires a valid admission ticket issued by Reed Messe Wien GmbH ("the Company"). Visitors may only enter the fair site during opening hours; exhibitors and their staff may gain admission at the times indicated in the Technical Services Kit.

Children under 14 are only admitted in the company of an adult. Visitors may not take prams or bulky goods into the halls.

Animals are not permitted on the fair site.

## 1.2 Vehicular traffic on the fair site

Drivers must observe traffic restrictions indicated by one-way, direction, no stopping and no entry signs, etc., posted in accordance with the 1960 Highway Code and amendments, and the amended 1971 Road Traffic Act.

Officers of the police and emergency services responsible for supervision of the fair site are entitled to issue orders at variance with the above regulations.

## 2.1 Advertising

Billposting, distribution of leaflets and all forms of off-stand advertising activities must be reported to Reed Messe Wien GmbH and are subject to charges.

The use of loudspeaker equipment by exhibitors or third parties for advertising or announcements is prohibited.

No trading or advertising activities may be carried on within the fair site premises or areas for which the fair management is responsible without the permission of Reed Messe Wien GmbH.

The mounting, erection or installation of advertising billboards or other advertising artefacts of any kind, other than by Reed Messe Wien GmbH, shall be commissioned by, and at the expense of tenants, and shall be performed by licensed tradesmen. Written certification by the latter as to the storm-proof erection or immovable mounting and securing by dual fixtures of the item(s) in question shall be sent to the Company by registered mail not later than three days before the commencement of the event for presentation to the authorities.

Tenants are fully liable in civil and criminal law for any injury to persons or damage to property arising from advertising or advertising surfaces mounted, erected or installed at their instigation.

## 3.1 Supervision of stands

For safety reasons tenants, or their representatives identified by exhibitors', staff or move-in/move-out passes, shall inspect tenants' occupied stands prior to the commencement of the event. Only persons able to produce identification in the form of an exhibitor's, staff or move-in/move-out pass shall be employed at stands.

## 3.2 Packing materials and waste

Paper and other refuse may not be deposited on the floor but must be disposed of in the bins provided for this purpose.

For safety reasons packing materials may not be stored within the confines of stands, on stand roofs, behind pavilions or at other outdoor locations. Exhibitors are responsible for the daily removal of all their packaging materials from the premises of the fair site during assembly of their stands.

The use of wastepaper baskets or refuse bins made of inflammable materials is prohibited.

In the event of failure to remove packaging materials on a daily basis the fair management reserves the right to order the removal of all the materials concerned at the expense of the exhibitor. The latter shall have no right to compensation by Reed Messe Wien GmbH for the said materials.

## 3.3 Cleaning

Exhibitors shall keep the rental space in a clean and orderly condition. Cleaning shall be performed daily, starting two hours before the opening of the fair.

To this end exhibitors and their staff will be granted admission to the exhibition premises from this time onwards.

## 3.4 Conduct at the stand

Exhibitors undertake to employ trained personnel at their stands during the event. The good manners customary in business shall be observed. The rules of fair competition shall be strictly observed throughout the event.

Exhibitors and their agents shall desist from:

- noisy product demonstrations;
- calling out to visitors;
- announcing fair discounts, special price offers or hire purchase terms;
- arguments with competitors; and
- the use of live animals for advertising purposes, except at agricultural shows.

## 3.5 Consumer surveys, autograph sessions, photography, etc.

All consumer surveys, tests and competitions, visits by celebrities accompanied by autograph sessions, and filming, at trade fair premises, require the written consent of Reed Messe Wien GmbH. The photographing, drawing, copying or touching of exhibits is prohibited.

## 3.6 Noise prevention

In order to prevent excessive machine noise exhibitors shall, if necessary, use sound absorbers, exhaust silencers, soundproof confinements or shields. Demonstrations of machines, musical instruments, loudspeakers, bells, sirens, high-frequency appliances, etc., which are associated with noise or other forms of disturbance, may only take place at times reserved for this purpose by Reed Messe Wien GmbH.

The Company reserves the right to restrict or prohibit such demonstrations. Exhibitors shall have no claim to compensation in the event of such prohibition.

Exhibitors shall be liable for all damage arising from demonstrations in consequence of failure to observe prohibitions issued by Reed Messe Wien GmbH.

## 4.1 Special regulations concerning stand assembly and equipment

- The erection of pavilions, kiosks, lean-to roofs, special advertising objects, towers, aerials, construction cranes, the installation of gas and water connections, particularly large stand or hall decorations, stand heating systems, the demonstration or operation of espresso machines, steam or pressure cookers, compressors, steam or compressed air driven machinery, lifting equipment and suchlike, industrial heaters, fryers, cookers or hot-plates, welding equipment, propane gas systems, gas or oil fired furnaces, h.v. fluorescent lighting systems, advertising films of 35 mm gauge upwards, operation of apparatus for payment, and the exhibition or use for exhibition purposes of inflammable, explosive, radioactive, burning or red-hot materials, must be reported to the Technical Services Department of Reed Messe Wien GmbH and shall require the Company's permission as well as an official permit, if applicable.
- Electric radiators with exposed elements may only be operated for short periods, for demonstration purposes.
- For safety, heating and ventilation reasons, it is officially forbidden to build over any areas of the stand walls containing power lines, or heating or ventilation vents.
- In accordance with the by-laws of 1949 and amendments, 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.
- For safety reasons welding and spraying work within the confines of the trade fair premises (exhibition halls, etc.) is officially prohibited. Only fireproof adhesives may be used for gluing work within the exhibition premises.

- Only electric soldering irons may be used for soldering work.
- No objects, including signs or advertisements, may project into the visitors' aisles.
- All exits must be kept unlocked during the opening hours of the fair. Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation routes must be kept free from obstructions at all times.
- The use of naked flames and open fires is prohibited.
- The suspension of signs, displays or loads from exhibited cranes, masts, etc., is officially prohibited for safety reasons. Reed Messe Wien GmbH is entitled to restore exhibits to their previous state by requiring the immediate removal of objects suspended in a manner contravening the regulations. Failure of the exhibitor to remove such objects forthwith upon being required to do so shall entitle the Company to remove the said items at the expense and risk of the exhibitor, or to evict the exhibitor from the stand with immediate effect, in which case Paragraph 14 of the Organizers' Rules & Regulations shall apply.
- Proof of the safety of double-decker stands, in the form of a report from a competent company, must be furnished.
- Any structural or other modifications to stands, or specific operational procedures, required by the authorities (Mag.-Abt. 35/V, etc.) as a result of the official inspection of the fair premises performed before every event in the interests of public safety, must be carried out by the exhibitor without delay, before the opening of the event or at the latest prior to the next official inspection. Stand lettering is at the discretion of exhibitors, but must include the company name and address, and may not extend beyond the agreed stand height or project into the visitors' aisles.

Stand furnishing shall comply with the current regulations of Reed Messe Wien GmbH and the Vienna City Council By-laws dated 29 Dec. 1949, Mag.-Abt. 7/4050/49

## 4.2 Exhibition and demonstration of vehicles

Vehicles may only be exhibited and demonstrated within the areas officially designated by the authorities, and in compliance with all official regulations. Steps must be taken to ensure the stability of vehicles displayed.

When being driven to and from demonstration areas moving parts of these vehicles, such as cranes, swivel arms or tippers, may not be actuated on routes frequented by visitors. Draught animals must be kept on reins or chains.

## 4.3 Smoking ban

Smoking is prohibited in all transit areas of halls. Signage to this effect shall be prominently displayed in a number of places.

Smoking is permitted at stands, provided that ashtrays are provided in prominent positions. However, the authorities may impose smoking bans.

## 4.4 Electrical installations

Exhibitors' notice is drawn to the need to observe the special regulations contained in the by-laws dated 29 Dec. 1949 and the Reed Messe Wien GmbH rules & regulations in respect of the installation of all forms of electrical equipment.

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 and Mag.-Abt. 35, 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.

At the time of the official inspection the relevant reports on the wiring including official form VD 390 (information on connections) must be presented to the Technical Services Department for submission to the authorities.

## 4.5 Instructions by fair officials and obligation to provide information

Exhibitors are obliged to grant official supervisory staff and accredited representatives of Reed Messe Wien GmbH access to their stands.

Exhibitors, their staff and all visitors to the fair must obey the instructions of the above officers. In the event of a fire or other hazard all those present must leave the endangered area at once when directed to do so by a member of the safety and security staff.

Exhibitors are also obliged to provide reporters with accreditation from the Company's press office with information.

## 4.6 Penalties

Failure by organizers, exhibitors or visitors to comply with clauses 1.1, 1.2, 3.2, 3.6, 4.1, 4.2, 4.3 or 4.4 of the house rules is subject to the penalties stipulated by the Vienna City Council by-laws dated 29 Dec. 1949, Mag.-Abt. 7-4050/49, concerning local police regulations for trade fairs.

**Approved by Magistratsabteilung 35 Ref. no. MA 35-V/2-18216/28/85 of 5 March 1987 as per § 22 of the aforementioned by-laws.**

**Head of Department Dipl.-Ing. Lenz (Senatsrat)**