Application for Exhibition Space

We hereby order:

Floor Space: .......... sqm (floor space only, no separations included) per sqm € 300.–

Desired size: .......... m long by .......... m deep

Minimum registration: 6 sqm

Measurements are outside measurements; application only in full and half meters. Cleaning of stand is obligatory and at extra cost.

For information:

❑ We will set up our own preconstructed stand
❑ We will bring a folding stand / umbrella stand
❑ We will order a standard rental booth at extra cost

Upon receipt of the part-payment invoice, we will transfer the part-payment of 50% of the rental sum to the account no. 00250170400, UniCredit Bank Austria AG, Schottengasse 6–8, 1010 Vienna, Austria, bank code: 12000, BIC: BKAUATWW, IBAN: AT181100002250170400. The balance is due upon receipt of the final invoice, at the latest one month before the congress will start. Cancellation fee: 50% of total space costs if rental is cancelled or reduced up to three months before the congress will start, 100% thereafter. Prices are net. For companies with Austrian VAT Nr.: + 20% VAT + 1% contact fee; for all other countries: net prices - the tax liability with the benefit recipient. Place of jurisdiction: Vienna, Austria.

Congress site: University of Vienna, Dr.-Karl-Lueger-Ring 1, 1010 Vienna/Austria.

Confirmed exhibitors will receive time schedule, order forms for extra services and detailed information in due time.

By signing this contract we accept for us and our staff the enclosed conditions for participation in the exhibition.
Conditions for Participation in the Exhibition

1. Contract – Exhibition Dates: Mailing or delivering this Registration Form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are first settled when Media-Plan (subsequently the Exhibition Management) sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by the Exhibition Management without giving cause. The registration form must be filled in, signed with a legally competent signature and delivered to us on time. Special wishes regarding placement of the stands will be given first priority if all other regulations have been observed. In case of cancellation of the exhibition, the Exhibition Management reserves the right to redefine the location and time of the exhibition, to shorten the time of the exhibition and to cancel the exhibition. Any change in the length or time of the exhibition does not entitle the exhibitor to cancel the contract nor to request lowering of fees nor to put forward a claim to damages incurred thereby. In case of cancellation of the exhibition, the Exhibition Management will return the part payment received less the sum equivalent to the costs which have arisen for the Exhibition Management up to the time of cancellation; the registration fee will not be returned.

2. Purpose of the Exhibition – Advertising: The stands may be used only for exhibiting and advertising the exhibitor’s own products, not however for the sale of any products. Any orders for products which are taken must be in accordance with laws covering such orders. Advertising materials may be distributed only within the stand. During exhibition hours all stands must be continually staffed. The exhibition rooms are to be used only during the usual opening hours. Any entry into the show rooms, for the purposes of observation, for the time being, is prohibited. It is not necessary to obtain written permission from the Exhibition Management. Companies which are not exhibitors are forbidden to advertise in any way in the exhibition hall or in the entrances to the exhibition space is forbidden (such as Working Acts, Flyers etc.)

3. Setting up and dismantling – Maintenance of stands: Before setting up their stands, exhibitors must contact the Exhibition Management to reconfirm the placement of the stand as well as inform themselves of any special regulations relating to their stand. Side and back walls of stands are to be 2.5 (2 and a half) metres high; for any variation from this norm (2.5 metres) specific permission must be obtained from the Exhibition Management. For any changes in the size or structure of the floor space or for any changes to the rented objects specific written permission must be obtained. Stands must be set up and completely fitted during the announced time; stands which are not finished can be rented to another exhibitor; in such case the exhibitor is responsible for the costs arising from cancellation and all attempts to put forward a claim to damages are invalid. An exhibitor or advertising company contracted by the exhibitor who wishes to set up a stand or exhibit of their own design and construction must submit sketches and plans with a statement of colour schemes of such a stand or exhibit to the Exhibition Management. The Exhibition Management reserves the right to demand changes in such stands or exhibits if safety regulations, technical requirements or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Exhibition Management, should so demand. Such stands and exhibits as well and including the decoration of the stands and exhibits and instructions of the Exhibition Management with regard to the use of stands, the decoration of them, the use of self-designed and self-constructed stands, and fitting and furnishings of the stands, must be obeyed so that the exhibition may take place with as few complications as possible. If an exhibitor does not follow the directives of the management or does not carry out such directives punctually, the Exhibition Management reserves the right to take the necessary steps at the cost of the exhibitor. The Exhibition Management reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary even if this directive conflicts with previous written agreements. Exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and hired furnishings. Hired stands and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or unlarred flooring surfaces heavy packing cases may not be placed on the floor in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors. The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from the Exhibition Management. It is not permitted to display heavy exhibits in the windows in the walls or in areas in the exhibition hall over 2.5 metres high. The containers and packing materials must be disposed of at any cost of the exhibitor before the exhibition begins; cleaning the stand is the responsibility of the exhibitor. No part of an exhibition stand may be hung from the ceiling. No structure of an exhibit or stand may project on any side beyond the limits of the exhibition hall. No signs may project beyond the delimiting walls of the stand and each exhibitor must avoid hindering the view or entrance way of neighboring stands. Special care must be taken to avoid lights or spot lights which are annoying to visitors or neighbouring stands. Decorating materials which are used by the exhibitor must be fire-proof and written credible proof of this must be presented to the Exhibition Management upon request. Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.

4. Electrical Installations – Power consumption: The Exhibition Management arranges for the installation of a 230 Volt ring main supply at the cost of the exhibitors. In order to use this installation for all electric power requirements. The Exhibition Management however is not responsible for any legal costs which may arise due to the use of their installations. Effects for which costs are incurred due to the use of the ring main supply are carried equally by all the exhibitors; the cost of the electricity for each exhibitor is calculated according to the wattage of the electric equipment in his stand; this will be invoiced to each exhibitor according to a separate price not included in the rental prices. The exhibitor is responsible for the cost of electrical installations within the stand, however these installations may be carried out only by an electrician appointed by the Exhibition Management. Special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged

5. Liability: The exhibitor is liable for the actual cost incurred by the Exhibition Management in such removals of abandoned exhibits. No part of an exhibition stand may be hung from the ceiling. No structure of an exhibit or stand may project

6. Mailing or delivering this Registration Form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are first settled when Media-Plan (subsequently the Exhibition Management) sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by the Exhibition Management without giving cause. The registration form must be filled in, signed with a legally competent signature and delivered to us on time. Special wishes regarding placement of the stands will be given first priority if all other regulations have been observed. In case of cancellation of the exhibition, the Exhibition Management reserves the right to redefine the location and time of the exhibition, to shorten the time of the exhibition and to cancel the exhibition. Any change in the length or time of the exhibition does not entitle the exhibitor to cancel the contract nor to request lowering of fees nor to put forward a claim to damages incurred thereby. In case of cancellation of the exhibition, the Exhibition Management will return the part payment received less the sum equivalent to the costs which have arisen for the Exhibition Management up to the time of cancellation; the registration fee will not be returned.

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