

2.2 GENERAL INFORMATION ON STAND CONSTRUCTION

2.2.1 Build-up of stands – General

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

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

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

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



2.2.1 Maximum construction heights

IN THE EXHIBITION AREA INSIDE THE BUILDING:

Entrance Hall I/II/III:	2,80m/2,60m	Higher/lower area
Entrance Hall IV:	5,00m	
Halls E/F:	5,00m/2,50m	Higher/lower area
Halls D/G/K:	4,00m/2,50m	Higher/lower area
Foyers A/B/C:	2,80m/2,50m	Higher/lower area
Foyers D/G/K:	4,00m/2,00m	Higher/lower area
Corridors Level 1:	2,00m	
Corridor Foyer D/Hall X2:	2,50m	
Foyers E/F:	2,80m	
Corridor Level 2:	2,30m	
Gallery:	2,50m	
Foyers M/N:	2,80m	
L-Rooms/Areas Level 1:	2,60m	

IN THE EXHIBITION HALLS:

Hall X1:	3,50m	
Hall X1:	2,50m	At smoke barrier
Hall X2:	3,50m	
Hall X3:	5,50m	
Hall X4:	6,50m	
Hall X5:	7,00m	

2.2.2 Stand assembly guidelines

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

2.2.3 Utilities

Special requirements for electrical, telecommunications and water connections can only be met where permitted by the official regulations and the technical services in the exhibition halls. Such services shall be provided at the exhibitor's expense. Requests must be made in writing. The installation of all such connections requires Austria Center Vienna's permission, and may only be undertaken by skilled personnel employed by Austria Center Vienna, or by approved Austria Center Vienna specialist subcontractors on behalf of and for the account of the exhibitor. No changes to such connections by the exhibitor are permitted. The exhibitor must comply with the rules and regulations of the Austria Center Vienna and the telecommunications, electricity and water companies. Austrian safety regulations must be complied with. Infringements of regulations will result in the immediate disconnection and removal of the connection, and the exhibitor shall not be entitled to claim damages. A three-phase power supply with approx. 3 x 400/230V and

alternating current with 230V and 50Hz frequency with TN earthing are available. There are residual current circuit breakers in the exhibition halls. Austria Center Vienna shall not be liable for any loss or damage resulting from technical defects. In the event of non-compliance with these regulations and instructions Austria Center Vienna may, after expiry of due notice given for remedy of the breach, make any improvements or modifications it deems necessary, at the exhibitor's expense.

2.2.4 Approval of construction

It is the exhibitor's responsibility to send a drawing of the proposed stand construction (floor plan and elevation) for approval, at their earliest convenience. Apart from shell scheme stands, this regulation applies to all self-constructed stands and all stand assemblies that include rigging. ~~Two story constructions are only possible in Halls X3, X4 and X5. For approval (when not handled through the organizer or the organizer's Exhibition Service Partners) please contact the responsible AGV project manager.~~

2.2.5 Suspension points/rigging - general

Suspension points may be mounted in the exhibition halls and in the center of the Entrance Hall (Part IV). All suspension points must be inspected and approved by Austria Center Vienna. The weights of suspended objects must be supplied for this purpose within a fully dimensioned plan (CAD, PDF etc.). All Exhibition Halls are equipped with a ceiling grid, from which objects can be suspended by the exhibitors via the hanging points which are prepared in advance by the Austria Center Vienna. All suspended objects need to be inspected and approved on-site by a structural engineer (at the organizer's expense) once mounting is completed. The appropriate date and time will be agreed between the Austria Center Vienna and the organizer.

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

2.2.6 Connection to electricity supply/Assumption of liability (document)

To provide any power connection the type of connection required should be indicated on the order form, and all the connections required for electrical devices, lighting, etc. should be listed. To make sure that power connections are available at the right locations, a dimensioned plan must be provided together with the order form, indicating the required position and connections on the service sheet for the technical layout.

Electrical installation work can be ordered from our external partners or from a licensed electrical firm of the exhibitor's choice, which must submit a report on the electrical wiring installed („Elektrobefund VD 390“) to the Austria Center Vienna staff on the last assembly

day at the latest (see House Rules & Regulations), including details of all connections installed.

Please note that all stand builders are obliged to install the earthing for all metal objects etc. according to the valid regulations. The ACV electricians will do visual checks for the earthing as well and if it there is not a proper installation it will be pointed out to the stand builder. If the stand builder does not have the possibility to readjust their installation the ACV electricians are obliged to install the earthing which will be charged upon actual expense. The installation of the earthing must be completed before the exhibition officially opens.

In case of small Tabletop stands or backdrop only stands where no stand builder is involved, the attached document is not mandatory. Therefore, the ACV electricians will do their obligatory visual checks for all the small stands during the set-up. If any deficiencies are noticed, the ACV electricians will point them out to the responsible person on the stand and make sure that any deficiencies will be corrected and/or defect items will be removed. If there is no way of correction via the responsible person onsite, the ACV electricians will handle it within their possibilities. Any service out of the ordinary including material supplied by the ACV will be charged upon actual expense.

All regulations mentioned above are applicable for on/in all premises and facilities of the Austria Center Vienna.

2.2.7 Water

Water pipe installations to and from the service pipes may only be carried out by employees of the Austria Center Vienna. Water connections cannot be installed in areas with parquet flooring. In the entrance hall, the total number of water connections is limited to two, and these may only be along the walls of Halls E and F (one connection on each side). The installation of the water connections must be agreed and confirmed with the Austria Center Vienna well in advance. The flat rate includes the costs of providing a connection, water supply costs and drainage connection charges for one device/tap at the stand. Connection of a sanitary fitting (e.g. sink) provided by the customer is possible upon request, by arrangement and on additional costs per device connected. Repairs to equipment provided by the exhibitor will be charged additionally. Please be advised that such repair work cannot be performed on the last move-in day. The exhibitor is responsible to bring all the equipment, necessary siphons, fittings and materials for their devices etc.

The Austria Center Vienna cannot guarantee for availability of different materials onsite. A flat rate per connection will be invoiced (for supply and drainage) for the duration of the event.

The fresh water is a ½" pipe/hose and a cutoff valve, also ½". The waste water is a 40mm / 1" plastic pipe/hose. We have our own pumps which we install/connect with the pipes. We cannot guarantee a certain pressure for each stand – the whole system pressure is 4-6bar. Depending on the number of stands we can evaluate a possible pressure, but not guaranteed as well. We cannot guarantee a single/dedicated line since we have an overall common supply system for the exhibition halls.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

To prevent blockages, food waste and coffee grounds must not be disposed of in sinks. The exhibitor is obliged to make sure that all equipment is up to date and in a good condition. The ACV staff does not supply extra material. The ACV staff will also not do any repair work on damaged or old equipment.

PLEASE OBSERVE THE FOLLOWING IMPORTANT INSTRUCTIONS:

All branch pipes must have a main stopcock, which must always be accessible and appropriately protected against unauthorized tampering by means of a special lock. Installation of water connections is dependent on the existence of a direct sewerage connection for the water used. Drainage of waste water into natural springs is prohibited and may require an official permit. In some cases, mud traps and grease extractors must be properly fitted ahead of the junction of the drain with the sewer system.

All plumbing work must comply with current regulations and will be examined at the time of the official inspection of the event. To ensure that the taps are installed at the position where they are required, a sketch of the water connections ordered must be submitted in advance together with the order for the connections. The exact position for each connection will be examined during set-up in case of any deviations during the planning.

Water connections in all Exhibition halls are possible, but all requirements and especially the positions must be agreed and approved with the Austria Center Vienna well in advance. Inside Hall X5 it is highly recommended to use a raised floor of min. 40mm in order to reach the requested position for the water connection.

2.2.8 Compressed air

Compressed air connections (only possible in Halls X2, X3 and X4) cannot be guaranteed and therefore they are only provided upon request. The organizer or the exhibitor must

provide detailed specifications and information for the devices which require compressed air as well as the stand sketch with exact position of the required connection.

2.3 DISMANTLING AND REMOVAL

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

- to have any materials, objects or packaging belonging to the exhibitor removed from the site and stored;
- to return the area to the condition it was in when placed at the exhibitor's disposal.

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

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

2.4 CLEANING AND WASTE DISPOSAL

Cleaning of the aisles will be arranged by the venue once a day. Individual cleaning services for the stands are done by the Austria Center Vienna as well but must be ordered separately. Please be aware that the general cleaning of the aisles does not include carpeted spaces. The cleaning of carpeted spaces must be announced in advance and causes additional costs which will be charged to the contractual partner.

Services include cleaning of the floor, tables and chairs and all horizontal surfaces up to a height of 1.70m (not including exhibits and locked cabinets). Prices are quoted per square meter of exhibition space and include a thorough cleaning once before the start of the event, as well as daily cleaning (not including exhibits). Daily cleaning on event days takes place before the event opens. In case of any deficiencies of the cleaning services they can only be considered if made on the same day as the inadequacies are noticed. Additional

costs resulting from improper waste disposal will be charged to the Contractual Partner. We would like to point out that it is not permitted to dispose waste of any kind on the exhibition premises. Any materials left behind will be disposed of, without ascertaining their value, at the exhibitor's expense.

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

Austrian packaging regulations that entered into force in 1993 introduced a statutory obligation to separate refuse into individual, recyclable materials. Organizers, exhibitors and stand builders are therefore required to contribute towards the avoidance of waste, and the recycling and proper disposal of waste materials at all stages of an event. Exhibitors are requested to prepare unavoidable waste for disposal by separating it by type during the move-in and move-out periods and the event itself. More information can be found on <https://www.ara.at/en/>

2.5 DAMAGE AND INSURANCE

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



3. FIRE AND SAFETY REGULATIONS (INCL. DECORATION/MATERIALS)

These guidelines provide the basis for information required regarding the minimum requirements for decorations and materials at events at the Austria Center Vienna. The rules and statutory requirements in force reflect lessons learned from past incidents, and have been put in place to ensure the safety of all individuals during events.

3.1 SCOPE

These guidelines apply to all events and congresses that take place within the Austria Center Vienna (ACV), regardless of the size of the event or the number of participants. This includes open-air spaces outdoors that are adjacent to escape routes or assembly points.

The term "decorations" applies to:

- Event furnishings such as seating, stands and booths, lecterns, and other constructions
- Fabric coverings and curtains
- Carpets, floor coverings
- Roll-ups, inflatable pillars, stand-up displays
- Pin boards, projector screens
- Vehicle displays
- Table linen, plants, etc.

Rules and procedures for bringing motor vehicles inside the Austria Center Vienna are not covered by these guidelines, and are set out in a separate set of guidelines.

3.2 GENERAL PRINCIPLES

These guidelines are based on the following laws, orders and standards:

- The ACV House Rules and Fire Safety Code
- Vienna Events Act
- Vienna Event Venues Act
- Employee Protection Act
- ÖNORM EN 13501-1 Fire classification of construction products and building elements
- ÖNORM EN 13773 Classification scheme - Textiles and textile products - Burning behaviour - Curtains and drapes
- ÖNORM A 3800-1 Burning behaviour of materials excluding construction products
- ÖNORM B 3822 Burning behaviour of interior materials - Decorative items

3.3 NOTE:

The issuance of Austrian standards ÖNORM EN 13501-1 "Fire classification of construction products and building elements - Part 1: Classification using test data from reaction to fire tests" and ÖNORM EN 13773 "Textiles and textile products - Burning behaviour - Curtains and drapes - Classification scheme" necessitated the withdrawal of ÖNorm B3800.

Based on this, the following standards currently apply:

3.3.1 Table 1: Classification and testing standards for decorations and materials

Brought-in materials	Burning behaviour	Smoke production	Droplet formation
Construction products including floor and wall coverings	EN 13501-1 ¹⁾	EN 13501-1	EN 13501-1 ²⁾
Curtains and similar textile products	EN 13773	ÖNORM A 3800-1	EN 13773
Furniture textiles	ÖNORM B 3825	ÖNORM A 3800-1	N/A
Decoration materials	ÖNORM B 3822	ÖNORM A 3800-1	ÖNORM B 3822
All other materials	ÖNORM A 3800-1	ÖNORM A 3800-1	ÖNORM A 3800-1

Source: BRANDverhütung, March 2017 issue

1) Including floor, wall and ceiling coverings

2) Not applicable to floor coverings

Please note that all testing and evaluation certificates must correspond to the current state of the art and regulations. If the standards stated here are superseded or replaced by more recent regulations, the currently applicable standard must be applied, regardless of the standards stated in the table.

3.4 REQUIREMENTS FOR DECORATIONS

Only decorations and structures that demonstrate compliance with the following standards may be used for events:

3.4.1 Table 2: Requirements for decorations and brought-in materials at events

Parameter	General requirement	ÖNORM B 3800 (withdrawn)	ÖNORM EN 13501-1 (for construction products)
Burning behaviour:	"Non-combustible or difficult to ignite" and	B1 – hardly combustible and	A1/A2 – non-combustible or B – very limited contribution to fire and
Smoke production:	"low smoke production" and	Q1 – low smoke production and	s1 - no smoke development and
Droplet formation:	"no droplet formation"	Tr1 – no dripping	d0 – no droplets

As the requirements of decoration materials with regard to burning behaviour, smoke production and droplet formation, according to the applicable standard, may differ, the respective minimum requirements are stated explicitly in the following table.

3.4.2 Table 3: Minimum requirements for materials, in accordance with applicable standards

Brought-in materials	Burning behaviour	Smoke production	Drip formation
Construction products incl. floor, wall and ceiling coverings	EN 13501-1: A1, A2, B	EN 13501-1: s1	EN 13501-1: d0 (not applicable to floor coverings)
Curtains and similar textile products	EN 13773: Class 1/2	ÖNORM A 3800-1: Q1	EN 13773: Class 1/2
Furniture textiles	ÖNORM B3825: Hardly combustible	ÖNORM A 3800-1: Q1	N/A
Decoration materials	ÖNORM B3822 Hardly combustible	ÖNORM A 3800-1: Q1	ÖNORM B3822 No dripping
All other materials	ÖNORM A 3800-1: B1	ÖNORM A 3800-1: Q1	ÖNORM A 3800-1: Tr1

In the event of a fire, each additional fire load that is introduced into an event space significantly increases the risks associated with smoke inhalation, which is why all materials and construction elements must be classified according to the applicable standards.

All decorations must be stable and adequately secured to prevent them from toppling over.

ESCAPE ROUTES MUST BE FREE OF DECORATIONS OF ANY KIND.

3.5 SAFETY CERTIFICATE OR REPORT

The event organizers must present, on request by the Austria Center Vienna, a safety certificate or safety report for all decorations and brought-in constructions, which meets the following specifications:

- The certificate must be issued by an accredited certification body (displayed in the letterhead and identifiable in the circular stamp)
- Valid issue date / expiry date in accordance with the applicable standard,
- e.g. ÖNORM EN 13773, ÖNORM EN 13501-1
- Classification in the fire safety classes required by these guidelines
- Scope of the certificate/report, including details of the following:
 - Description of item
 - Applicant or client
 - Basis for test
 - Description of test execution
 - Evaluation
 - Classification
 - Table with test results (optional)

In line with the scope of application of national standards, test certificates must be compiled in German. However, the Austria Center Vienna also accepts test certificates issued by certification bodies accredited in other EU countries, provided they are submitted in German or English.

Safety certificates must be submitted in good time before the event, and at least one week before bringing the items onto the Austria Center Vienna premises. Decorations may only be put up and materials may only be used following authorization by the fire safety officer.

3.5.1 Responsibility

The Safety, Health & Security (SHS) department is responsible for approval and authorization of constructions and decorations for events.

3.6 MOTOR VEHICLES IN THE EXHIBITION AREA

If motor vehicles are to be brought into the exhibition space, all technical safety precautions must be complied with and evidence of compliance in the form of the necessary official and technical permissions must be submitted to Austria Center Vienna. All such events require prior authorization by the Austria Center Vienna's fire safety representative or one of his/her deputies.

For petrol or diesel driven motor vehicles older than three years, the requirements are as follows: The fuel tank is to be drained and flooded with nitrogen, and the battery is to be disconnected. For each motor vehicle, the relevant Austria Center Vienna form detailing the work done is to be completed and signed by the Contracting Partner.

For petrol or diesel driven motor vehicles less than three years old, the requirements are as follows: The fuel tank may contain no more than 3 liters of fuel. The battery need not necessarily be disconnected. Flooding the fuel tank with nitrogen is only required if the authorities or Austria Center Vienna require it.

3.7 SMOKING BAN

Smoking is prohibited in all indoor areas of the Austria Center Vienna, including private areas of exhibition space.

3.8 FLAMMABLE PRODUCTS

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

3.9 OPEN FIRE / PYROTECHNICS

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

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

3.10 HOT WORK / HEATING/COOKING

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

3.11 EMERGENCY EXITS

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

3.12 GOODS NOT ALLOWED

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

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

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

3.13 COMBUSTION ENGINES

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

3.14 STORAGE OF FLAMMABLE GOODS

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

4. RESPONSIBILITY

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