

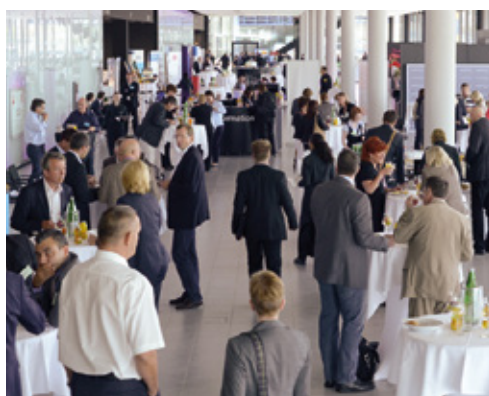
Our range of services, developed especially for your success.

Services provided by Messezentrum Salzburg

Valid: 01. 09. 2022– 31. 12. 2022

A large, bold, white text overlay on a dark blue background. The text reads "MEHR ALS MESSE" in a sans-serif font. The background of the entire page is a blurred office interior with desks and chairs.

MEHR  
ALS  
MESSE



## Welcome to Messezentrum Salzburg!

Salzburg is the right choice. At Salzburg Exhibition and Congress Center you are at the heart of the action!

We have developed this service folder to help you achieve the best possible results for your exhibition plans, because we know that optimum preparation is the key to making an effective appearance.

The general overview offers you a summary of all the services we have to offer. Please also take a moment to review the information on the following pages, as we feel it will play a vital role in your success at the fair. Our experienced team is always available to provide you with assistance and advice.

In Salzburg tradition meets state-of-the-art at a safe and secure location in one of the most peaceful places on earth.

We are pleased to welcome you to the Messezentrum Salzburg and would like to take this opportunity to wish you the best of success during your visit to the trade fair as well as an unforgettable stay here in the city of exhibitions, congresses, events and Mozart.

# Welcome to Salzburg!



## Our service for your success!

A trade fair participation has to be well prepared. According to that it is our motivation to advice you at every question you might have.

In this service folder you will find all the information and services for a successful show. If you have any inquiries please do not hesitate to contact us.

We are looking forward to welcoming you in Salzburg!



**Mag. (FH) Christian Wenninger**  
Head of Exhibitions

## Services provided by Messezentrum Salzburg

<b>1.</b>	<b>General Information</b>
<b>A.1</b>	Access and Accommodation
<b>A.2</b>	Messezentrum Salzburg General Information
<b>A.3</b>	Checklist for exhibitors
<b>A.4</b>	Additional services for exhibitors
<b>2.</b>	<b>General services</b>
<b>B.1</b>	Exhibitor passes & Long Term Parking tickets
<b>B.2</b>	Advertising opportunities at the fairground
<b>B.3</b>	Insurances
<b>B.4</b>	AKM registration
<b>3.</b>	<b>Stand services &amp; technical services</b>
<b>C.1</b>	Modular stands & stand packages
<b>C.2</b>	Sanitary installations
<b>C.3</b>	General electrical installations
<b>C.4</b>	Electrical installations – lighting and lighting appliances
<b>C.5</b>	Ceiling suspensions
<b>C.6</b>	Walls & fittings / Lettering
<b>C.7</b>	Flooring
<b>C.8</b>	Rental furniture
<b>C.9</b>	Internet & IT - Equipment
<b>C.10</b>	Internet & IT - Equipment
<b>C.11</b>	Staff rental
<b>C.12</b>	HygienePlus
<b>C.13</b>	Stand cleaning
<b>C.14</b>	Waste disposal
<b>C.15</b>	Plants & flowers
<b>C.16</b>	Catering
<b>C.17</b>	Stand construction permits
<b>C.18</b>	Compressed air
<b>C.19</b>	Forwarding services
<b>4.</b>	<b>Guidelines &amp; General Terms and Conditions (GTC)</b>
<b>D.1</b>	House rules
<b>D.2</b>	Technical guidelines
<b>D.3</b>	General terms and conditions of MZS and all service partners + WiFi + LAN guidelines

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days



## Access and Accommodation

### Access by car

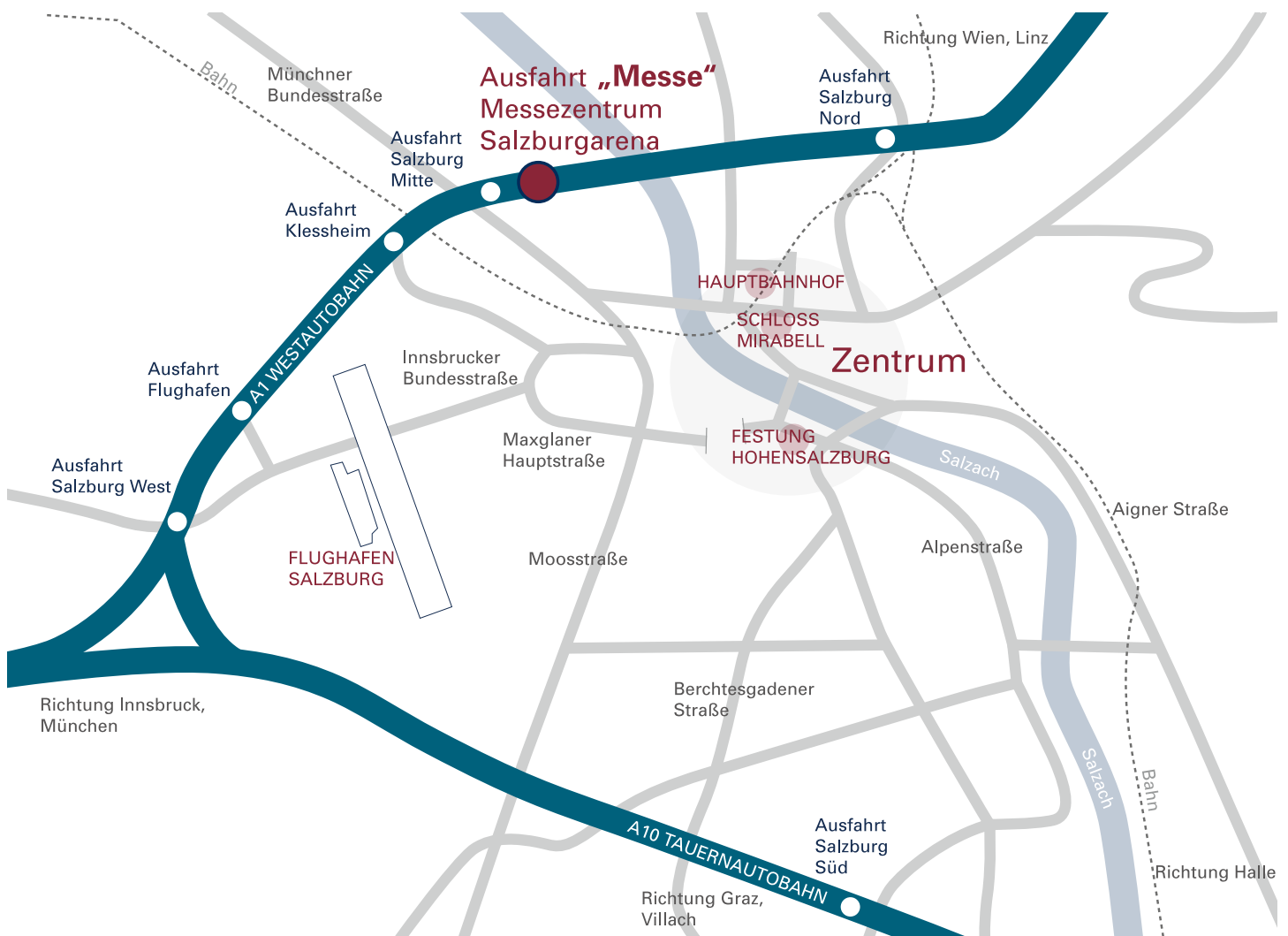
Messezentrum Salzburg is located directly alongside the A1 motorway. You can reach us via the "Messe" exit. Traffic signs in the city and on the motorway will show you the way.

#### Caution: Toll sticker obligation in Austria

Toll stickers are compulsory on all motorways and expressways in Austria! You can buy annual toll stickers as well as vignettes for ten days or 2 months.

**TOLL-FREE arrival** - arrival without toll sticker via motorway A8 (Germany):

Drivers coming from Germany are allowed - without buying the toll sticker beforehand - to drive comfortably on the motorway directly to us from the border crossing Walserberg to exit "Messe"



## Access and accommodation

### Access by train

Salzburg main station is a central point of the Austrian rail network. It is an official terminus of the German rail network and can therefore be booked easily from Germany. The bordering Bavarian region (Munich included) is rapidly reached via regular local and long-distance connections.

### Access by plane

Salzburg Airport W.A.Mozart is Austria's second largest airport, situated 4 km outside the city centre and about 6 km from Messezentrum Salzburg. Taking motorway A1 you can reach the fair grounds in about 10 minutes, via 'Innsbrucker Bundesstrasse' you can reach either the city centre or the Messezentrum toll-free. Taking bus no. 2 or 10 you can easily reach the city centre. Bus no. 2 travels via main station, no. 10 takes you directly to the city centre

### Public transport

Starting at city centre (via main station) the fairgrounds of Messezentrum Salzburg are reached by bus no. 1 (labelled MESSEZENTRUM/SALZBURG ARENA). Alternatively you may use bus no. 7 (labelled SALZACHSEE). Getting off at 'Bessarabierstrasse' you reach the fairgrounds within a 5 minute walk. On Saturdays and off-school days bus no. 8 takes you from city centre directly to the fairgrounds.

Time tables of bus lines to be found under:

[www.salzburg-ag.at/bus-bahn/fahrplan/fahrplan.html](http://www.salzburg-ag.at/bus-bahn/fahrplan/fahrplan.html)

### Cooperation City Bus

**Transportation is free within zone 'S' (city area) to and from the Messezentrum Salzburg by showing your entrance ticket for the fair/event or the free bus voucher you can download from the website of your fair.**

In order to get a free return ticket please show your ticket/voucher at the fair information desk and you will get an official bus ticket in return.



**OBUS**  **SALZBURG AG**

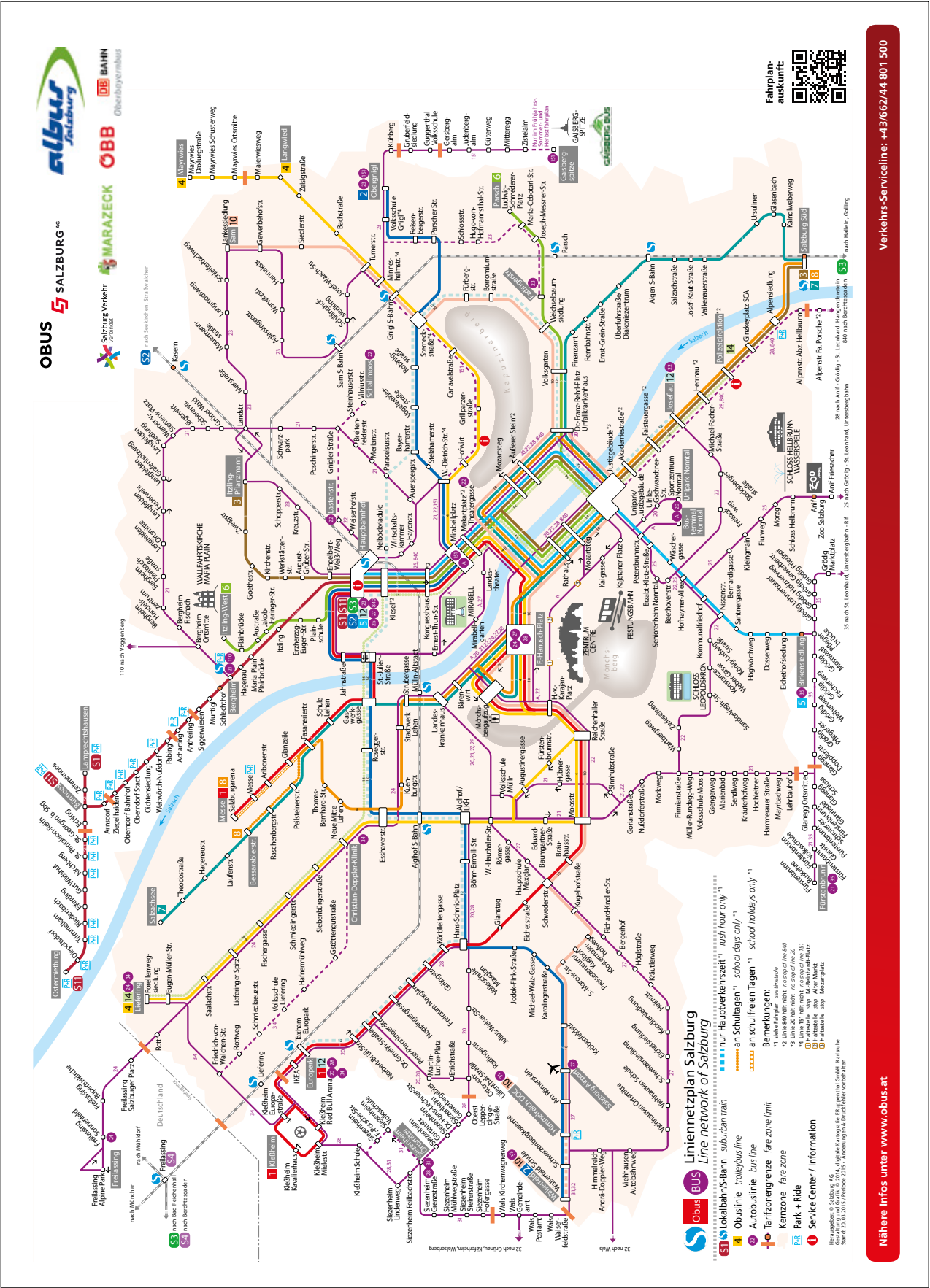
**GRATIS**  
**ANREISE-TICKET**

Messe: Muster  
Datum: 00. – 00.00. 0000

**OBUS**  **SALZBURG AG**

Dieser Abschnitt gilt als Fahrkarte mit dem Obus und dessen Vertragspartner in der Zone „S“ zum Messegelände ab 4 Stunden vor Messebeginn.  
Für die Rückfahrt ist dieser Abschnitt gegen ein kostenloses Sonderticket an der Kassa einzutauschen.

Network of routes



Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB), the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder | All prices are for a trade fair lasting up to 7 days

## Access and accommodation

### Hotels in Salzburg

Salzburg offers a great variety of excellent accommodation: from small family-run guest houses to international business hotels. We are glad to help you with your accommodation choice. Just contact our service-team!

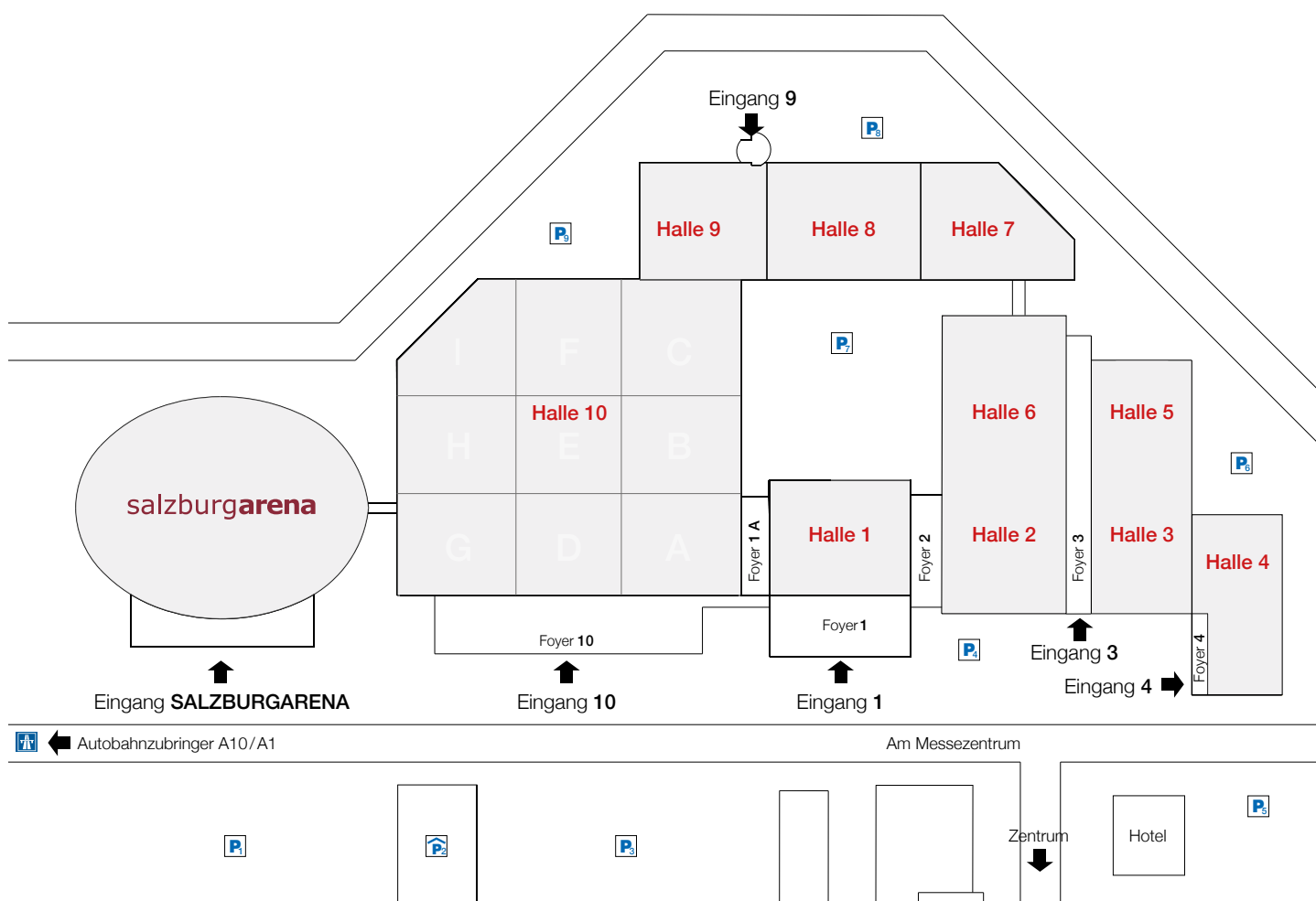
T +43 (0)662 / 2404-0, F +43 (0)662 / 2404-20 or [service@mzs.at](mailto:service@mzs.at)

You will find a selection of our partner hotels at:

[www.mzs.at/en/accommodation-in-salzburg](http://www.mzs.at/en/accommodation-in-salzburg)



### Fairgrounds overview





**Fair grounds – General information****Cash dispenser on the grounds**

(Maestro, Cirrus, Master Card, VISA, American Express, Diners Club, u.a.)

■ Entrance 1 outside

■ Entrance 10 inside

**Branch banks nearby**

Salzburger Sparkasse Bank AG  
Bessarabierstraße 72  
5020 Salzburg  
Tel.: +43 (0)662 / 43 25 920

Volksbank Salzburg  
Münchner Bundesstraße 43  
5020 Salzburg  
Tel.: +43 (0)662 / 43 04 11

Salzburger Landes-Hypothekenbank AG  
Ignaz-Harrer-Straße 79A  
5020 Salzburg  
Tel.: +43 (0)662 / 43 04 55

**Police**

Police station Lehen  
Rudolf-Biebl-Straße 41, 5020 Salzburg  
Tel.: +43 (0) 59 / 1335 586100

**Fire Brigade**

Fire brigade Salzburg  
Office ground level, behind exhibition hall no. 5  
Contact via Information

**Ambulance service**

Red Cross Salzburg  
Office ground level, behind exhibition hall no.5  
Office exhibition hall 10, left to gate 10 F  
Office Foyer 1 A  
Contact via Information

**DIY store**

BAUHAUS Depot GmbH  
Sterneckstraße 47, 5020 Salzburg  
Tel.: +43 (0)662 872 303  
Distance: 2,8 km

**Supermarkets**

Billa Einkaufsmarkt  
Wagingerstraße 9  
5020 Salzburg  
Distance: 400 m

Billa AG  
Rupertiwinkelstraße 12  
5020 Salzburg  
Distance: 900 m

Interspar Markt  
Schuhmacherstraße 15  
5020 Salzburg  
Distance: 1,3 km

**Taxi**

Taxi stand  
opposite entrance 10

Taxi stand  
opposite Four Side Hotel

Taxi service  
Tel.: +43 (0)662 8111

**Parking**

Car park with 3.000 places on the fair grounds  
Parking administration:  
APCOA Parking Austria GmbH  
APCOA counter in front of the Multi-storey car park P2  
Tel.: +43 (0)664 5021 702, [apcoa@mzs.at](mailto:apcoa@mzs.at)  
Current tariffs to be found at the website: [www.mzs.at/en/contact-arrival/directions-parking](http://www.mzs.at/en/contact-arrival/directions-parking)

## Checklist for exhibitors

Services in order of booking sequence

chapter	subject of form	returned until	obligatory
B.1	Exhibitor passes / Long Term Parking tickets / complimentary ticket	8 weeks prior to fair	
C.5	Ceiling suspensions	8 weeks prior to fair	
C.18	Compressed air	8 weeks prior to fair	
C.2	Sanitary installations	6 weeks prior to fair	
C.3	General electrical installations	6 weeks prior to fair	✓
C.17	Stand construction permits	6 weeks prior to fair	
C.19	Forwarding services	6 weeks prior to fair	
B.2	Advertising opportunities at the fairground	6 weeks prior to fair	
B.3	Insurance for exhibited articles	4 weeks prior to fair	
B.3	Liability insurance	4 weeks prior to fair	
B.4	AKM permit	4 weeks prior to fair	
C.1	Modular stands & stand packages	4 weeks prior to fair	
C.4	Electrical installations	4 weeks prior to fair	
C.6	Walls & fittings	4 weeks prior to fair	
C.6	Lettering	4 weeks prior to fair	
C.7	Flooring	4 weeks prior to fair	
C.8	Rental furniture	4 weeks prior to fair	
C.9	Internet & IT - Equipment	4 weeks prior to fair	
C.10	Internet & IT - Equipment	4 weeks prior to fair	
C.11	Staff rental: stand security & hostess service	4 weeks prior to fair	
C.12	HygienePlus	4 weeks prior to fair	
C.13	Stand cleaning	4 weeks prior to fair	
C.14	Waste disposal	4 weeks prior to fair	
C.15	Plants & flowers	2 weeks prior to fair	
C.16	Catering	2 weeks prior to fair	
D.1	House rules		
D.2	Technical guidelines		
D.3	General terms and conditions of MZS and all servicepartners + WiFi + LAN guidelines		

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Exhibitor informations

### Mandatory rules and guidelines at MESSEZENTRUM SALZBURG

Messezentrum Salzburg GmbH issued guidelines for all fairs, exhibitions and events taking place on the fair grounds in order to optimize possibilities for all exhibitors and event organizers to display their exhibits and to contact their visitors and prospects. Our guidelines are valid for all areas operated by MZS: Exhibition halls, foyers, aisles, conference and press rooms and the Salzburgarena.

House rules and technical guidelines are integral part of all contracts concluded between Messezentrum Salzburg GmbH and its exhibitors, event organisations, service partners, stand construction companies and all other contractors.

At the same time all these rules and guidelines include safety regulations in the interest of exhibitors, event organizers and visitors to provide a maximum of security concerning the technical and decorative equipment of the event. Valid legal norms of security that have to be observed remain unaffected.

You will find our house rules, technical guidelines and the General Terms and Conditions at full length in chapter D.

## Exhibitor passes & Long Term Parking tickets

Order form, please return at least **8 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

### Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

We hereby order the following quantity of additional exhibitor passes (see exhibition registration for pricing information)*:		
Item No.	Quantity	Description
W-012		Exhibitor pass

\* Please check the quantity of your exhibitor passes at the special terms of condition sheets of your event.  
Additional exhibitor passes might be charged (please contact the exhibition management for details).

We hereby order the following quantity of additional Long Term Parking tickets (see exhibition registration for pricing information)**		
Item No.	Quantity	Description
W-013		Long Term Parking ticket

\*\* Valid during the whole event inclusive construction time. Additional tickets can be bought at the APCOA office at the fairground.

### Shipping address (if different from billing address):

Name	
Street	
No.	
Zip code	City

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

12



## Complimentary ticket

Order form, please return at least **8 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

We order the following number of complimentary tickets for our customers:				
Item No.	Quantity	Description	Unit price EUR	Total price EUR
W-050		Complimentary ticket via online-shop (only the actual used tickets will be charged according to the current rate of the fair)		
W-051		Print of the company name on the ticket	free	
W-052		Print of the company logo on the ticket (please send the logo as jpg file in black/white to the email address: <a href="mailto:service@mzs.at">service@mzs.at</a> )	50,00	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! For orders placed less than 14 days prior to fair opening we have to charge a late order surcharge of 50,- € (not for subsequent orders)

Date

Place

Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

13

## Advertising opportunities at the fairground

Upgrade your fair participation! We offer a lot of value added services to draw the attention to you and your products!

Feel free to contact us – we have exactly the services that might be suitable for you and we would be very happy to support you with your presentation.

Messezentrum Salzburg GmbH  
Am Messezentrum 1  
5020 Salzburg, Austria  
T +43 (0)662 / 24 04 61  
F +43 (0)662 / 24 04 20  
service@mzs.at  
www.mzs.at



## Advertising opportunities at the fairground

**Item no. W-026**

Advertising space on glass  
Front of the entrance 1  
Foil on glass  
125 x 375 cm per glass panel

EUR 720,00\*\*

**Item no. W-025**

Barrier advertisement  
6 pieces barrier on motorway side  
3 pieces on the city side  
3 pieces EUR 500,00\*  
6 pieces EUR 980,00\*  
9 pieces EUR 1.175,00\*

**Item no. W-002A**

Promotion licence  
Per day and person

EUR 125,00

**Item no. W-025A**

Barrier advertisement  
3D application

EUR 55,00\*

**Item no. W-004**

Licence for attachment  
to entrance tickets  
5.000 units  
max. 2 flyer per event

EUR 350,00

**Item no. W-006**

Flag (bis zu 100 x 400 cm)  
incl. production  
EUR 350,00  
Item no. W-006A  
Flagpole (rent)  
EUR 150,00\*

**Item no. W-027**

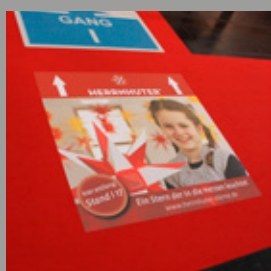
Advertising space on glass  
Front of the entrance 10  
Foil on glass  
222 x 497,5 cm per glass panel

EUR 1.410,00\*\*

**Item no. W-029**

Advertising space on asphalt  
Price per sqm

up to 9 sqm	EUR 200,00**
from 10sqm	EUR 183,00**

**Item no. W-028**

Floor space inside  
Price per sqm

05 – 19 sqm	EUR 160,00**
20 – 39 sqm	EUR 146,00**
from 40 sqm	EUR 132,00**

\* (PDF, 1:10, images with at least 300dpi) \*\* (PDF, 1:10, images with at least 750dpi)

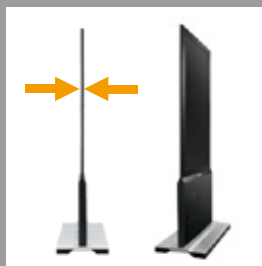
## Advertising opportunities at the fairground

**Item no. W-034**

Info desk,  
Display: 55" 500cd

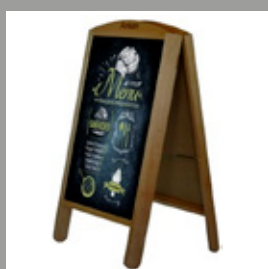
Bookable 1 slide slot on the exhibition  
center - information desk (8x / hour  
including programming)

EUR 99,00

**Item no. W-034A**

Info desk,  
Display: 55" 500cd

EUR 250,00\*

**Item no. D-332A**

Info desk, Anton  
Display: 43" 500cd  
Solid beech frame, stable

EUR 135,00\*

**Item no. D-332B**

Info desk, Lenny  
Display: 43" 500cd  
Solid aluminum frame, stable

EUR 135,00\*

**Item no. D-332C**

Info desk, Tim  
Display: 55" 500cd

EUR 250,00\*

**Info desk specification**

Playback of content via USB

The following formats are possible:

1080x1920px (portrait)

Image & video format possible (without sound)

File format: .jpg / .mp4

Info desk specification  
Playback of content via USB

\* Flat rate per piece for a measurement period of up to 4 days including programming



## Advertising opportunities at the fairground

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item No.	Quantity	Description	Unit price EUR	Total price EUR
W-025		Barrier advertisement: 3 pieces	500,00	
		Barrier advertisement: 6 pieces	980,00	
		Barrier advertisement: 9 pieces	1.175,00	
W-025A		3D application	55,00	
W-002A		Promotion licence / Per day and person	125,00	
W-006		Flag advertisement	350,00	
W-006A		Flagpole (rent)	150,00	
W-004		Licence for attachment to entrance tickets, 5.000 units	350,00	
W-026		Advertising space on glass front of the entrance 1	720,00	
W-027		Advertising space on glass front of the entrance 10	1.410,00	
W-028		Floor space inside, Price per sqm: 5 – 19 sqm	160,00	
		Floor space inside, Price per sqm: 20 – 39 sqm	146,00	
		Floor space inside, Price per sqm: from 40 sqm	132,00	
W-029		Advertising space on asphalt. Price per sqm: up to 9 sqm	200,00	
		Advertising space on asphalt. Price per sqm: from 10 sqm	183,00	
W-034		1 slide on the general info desk	99,00	
W-034A		Info desk	250,00	
D-332A		Info desk, Anton	135,00	
D-332B		Info desk, Lenny	135,00	
D-332C		Info desk, Tim	250,00	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

For further advertising opportunities at the fairground please contact: Messezentrum Salzburg GmbH | Technical services | T +43 (0)662 / 24 04 61 | [service@mzs.at](mailto:service@mzs.at)

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Insurance for exhibited articles

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

☐ Hall
 ☐ Open-air
 ☐ Tent
 Stand space:  m x  m =  sqm

### Liability insurance (optional) – particulars

Exhibited articles to be insured:	Sum insured in EUR: <b>1</b>
thereof prototypes and models:	thereof in EUR:
Stand fittings to be insured:	Sum insured in EUR: <b>2</b>
Personal belongings of stand staff	Sum insured in EUR: <b>3</b>
Total sum insured in EUR: <b>1 + 2 + 3 =</b>	
Insurance rate according to chart (overleaf) in EUR:	

### Transport details:

Delivery date:	Back haul date:
From:	to:

Date Place Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

18

## General Terms and Conditions

### Insurance coverage for exhibition items

All types of exhibition items are insured (except for valuable items such as furs, precious metals, jewellery, watches, securities, stamps, carpets, antiques, works of art, **motor vehicles and motorcycles**) including exhibition equipment/ furnishings and personal items.

Insurance cover begins with the transport of the items to the trade fair, is valid for the duration of the event as well as the required pre-event and post-event storage periods, and ends once return transport is complete and the goods arrive at the point of departure, at the latest, however, on the 30th day at midnight, calculated from the date of the initial transportation.

Validity: Europe in the geographical sense for transport.

**Insurance cover 'against all risks' exists for the duration of the insurance cover period, in accordance with the conditions outlined below, which can be sent to you on request:**

- Austrian General Transport Insurance Terms and Conditions (AÖTB 2001)

- Special conditions for insuring items at trade fairs and commercial exhibitions. The insurance does not cover exposure to rain and moisture when items are stored outdoors.
- Small-format items are only insured during the exhibition if they are stored in locked glass display cases or show cases. During the exhibition, consumable items (such as promotional brochures, catalogues, food and beverages) are not insured.
- A EUR 100.00 excess will be charged for losses incurred as a result of simple theft.

#### Important note:

**Losses incurred as a result of theft must be reported immediately to Messezentrum Salzburg GmbH and the responsible police authorities. The police report must be submitted without delay.**

## PREMIUM

Item No.	Insurance in EUR For exhibition items, exhibition stand equipment and personal items, incl. Transportations	Premiums in EUR Per contract concluded and per exhibitor (incl. the statutory insurance tax 11 %)
V-001	0,00 to 20.000,00	70,00
V-002	20.000,00 to 50.000,00	150,00
V-003	50.000,00 to 100.000,00	250,00
V-004	100.000,00 to 150.000,00	300,00

**For insurance sums over EUR 150.000,- the premium is 2 % of the insured sum.**

To insure items that are not covered under this exhibition insurance framework agreement, please contact:

Messezentrum Salzburg GmbH  
Event Services  
T +43 (0)662 / 2404-61  
service@mzs.at

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Liability insurance

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

☐ Hall
 ☐ Open-air
 ☐ Tent
 Stand space:  m x  m =  sqm

Period:
Main exhibition items / special attractions:

### Insured risk:

Exhibitor liability insurance for carrying out exhibition events and/or for stand owners.

<b>Insurance sum:</b>	Lump sum for personal and material damage	EUR 5.000.000,00
<b>Sub-limits:</b>	Active contributory loss or damage	EUR 500.000,00
	Pure pecuniary loss	EUR 10.000,00
	Loading and unloading of third-party vehicles	EUR 1.000.000,00
<b>Excesses:</b>	General	EUR 0,00
<b>Exceptions:</b>	Active contributory loss or damage	EUR 500,00
	Loading and unloading of third-party motor vehicles 10 %	min. EUR 100,00 max. EUR 1.000,00

**Important note: Damage losses must be reported to the insurer and Messezentrum Salzburg GmbH immediately.**

### For exhibitors:

Item no.	Premium per exhibition stand (for individual exhibitors) fixed rate in EUR
V-005	120,00

### For organizers:\*

Calculation basis Number of visitors per trade	Premium per visitor in EUR
5.000	0,07
10.000	0,06
20.000	0,05
50.000	0,03
Minimum premium per event in EUR 120,-	

\*Deposit premium based on estimated number of visitors, settlement after end of fair

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

20



## AKM registration

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description			
G-301		Music	<input type="checkbox"/> CD	<input type="checkbox"/> Live music	<input type="checkbox"/> MP3
G-302		Video /multimedia* with large screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
G-303		Television programmes with large screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
G-304		Shows, fashion shows, etc. Number of shows daily: _____	<input type="checkbox"/> CD	<input type="checkbox"/> Live music	<input type="checkbox"/> MP3

\*) Title of the films/multimedia applications used:

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The rate of compensation for the use of copyrights and performance rights depends on the type of music reproduction and, in certain cases, on stand size. AKM will invoice the exhibitor directly for royalties.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## AKM permit

### AKM – Who we are

AKM represents **authors, composers and music publishers**. AKM is also a society that authors, composers and music publishers have been a part of for over 100 years (since 1897). The organisation's full name is: Staatlich genehmigte Gesellschaft der Autoren, Komponisten und Musikverleger (AKM) registrierte Genossenschaft mit beschränkter Haftung (State-authorized Society for Authors, Composers and Music Publishers (AKM) Registered Cooperative with Limited Liability).

AKM is the largest **copyright society** in Austria.

AKM is organized as a **private cooperative** and belongs to the authors, composers and music publishers.

Like every other cooperative, AKM has a general assembly, a supervision board and a board of directors. All three bodies consist solely of authors, composers and music publishers. The office headed by the CEO is responsible for ensuring smooth, efficient day-to-day business operations.

The organization is head quartered in Vienna and has offices in every Austria state capital. AKM employs around 150 people.

AKM's operations are monitored **by several external authorities**: The annual report is reviewed by a financial auditor, the financial accounting is reviewed by a cooperative auditor, and compliance with the Collecting Societies Act is reviewed by a specially appointed **state commissioner**.

### AKM – what we do

Music is used everywhere and in all sorts of ways. And copyright law ensures that copyright owners are entitled to adequate compensations (royalties) for the use of their work, i.e. their intellectual property.

**AKM ensures that music copyright owners receive the royalties due to them. At the same time, AKM offers music users centralized rights acquisition.**

#### Licensing

Wherever copyright protected music is **publicly performed** in Austria, whether in a concert hall, in a dance club, in a supermarket, in restaurants and pubs or anywhere else, by means of CD records, tapes or other media, AKM ensures that **the organizers** of these events obtain a performance licence from AKM and pay the corresponding performance fees to AKM. In addition, AKM also collects usage fees for other Austrian collecting societies operating in this area (AUME, LVG, LIME, LSG, VBT). The amount of the usage fee is outlined in collective and/or framework agreements and defined in tariff agreements (also known as autonomous tariffs) with 'user organizations' (e.g. event organization societies in Austria such as Veranstalterverband Österreich or Fachverband der Lichtspieltheater).

**Broadcasters (companies that broadcast** copyright protected music) and service providers (**interactive reproduction/** provision of copyright protected music) must obtain a licence from AKM and pay the corresponding licence fees to AKM. Collective agreements also exist in the area of broadcasting (with ORF, with the relevant professional societies of the Austrian Chamber of Commerce (private radio, cable transmission, etc.)

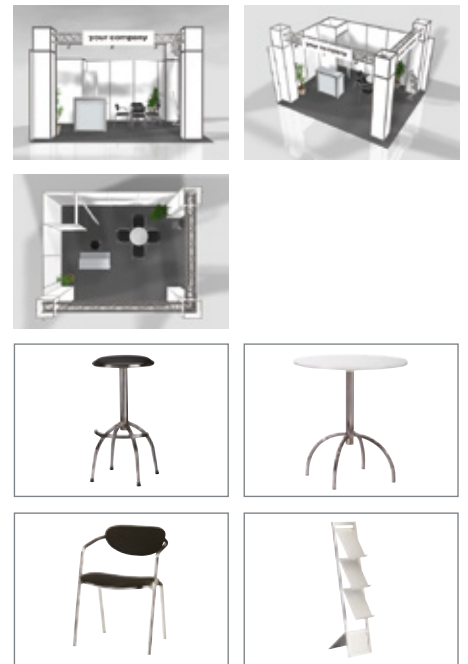
#### Royalty fees

All revenues – after deducting the administrative expenditure incurred – **are paid in full to the AKM members and to domestic** (including fees levied for performances) **and international** (through mutual agreements) **collecting societies** (which in turn distribute these monies to their members). **AKM does not make any profit.**

Payment is made **according to fixed rules**, which are based on legal regulations, statutes and AKM's payment rules (**as decided by the AKM general assembly and/or board of directors** and thus by the copyright owners themselves). Payment is made based on the programme in general, i.e. on the basis of the uses that appear on the music programme.

**Complete modular stand Expo 8 Avant 1****S-003**

For additional equipment see order form C.8



On request (from 16sqm and min. 4 x 4m)

Zusätzliche Ausstattung finden Sie unter C.8.

**Materials and equipment**

- Modular stand construction system: Expo 8 silver
- Carpeting (see order form), by the metre
- Walls white foil covering, height 250 cm
- Face plate on each open side (lettering see order form)
- 1 HQI ellipsoid spotlight per 4 sqm of stand space
- 1 Maxima bar counter
- 1 table 80 x 80 cm
- Brochure display, A4
- 1 barstool
- 3 chairs
- 1 wall coat rack
- 1 cubicle (1 x 1 sqm), lockable
- Planning and organization
- Setup and dismantling

**Power supply**

- For power and electricity please complete and return order form in section C.3!

**Carpet colours****S-301** black**S-302** dark grey**S-303** grey**S-304** signal red**S-305** claret**S-306** blue**S-307** azure**S-308** light green**S-309** bottle green

**Complete modular stand Expo 8 Hermes 1****S-002**

For additional equipment see order form C.8



EUR 108,10 pro sqm (from 12sqm and min. 4 x 3m)

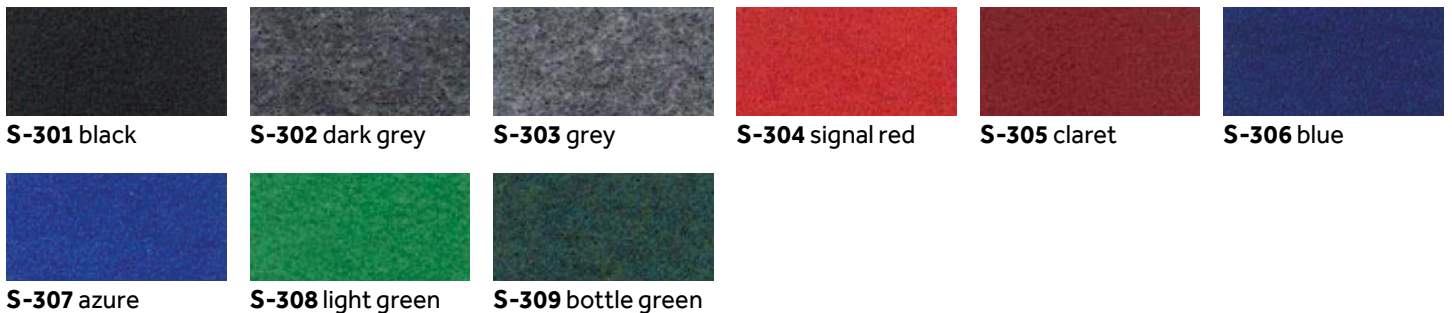
Zusätzliche Ausstattung finden Sie unter C.8.

**Materials and equipment**

- Modular stand construction system: Expo 8 silver
- Carpet (see order form), by the metre
- Walls white foil covering, height 250 cm, end wall blue
- Face plate on each open side on maxima beam (lettering see order form)
- 1 HQL ellipsoid spotlight per 4 sqm of stand space
- 1 Maxima bar counter
- 1 table 80 x 80 cm
- 1 barstool
- 3 chairs
- 1 wall coat rack
- 1 cubicle (1 x 1 sqm), lockable
- Planning and organization
- Setup and dismantling

**Power supply**

- For power and electricity please complete and return order form in section C.3!

**Carpet colours**



## Complete modular stand Expo 8 First

**S-001**

For additional equipment see order form C.8



EUR 90,70 pro sqm (from 9sqm and min. 3 x 3m)

Zusätzliche Ausstattung finden Sie unter C.8.

### Materials and equipment

- Modular stand construction system: Expo 8 silver
- Carpet (see order form), by the metre
- Ceiling grid 1x1 m on the open side
- Walls white foil covering, height 250 cm
- Face plate lettering on each open side
- 1 spotlight per 3 sqm of stand space, mounted on power rails
- 1 information desk
- 1 table 80 x 80 cm
- 1 barstool
- 3 chairs, grey
- 1 wall coat rack
- 1 cubicle (1 x 1 sqm), lockable
- Planning and organization
- Setup and dismantling

### Power supply

- For power and electricity please complete and return order form in section C.3!

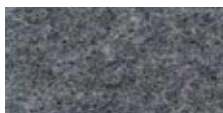
### Carpet colours



**S-301** black



**S-302** dark grey



**S-303** grey



**S-304** signal red



**S-305** claret



**S-306** blue



**S-307** azure



**S-308** light green

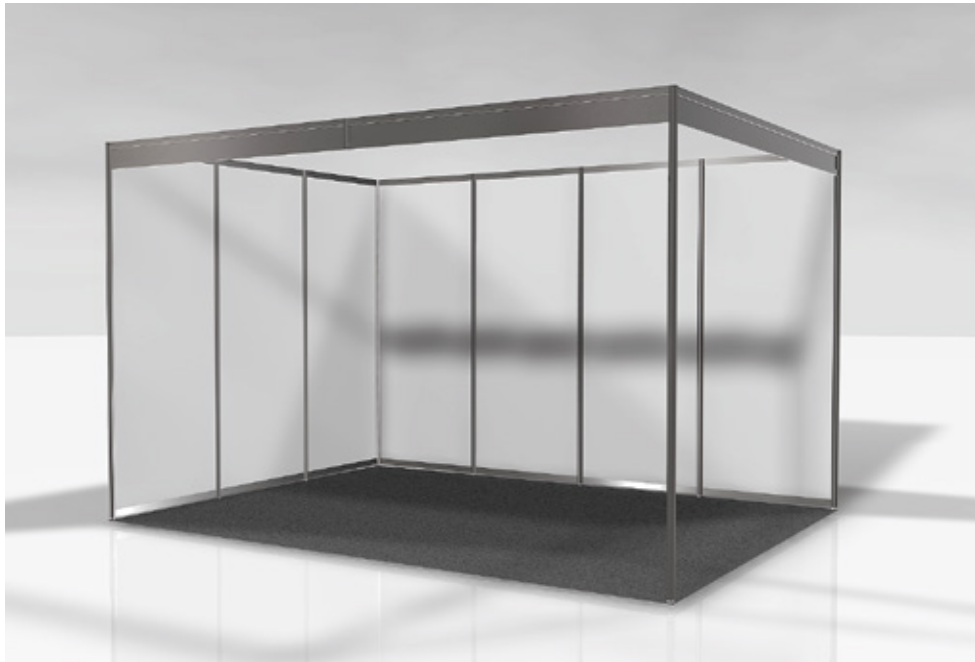


**S-309** bottle green

## Basic equipment

**S-004**

For additional equipment see order form C.8



EUR 46,10 per sqm

## Materials and equipment

- Modular stand construction system: Expo 8 silver
- Carpet (see order form), by the metre
- Walls white foil covering, height 250 cm

## Power supply

- For power and electricity please complete and return order form in section C.3!

## Carpet colours



**S-301** black



**S-302** dark grey



**S-303** grey



**S-304** signal red



**S-305** claret



**S-306** blue



**S-307** azure



**S-308** light green



**S-309** bottle green

## Exhibition stand

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Type of stand ☐ R ☐ E ☐ P ☐ I

Stand space:  m x  m =  sqm

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

## Exhibition stand

	Item no.	Description	Carpet/Colour	Unit price EUR/sqm	Quantity	Total price EUR
<input type="checkbox"/>	S-004	Basic equipment	S-	46,10	sqm	
<input type="checkbox"/>	S-001	Expo 8 First	S-	90,70	sqm	
<input type="checkbox"/>	S-002	Expo 8 Hermes 1	S-	108,10	sqm	
<input type="checkbox"/>	S-003	Expo 8 Avant 1	S-	On request	sqm	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

## Face plate lettering – additional lettering see C.6

☐ **B-017** Face plate lettering (black max. 20 characters)  
Face lettering text:

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☐ Please send us a quote for our logo. To provide you with a quote, we require a sample image (EPS, TIFF file format...)

## Personalized exhibition stand

☐ We are interested in a personalized exhibition stand. Please contact us.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Sanitary installations

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR	Total price EUR
		<b>Water supply and drainage lines</b>		
<b>D-201</b>		Water supply and drainage lines for first connection	170,80	
<b>D-214</b>		Water consumption, up to 3 days / per connection	11,20	
<b>D-215</b>		Water consumption, from the 4th day / per connection	15,25	
<b>D-210</b>		Water supply and drainage line for any further connection	95,00	
<b>D-213</b>		Water line for filling water beds, whirlpools etc. (water line is removed after filling)	44,60	
<b>D-213A</b>		Additional charge for water consumption (by m <sup>3</sup> )	5,10	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time:

Date:

Time:

Date

Place

Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

28

## Sanitary installations

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Please complete

$\frac{1}{2}$  = water supply 1/2

Scale 1:100

Type of stand **R** ☐ **E** ☐ **P** ☐ **I** ☐

Stand space:  m x  m =  sqm



**Electrical installations 230 volt** [incl. set up]

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)


EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:  
(Prices for all connections and electrical installations exclude power consumption!)


**Electrical connections 230 volt**

**Stand power supply is switched off for safety reasons half an hour after trade fair closes!**

Item no.	Quantity	Connection	Type of connection	Unit price EUR	Total price EUR
D-170		Equipotential bonding conductor connection for metal constructions obligatory according to ÖVE/Önorm E 8002-8		55,90	
D-102		Up to 3 kW/230 V 	Power Connection, incl. safety power socket	108,00	

**Main electrical connection 24h / 230V** [only possible in the supply area]

For refrigerators, refrigerated showcases, etc. you need a permanent power connection, as the bunk power supply for safety reasons it is switched off half an hour after the trade fair has closed.

Item no.	Quantity	Connection	Type of connection	Unit price EUR	Total price EUR
D-108		Up to 3 kW/230 V 	Power Connection, incl. safety power socket	127,80	

Energy flat rate for the duration of the trade fair up to 4 days, plus connections and electrical installations

	Item no.	Connection	Stand size	Unit price EUR
<input type="checkbox"/>	D-150	230 V	up to 12 m <sup>2</sup>	38,00
<input type="checkbox"/>	D-151	230 V	13 – 19 m <sup>2</sup>	48,00
<input type="checkbox"/>	D-152	230 V	20 – 29 m <sup>2</sup>	59,00
<input type="checkbox"/>	D-153	230 V	30 – 49 m <sup>2</sup>	65,00
<input type="checkbox"/>	D-161	230 V	50 – 65 m <sup>2</sup>	80,00
<input type="checkbox"/>	D-162	230 V	66 – 80 m <sup>2</sup>	95,00
<input type="checkbox"/>	D-154	230 V	81 – 99 m <sup>2</sup>	128,00
<input type="checkbox"/>	D-155	230 V	ab 100 m <sup>2</sup> *	2,20 pro m <sup>2</sup> *

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

30



**Electrical installations 400 volt** [incl. set up]

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)





EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:  
(Prices for all connections and electrical installations exclude power consumption!)

**Electrical main connection 400 volt** [only possible in the supply area]

Stand power supply is switched off for safety reasons half an hour after trade fair closes.

Item no.	Quantity	Connection	Description	Unit price EUR	Total price EUR
D-103		up to 10 kW/400 V 	Power supply connection, incl. CEE-5*16 A	189,70	
D-104		up to 20 kW/400 V 	Power supply connection, incl. CEE-5*32 A	269,10	
D-105		up to 40 kW/400 V 	Power supply connection, incl. CEE-5*63 A	410,90	
D-106		up to 60 kW/400 V 	Power supply connection, incl. CEE-5*125 A	On request	
D-107		above 60 kW/400 V	Power connection	On request	

**Stand installation**

Only applicable with power supply main connection

Item no.	Menge	Bezeichnung		Unit price EUR	Total price EUR
D-102A		Additional safety power socket, 230 V <input type="checkbox"/> triple*	Additional safety power socket, 220 V	35,80	
D-103A		Additional power socket CEE 5*16 A	Additional safety power socket, 400 V	117,20	
D-626		Distribution box, rental fee		206,60	

For all power connections it is **mandatory** to determine the current by means of meters.

	Item no.	Description	Einzelpreis EUR
<input type="checkbox"/>	D-137	Accounting of electricity consumption (incl. meter hire, set up and dismantling)	96,20
<input type="checkbox"/>	D-156	Energy service charge (incl. electro-maintenance, electricity costs, general electric service)	0,59 pro kWh
<input type="checkbox"/>	D-157	Energy provision 0–15 kW	11,90 pro kW
<input type="checkbox"/>	D-158	Energy provision 16–40 kW	10,80 pro kW
<input type="checkbox"/>	D-159	Energy provision from 41 kW	9,30 pro kW

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Datum \_\_\_\_\_ Ort \_\_\_\_\_ Firmenstempel und Unterschrift \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

31

\*(Attention: socket for permanent connection costs more)

Messezentrum Salzburg GmbH  
Am Messezentrum 1  
5020 Salzburg - Austria



[www.mzs.at](http://www.mzs.at)  
[office@mzs.at](mailto:office@mzs.at)  
T +43 (0)662 / 24 04-0

**Electrical installations 400 volt** [incl. set up]

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)



EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

**Electrical main connection 24h / 400 volt** [only possible in the supply area]

For refrigerators, display refrigerators etc. you will require a permanent current connection, because stand power supply is switched off for safety reasons half an hour after trade fair closes.

Item no.	Quantity	Connection	Type of connection	Unit price EUR	Total price EUR
D-109		Up to 10 kW/400 V 	Power supply connection, 24h, incl. CEE-5*16 A	217,30	
D-110		Up to 20 kW/400 V 	Power supply connection, 24h, incl. CEE-5*32 A	293,90	

All connections and electrical installations are excl. power consumption.

**Open-air exhibition ground**

For connections in the open-air exhibition ground, **a charge of EUR 63,70**

**per connection is added to the items for electrical connections and permanent current in the invoice.**

Accounting of electricity consumption via meter **is obligatory** for all power connections.

	Item no.	Description	Price EUR
<input type="checkbox"/>	D-137	Accounting of electricity consumption (incl. meter hire, set up and dismantling)	96,20
<input type="checkbox"/>	D-156	Energy service charge (incl. Electro-maintenance, electricity costs, general electric service)	0,59 per kWh
<input type="checkbox"/>	D-157	Energy provision 0–15 kW	11,90 per kW
<input type="checkbox"/>	D-158	Energy provision 16–40 kW	10,80 per kW
<input type="checkbox"/>	D-159	Energy provision from 41 kW	9,30 per kW

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

**Electrical installations** [incl. set up]

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Please complete



= Spotlight (arrow in direction of light)



= single socket



= triple socket

Scale 1:100

Type of stand ☒ R ☐ ☐ E ☐ ☐ P ☐ ☐ I ☐

Stand space:  m x  m =  sqm



**Electrical installations - lighting & lighting appliances** [incl. set up]









Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

**Stand installation – Lighting**

Item no.	Quantity	Connection	Description	Unit price EUR	Total price EUR
<b>Stand installation – Lighting (not available without power connection)</b>					
D-112		100 W/230 V 	Arm spotlight „chrom 100“	61,40	
D-113		300 W/230 V 	Arm spotlight Nova	102,50	
D-114		70 W/230 V 	Power rail 1 running metre incl. 1 spotlight 'Ellipsoid' 70 W	114,30	
D-115		150 W/230 V 	Power rail 1 running metre incl. 1 spotlight 'Powerspot' 150 W	119,90	
D-116		100 W/230 V 	Power rail 1 running metre incl. 2 spotlights 'Halojet' 50 W	87,30	
D-117		80 W/230 V 	Power rail 1 running metre incl. 2 spotlights 'Hanging lamp' 40 W	on request	
D-118		70 W/230 V 	Power rail 1 running metre incl. 1 spotlight 'Stage Spotlight' 70 W	110,40	
D-119		200 W/230 V 	Power rail 1 running metre incl. 2 spotlights 'Concord' 100 W	87,30	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services. The quoted prices include operational set up, rental fees for materials, as well as light fittings and dismantling. To ensure that your exhibition stand has an adequate supply of power, it is absolutely imperative that you provide us with your exact connection values!

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder | All prices are for a trade fair lasting up to 7 days

34

**Electrical installations - lighting & lighting appliances** [incl. set up]

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

**Stand installation - lighting**

Item no.	Quantity	Connection	Description	Unit price EUR	Total price EUR
<b>Stand installation – Lighting (not available without power connection)</b>					
D-120		1000 W/230 V 	Stage spotlight***	113,90	
D-121		300 W/230 V 	Halogen spotlight*	97,40	
D-122		400 W/230 V 	Uplight***	284,00	
D-125		50 W/230 V 	recessed ceiling spotlight**	43,00	

\*available only for installation at exhibition stand

\*\* only in combination with grid ceiling and slide-in panel with cut-out

\*\*\* only in combination with support system (on request)

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services. The quoted prices include operational set up, rental fees for materials, as well as light fittings and dismantling. To ensure that your exhibition stand has an adequate supply of power, it is absolutely imperative that you provide us with your exact connection values!

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB), the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

35

**Electrical installations - lighting & lighting appliances** [incl. set up]

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Please complete



= Spotlight (arrow in direction of light)



= single socket



= triple socket

Scale 1:100

Type of stand ☒ R ☐ ☐ E ☐ ☐ P ☐ ☐ I ☐

Stand space:  m x  m =  sqm





## Ceiling suspensions

Order form, please return at least **8 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Information on type of suspension:
Weight of hanging parts:
Exact localization via attached plan:
Height of suspensions above hall floor:

Item no.	Quantity	Description	Unit price EUR	Total price EUR
D-501		Suspension point consisting of 6 mm steel rope and 8 mm safety rope* • Securing and release will be charged separately according to expenditure (per hour of scaffolding) • Suspension points that are not located under existing suspension points have to be pre-rigged by our partner Standout and have to be submitted in a separate offer	237,60	
D-502		Chain hoist	123,90	
D-506		Motorized chain hoist	on request	
D-504		Man hour for various types of work with scaffolding (Minimum unit 30 min.)	171,20	
D-505		Pre-rigg (Suspension points which cannot be mounted on an existing construction under the ceiling have to be built on a pre-rigg and will be accordingly offered)	on request	

\* Hanging points are excluding any additional costs for labour work. Additional costs can come up if the stand contractor requires rigging support or when chain holsts has to hang up / down. Concluding safety work will also be charged extra.

The contractor reserves the right to change the order due to static conditions.

Wire suspensions are not possible from every point. The contractual partner shall issue a corresponding approval.

To ensure that your order is completed in time please fax this form to Messezentrum Salzburg GmbH **at least 8 weeks** prior to fair opening: +43 (0)662 24 04-20. Due to the necessary statistical calculations and permissions of authorities we cannot guarantee completion of your order unless it is posted in time. For safety and insurance reasons, ceiling suspensions may only be installed by the authorized partner System Standbau Ges.m.b.H. or by Messezentrum Salzburg GmbH.

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time:

Date:

Time:

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

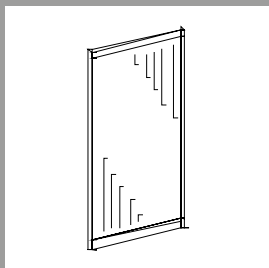
Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

37

## Walls &amp; fittings

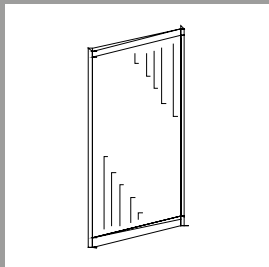
**Item No. S-200**

Wall panel 'white covering'  
3 mm homogeneous panel  
Height 248 cm,  
Width 99 cm  
incl. stayer and frame  
EUR 43,70

**Item No. S-202**

Wall panel 'Acrylic glass'  
Height 248 cm,  
Width 99 cm  
incl. stayer and frame – grey

EUR 185,20

**Item No. S-204**

Wall panel 'Acrylic glass'  
Height 248 cm,  
Width 99 cm  
incl. stayer and frame – opal

EUR 185,20

**Item No. S-206**

Modular door – lockable  
Height 248 cm,  
Width 99 cm  
white

EUR 179,00

**Item No. S-208**

Blind  
incl. face plate  
white

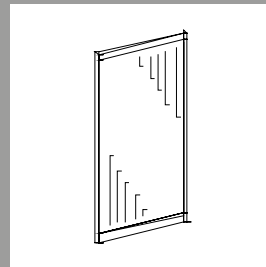
EUR 76,10

**Item No. S-201**

Wall panel 'coloured covering'  
6 mm homogenous panel,  
Height 248 cm, Width 99 cm  
incl. stayer and frame.

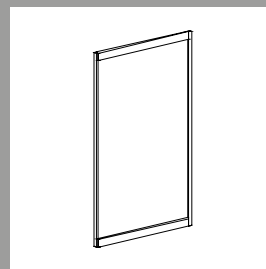
light grey	grey
black	light blue
blue	dark blue
light green	green
yellow	orange
red	

EUR 60,70

**Item No. S-203**

Wall panel 'Acrylic glass'  
Height 248 cm,  
Width 99 cm  
incl. stayer and frame – transparent

EUR 185,20

**Item No. S-409**

Wall panel 'white covering'  
for wall mounted screens,  
16 mm homogeneous panel  
Height 248 cm,  
Width 99 cm  
EUR 108,30

**Item No. S-207**

Folding door – lockable  
Height 248 cm  
Width 99 cm  
white

EUR 161,80

## Walls &amp; fittings

**Item No. S-210**

Insert panel 'coloured covering',  
3 mm, Height 38 cm,  
Width 99 cm, maximum  
lettering height 28 cm,  
12 colours, see S-201

EUR 34,50

**Item No. S-209**

Insert panel 'white covering',  
3 mm, Height 38 cm,  
Width 99 cm, maximum  
lettering height 28 cm

EUR 30,80

**Item No. S-212**

Stayer  
Height 248 cm

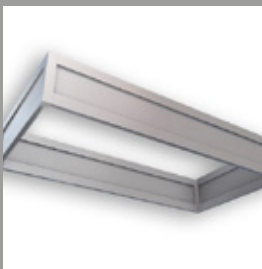
EUR 14,20

**Item No. S-213**

Frame  
H: 17,5 cm; W: 1,6 cm; L: 95 cm  
EUR 13,30

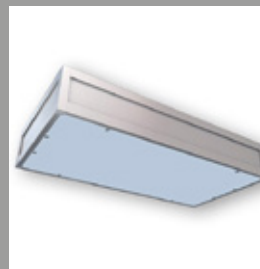
**Item No. S-213A**

Diagonal ceiling frame  
H: 17,5 cm; W: 1,6 cm; L: 136 cm  
EUR 19,95

**Item No. S-214**

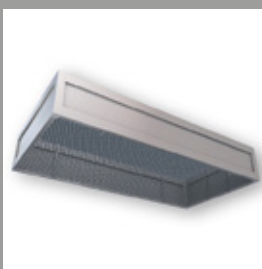
Grid ceiling  
99 x 99 cm

EUR 24,90

**Item No. S-215**

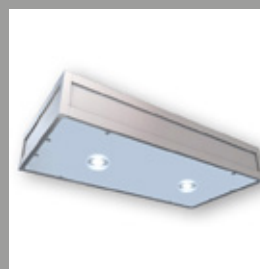
Combination ceiling  
Slide-in panel  
99 x 99 cm

EUR 43,40

**Item No. S-216**

Combination ceiling  
99 x 99 cm  
Perforated plate covering

EUR 43,40

**Item No. S-217**

Combination ceiling  
99 x 99 cm  
Slide-in panel with ceiling  
light openings

EUR 43,40

**Item No. S-218**

Coat rack  
Height adjustable  
Length 72 cm/100 cm/  
150 cm/200 cm

EUR 33,50

**Item No. S-222**

Platform  
99 x 99 x 48 cm  
additional measures  
on request

EUR 85,30

## Walls &amp; fittings



**Item No. S-219**  
Shelf 'horizontal'  
Height adjustable  
Width 100 cm,  
Depth 30 cm

EUR 29,90



**Item No. S-223**  
Decorative slide-in panel  
for frames  
Height 38 cm, Length 99 cm

EUR 37,90



**Shelf**  
Height adjustable  
Length 99 cm,  
Depth 30 cm

**Item No. S-221**  
Shelf '10° angle'

**Item No. S-227**  
Shelf '25° angle'

**Item No. S-228**  
Shelf '45° angle'

**Item No. S-220**  
Shelf 60° angle'

EUR 25,80

## Walls & fittings

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR/sqm	Total price EUR
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				

All prices are quoted excluding statutory taxes and a 1% contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time:

Date:

Time:

Date Place Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Walls & fittings

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Type of stand ☒ R ☐ ☐ E ☐ ☐ P ☐ ☐ I ☐

Stand space:  m x  m =  sqm





## Lettering

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

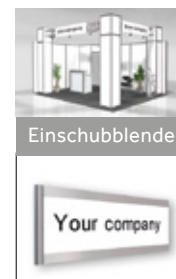
### Our range of products and services

- Computer-edited texts, signets, original company logotypes and logos. Fully finished for easy self-assembly or assembly by our team of professionals.
- Wide selection of various films and foils for all types of applications (e.g. exhibition stand lettering, company building signage, car lettering,...)
- Around 1.000 different fonts with a number of modifications (e.g. contours, italics, shaded, mirrored, circular, cylindrical,...)
- Foil coverage, felting
- Car lettering, company building sign-age and display lettering

## Lettering

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR	Total price EUR
<b>S-401</b>		Trade fair package incl. 20 letters Font: <input type="checkbox"/> Futura <input type="checkbox"/> Arial <input type="checkbox"/> Times <input type="checkbox"/> other: _____ Desired colour <input type="checkbox"/> black <input type="checkbox"/> other: _____ Lettering in <input type="checkbox"/> Slide-in trim <input type="checkbox"/> 1.954 x 300 mm Your text: _____	102,40	
<b>S-402</b>		Additional letter	3,30	
<b>S-403 A</b>		Original company logotype and logos, each panel	46,50	
<b>S-400</b>		Labour for data preparation (if necessary) – per hour	122,20	



All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Detailed information on format and delivery of graphics see following page.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Lettering

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Lettering

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

### Lettering material

☐ Light cardboard (depaft) ☐ Forex ☐ Filling ☐ Wall panel

Stand space:  m x  m =  sqm

### Print data

- Format 1:10
- Resolution minimum 600 dpi
- Fonts have to be vectorized
- CMYK colour space
- Store as .pdf (print optimised)
- Data format:
  - Vector files: AI, EPS, PDF
  - Bitmap files: PHOTOSHOP, DRUCK-PDF, TIFF

### Data transfer

- via Dropbox: Please contact us! Tel +43 (0)662 2404-61 or Email [service@mzs.at](mailto:service@mzs.at)
- via Email: [service@mzs.at](mailto:service@mzs.at)
- by post: Messezentrum Salzburg GmbH, Event Service, Am Messezentrum 1, 5020 Salzburg

Understand the production and the material used. To ensure that the colors match your expectations, a color-binding template (PROOF) is used. Evidence must be received on the same medium as the print.

The rights must be received no later than 4 weeks before the start of the trade fair. All prices are exclusive of taxes and 1% contract fee. Please listen to duplicate orders! For orders that are received at Messezentrum Salzburg GmbH later than 14 days before the start of the event, the prices of all services are reduced by 25%.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

44

## Flooring

**Item No. S-301**

Carpet  
Black  
By the metre

EUR 15,00/m<sup>2</sup>

**Item No. S-302**

Carpet  
Dark grey  
By the metre

EUR 15,00/m<sup>2</sup>

**Item No. S-303**

Carpet  
Grey  
By the metre

EUR 15,00/m<sup>2</sup>

**Item No. S-304**

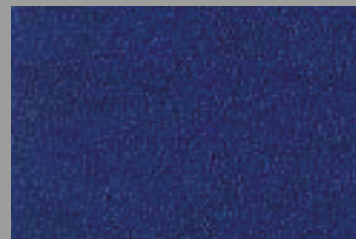
Carpet  
Signal Red  
By the metre

EUR 15,00/m<sup>2</sup>

**Item No. S-305**

Carpet  
Claret  
By the metre

EUR 15,00/m<sup>2</sup>

**Item No. S-306**

Carpet  
Blue  
By the metre

EUR 15,00/m<sup>2</sup>

**Item No. S-307**

Carpet  
Azure  
By the metre

EUR 15,00/m<sup>2</sup>

**Item No. S-308**

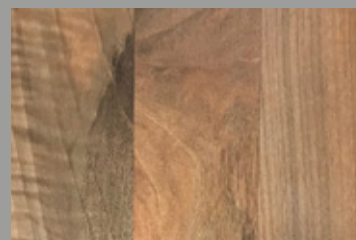
Carpet  
Light green  
By the metre

EUR 15,00/m<sup>2</sup>

**Item No. S-309**

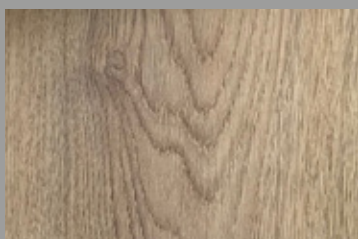
Carpet  
Bottle-green  
By the metre

EUR 15,00/m<sup>2</sup>

**Item No. S-310**

Laminate flooring  
Nut

EUR 40,50/m<sup>2</sup>

**Item No. S-311**

Laminate flooring  
Oak natural

EUR 40,50/m<sup>2</sup>

Additional colours and models on request!

The colours shown are not colour-proof! Carpeting is already included in modular stand packages unless you require a different colour. Please do not hesitate to contact us!

Laminate flooring: Laid on installation panels including aluminium edges. All prices include installation, film covering and disposal.

## Flooring

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Menge	Bezeichnung	Einzelpreis EUR/m²	Gesamtpreis EUR
S-301	m²	Carpet black	15,00	
S-302	m²	Carpet dark grey	15,00	
S-303	m²	Carpet grey	15,00	
S-304	m²	Carpet signal red	15,00	
S-305	m²	Carpet claret	15,00	
S-306	m²	Carpet blue	15,00	
S-307	m²	Carpet azure	15,00	
S-308	m²	Carpet light green	15,00	
S-309	m²	Carpet bottle-green	15,00	
S-310	m²	Laminate nut	40,50	
S-311	m²	Laminate oak natural	40,50	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Rental furniture



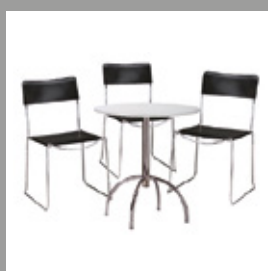
**Item No. S-501**  
Set 'LIFESTYLE 1'  
3 chairs 'Lifestyle'  
1 table 'Lifestyle'

**Set price:**  
**EUR 138,00**



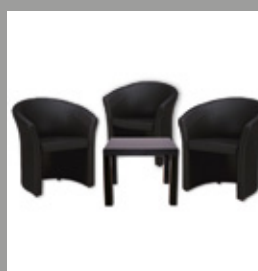
**Item no. S-101**  
Set „FLORENCE“  
3 barstools, 1 table  
**Set price:**  
**EUR 163,30**

Unit price:  
Barstool (Florence) EUR 45,30  
Table (Florence) EUR 45,30



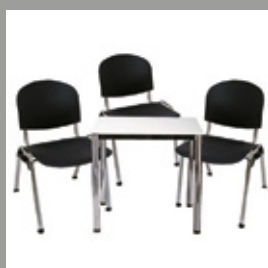
**Item no. S-102**  
Set „ALICE“  
3 chairs, 1 table

**Set price:**  
**EUR 124,40**  
Unit price:  
Chair (Alice) EUR 32,70  
Table (Florence) EUR 40,30



**Item no. S-103**  
Set „COSA“  
3 armchairs 'Cosa', 1 table

**Set price:**  
**EUR 367,00**  
Unit price:  
Armchairs (Cosa) EUR 118,20  
Table (Cosa) EUR 50,40



**Item no. S-104**  
Set „TOSCA“  
3 chairs, 1 table

**Set price:**  
**EUR 82,30**  
Unit price:  
Chair (Tosca) EUR 20,40  
Table (Chrom1) EUR 34,50



**Item no. S-105**  
Set „ZETA“  
3 barstools, 1 bar table

**Set price:**  
**EUR 130,60**  
Unit price:  
barstools (Zeta) EUR 36,40  
bar table (Business) EUR 46,80



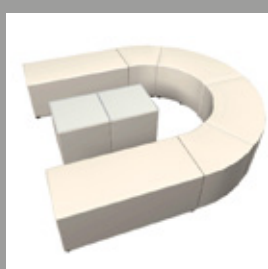
**Item no. S-106**  
Set „STANDARD“  
3 chairs, 1 table

**Set price:**  
**EUR 116,50**  
Unit price:  
Chair (Comodo) EUR 32,10  
Table (Chrom 1) EUR 34,50



**Item No. S-502**  
Set 'Lifestyle 2'  
3 barstools 'Capri'  
1 bar table 'Lifestyle'

**Set price:**  
**EUR 197,60**



**Item no. S-183 white, S-184 beige  
S-185 black**  
Set „NAPOLI“, Ver. 1:  
2 benches, 4 stools (2x30°, 2x60°)  
2 couchdesks with glass  
cover: textile leather, height 45 cm  
**Set price:**  
**EUR 454,90**



**Item no. S-186 white, S-187 beige  
S-188 black**  
Set „NAPOLI“ Ver. 2:  
2 Sitzbänke, 2 Hocker,  
2 Couchtische mit Glasplatte  
Polster: Textilleider Höhe ca. 45 cm  
**Set price:**  
**EUR 353,50**

## Rental furniture

**Item No. S-108**

Table 'Business'  
Height 72 cm, Ø 70 cm  
Leg frame: chrome  
Table top: white

EUR 41,90

**Item No. S-109**

Bistro table 'Business'  
Height 110 cm, Ø 70 cm  
Leg frame: chrome  
Table top: white

EUR 46,80

**Item No. S-110**

Table 'Florence'  
Height 72 cm, Ø 70 cm  
Leg frame: chrome  
Table top: light grey

EUR 40,30

**Item No. S-111**

Bistro table 'Florence'  
Height 110 cm, Ø 70 cm,  
Leg frame: chrome  
Table top: light grey

EUR 45,30

**Item No. S-115**

Conference table 'Chrom 1'  
80 x 80 x 72 cm  
Leg frame: chrome  
Table top: white

EUR 34,50

**Item No. S-113**

Table 'Salzburg'  
80 x 80 x 70 cm  
Leg frame: chrome  
Table top: light grey

EUR 40,70

**Item No. S-117**

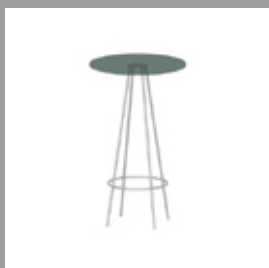
Conference table 'Chrom 3'  
80 x 155 x 74 cm  
Leg frame: grey  
Table top: white

on request

**Item No. S-116**

Conference table 'Chrom 2'  
70 x 120 x 72 cm  
Leg frame: chrome  
Table top: white

EUR 44,00

**Item No. S-119**

Bistro table 'Veneto'  
Height 103 cm, Ø 60 cm,  
Leg frame: chrome  
Table top: glass 8 mm

EUR 63,00

**Item No. S-118**

Table 'Cosa'  
55 x 55 cm  
wood  
black

EUR 50,40



## Rental furniture



**Item No. S-121**  
Coffee table 'Milano'  
65 x 65 x 38 cm  
Leg frame: chrome  
Table top: glass

EUR 74,30



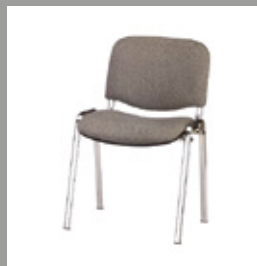
**Item No. S-120**  
Conference table 'Chairman'  
180 x 90 x 74 cm  
Leg frame: aluminium  
Table top: wengé decor

EUR 218,40



**Item No. S-540**  
Chair 'lifestyle'  
Frame: chrome  
Seat/back rest: white

EUR 34,90



**Item No. S-122 B**  
Chair 'Comodo'  
Frame: chrome  
upholstered, grey

EUR 32,10



**Item No. S-123**  
Chair 'Disco'  
Frame: chrome  
Seat/back rest: velour, black

EUR 32,10



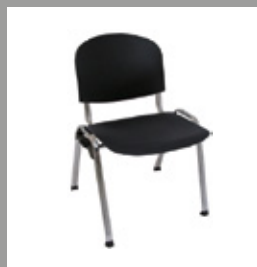
**Item No. S-124**  
Chair 'Kaffeehaus'  
Frame: black

EUR 33,30



**Item No. S-125**  
Chair 'Salzburg'  
Frame: anthracite  
Seat: natural beech

EUR 32,70



**Item No. S-126**  
Chair 'Tosca'  
Frame: chrome  
Seat/back rest: plastic dark grey,  
with row connection

EUR 20,40



**Item No. S-127**  
Chair 'Alice'  
Frame: chrome  
Seat/back rest:  
textile leather, black

EUR 32,70



**Item No. S-128**  
office chair  
Seat/back rest:  
upholstered, black

EUR 48,50

## Rental furniture



**Item No. S-129**  
leather armchair 'Cosa'  
70 x 78 x 61 cm  
Seat height: 50 cm,  
Textile leather, black

EUR 118,20



**Item No. S-130**  
leather couch 'Cosa'  
126 x 78 x 61 cm  
Seat height: 47 cm  
Textile leather, black

EUR 211,20



**Item No. S-133**  
Barstool 'Zeta'  
Frame: chrome  
Upholstery: black  
Seat height: 80 cm

EUR 36,40



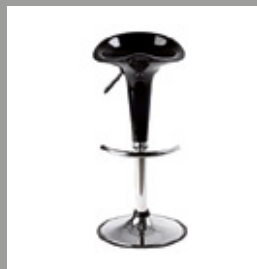
**Item No. S-134**  
Barstool 'Standard'  
Frame: chrome  
Upholstery: black  
Seat height: 80 cm

EUR 31,60



**Item No. S-135**  
Barstool 'Florence'  
Frame: chrome  
Upholstery: black  
Seat height: 72 cm

EUR 45,30



**Item No. S-136**  
Barstool 'Capri'  
Frame: chrome  
Seat: black  
Seat height: 60–81 cm

EUR 52,70



**Item No. S-137**  
Barstool 'Capri'  
Frame: chrome  
Seat: silver  
Seat height: 60–81 cm

EUR 52,70



**Item No. S-138**  
Barstool 'Capri'  
Frame: chrome  
Seat: white  
Seat height: 60–81 cm

EUR 52,70



**Item No. S-139**  
Barstool 'Capri'  
Frame: chrome  
Seat: red  
Seat height: 60–81 cm

EUR 52,70



**Item No. S-600**  
Bar desk 'Maxima' with board,  
white  
100 x 60 x 90/110 cm

EUR 159,10

## Rental furniture



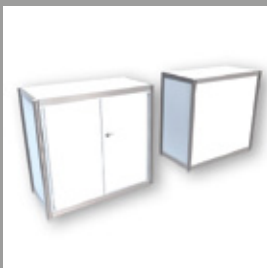
**Item No. S-143**  
PC lectern 'Pisa'  
60 x 70 x 60/95/115 cm

EUR 157,00



**Item No. S-144**  
Counter 'Basic'  
100 x 50 x 105 cm

EUR 105,30



**Item No. S-145**  
Information desk  
99 x 98 x 49,5 cm  
lockable

EUR 132,40



**Item No. S-148**  
Bar counter 'Future'  
100 x 75 x 90/110 cm

EUR 190,20



**Item No. S-147**  
Segmented bar 'D-2500'  
190 x 90/120 cm

EUR 406,40



**Item No. S-150**  
Display case 'Standard 1',  
no shelves, Sliding glass lockable,  
99 x 49,5 x 248 cm

Eur 237,00



**Item No. S-149**  
Bar counter 'white'  
99 x 98 x 49,5 cm

EUR 112,00



**Item No. S-151**  
Display case 'Standard 2',  
no shelves, Sliding glass lockable,  
99 x 49,5 x 248 cm  
Frame with sliding door

EUR 268,50



**Item No. S-153**  
Shelf unit, four shelves  
50 x 200 cm  
Additional dimensions  
on request

EUR 91,20



**Item No. S-152**  
Glass shelf for display cases  
97 x 47,5 cm

EUR 32,50

## Rental furniture

**Item No. S-155**

Coat rack, wall-mounted  
(3 hooks)

EUR 24,10

**Item No. S-154**

Mobile coat rack  
Frame: chrome  
Length 145 x 155 cm

EUR 65,20

**Item No. S-157**

Coat rack  
White

EUR 39,00

**Item No. S-156**

brochure display  
A4  
Aluminium

EUR 69,40

**Item No. S-169**

Barrier  
Extendible up to 150 cm  
Height 100 cm

EUR 69,30

**Item No. S-159**

Table display case  
100 x 50 x 95 cm  
Glass unit height 20 cm

EUR 177,30

**Item No. S-158**

Exhibition kitchen (without connections): Refrigerator,  
sink and hot plate 4,5 kW  
90 x 90 x 60 cm

EUR 333,70

**Item No. S-161**

Cupboard  
incl. 1 shelf  
Lockable  
97 x 44 x 85 cm

EUR 89,00

**Item No. S-160**

Sink (no connections)  
incl. cupboard and  
water heater 2.2 kW  
80 x 53 x 90 cm

EUR 214,50

## Rental furniture



**Item No. S-164**  
Dishwasher for glass  
70 x 45 x 55 cm  
Power supply: 230 V

EUR 648,50



**Item No. S-162**  
Coffee machine  
39 x 38 x 32 cm  
Power supply 230 V

EUR 285,00



**Item No. S-167**  
Dishwasher  
93 x 60 x 60 cm  
Power supply: 400 V

EUR 648,50



**Item No. S-165**  
Refrigerator  
Capacity: 140 l  
Power supply: 230 V  
50 x 55 x 85 cm

EUR 94,00



**Item No. S-168**  
Mobile mirror  
Height 183 cm,  
Width 50 cm

EUR 178,70



**Item No. S-166**  
Waste paper basket

EUR 8,70

Rental furniture

Order form, please return at least 4 weeks prior to fair opening by fax +43 (0)662 / 2404-20 or email service@mzs.at

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:		RESPONSIBLE PERSON	HALL/STAND NO.
TELEPHONE		E-MAIL	

Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item No.	Quantity	Description	Unit price EUR/m²	Total price EUR
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				
S-				

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time

Date:

Time:

Date

Place

Authorized signature and official company stamp



## Rental furniture

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Type of stand

☒ R

☐ E

☐ K

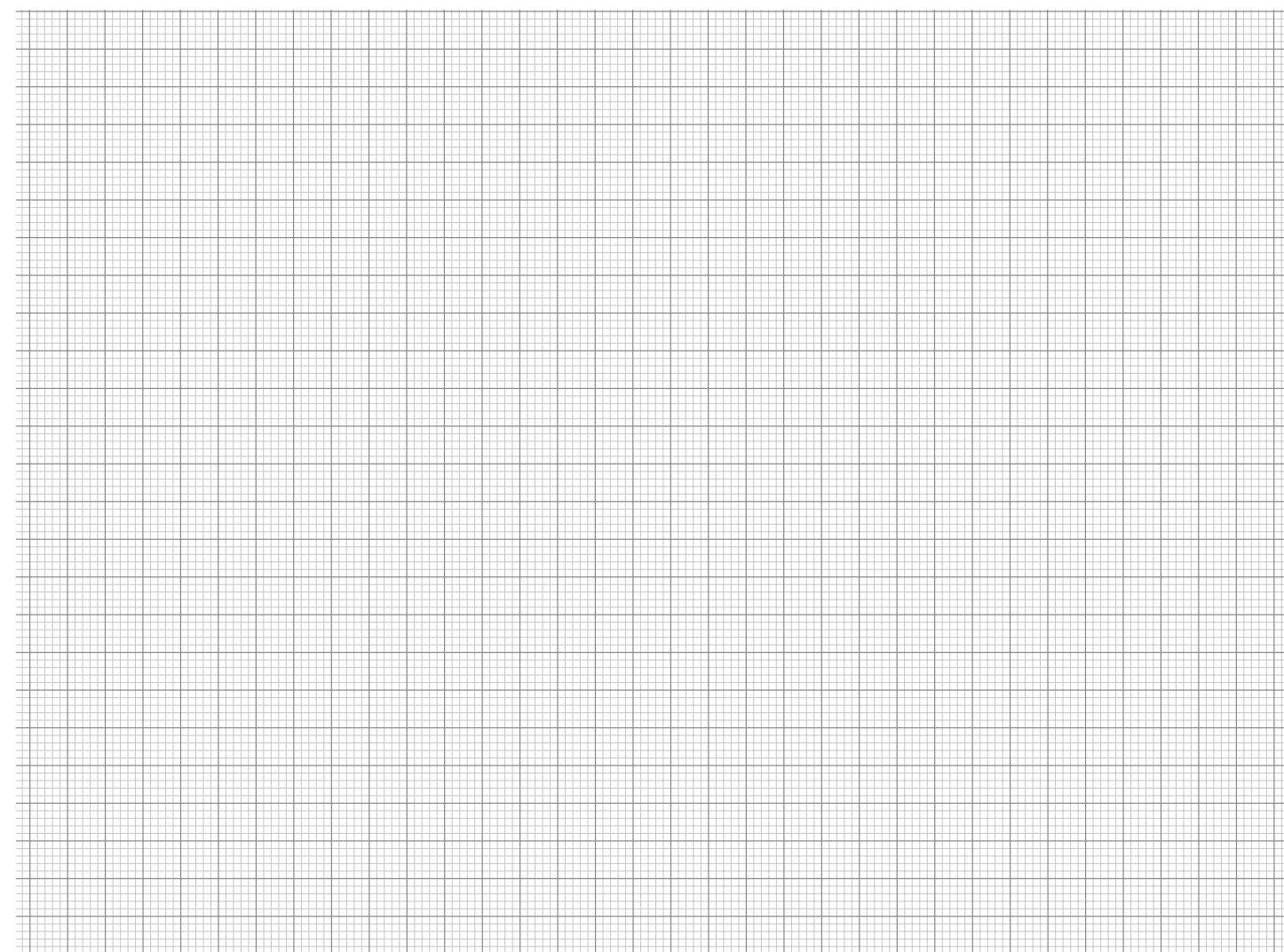
☐ I

Stand space

m x

m =

m<sup>2</sup>



## Internet & IT-Equipment

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE	*E-MAIL		* Access data for WLAN / LAN will be sent to this email

### Order internet services

All rates above are, unless otherwise specified, per event, in euros and exclusive of VAT. Prices subject to change. The IT-service line is available during the whole event at the phone number +43 (0)662 / 22 00-346. LAN products must be ordered **15 days** before the start of the event at the latest. For ordering LAN products after this period, the implementation can not be guaranteed. For all products a surcharge of € 100,00 will be charged after the defined period. You are going to accept the currently valid general terms and conditions of business for LAN and Wi-Fi by signing this order. All with this order related supplies and services are based on the currently valid general terms and conditions of conova communications GmbH our IT-service provider. You will find the general terms and conditions and terms of use for LAN and Wi-Fi attached at our service sheets (D.3) or via the Internet under [www.conova.com/agb](http://www.conova.com/agb) and [www.conova.com/messe](http://www.conova.com/messe).

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item No.	Quantity	Description	Price for 1-day event	Price for a multi-day event	Total price EUR
<b>D-310</b>		<b>Single LAN internet connection</b> One physical LAN port, 10 Mbit / s bandwidth guaranteed, client-2-site VPN possible, private IP, single-user solution, entire duration of the event	110,00	200,00	
<b>D-310 A</b>		Option: 10 Mbit / s additional bandwidth	50,00	50,00	
<b>D-310 B</b>		Option: further physical LAN port only possible when ordering the first connection at the same time	60,00	100,00	
<b>D-318</b>		<b>Single WLAN per device</b> 1x WLAN code, up to 10 Mbit / s bandwidth per user, VPN possible; Total duration of the event.	55,00	150,00	
<b>D-313</b>		<b>Multi LAN internet connection</b> One physical LAN port, 20 Mbit / s bandwidth guaranteed, 1 public IP, VPN possible, entire duration of the event, including 1x LAN router up to 24 ports ( up to 100MBit bandwidth)	480,00	870,00	
<b>D-319 X</b>		<b>Multi-WLAN internet connection</b> Up to 20x WLAN codes, up to 10Mbit / bandwidth per user, VPN possible, entire duration of the event	350,00	870,00	
<b>D-310 A</b>		Option: 10 Mbit / s additional bandwidth	50,00	50,00	

☐ I agree that my personal data (master data, E-mail addresses, telephone number) can be processed by conova communications GmbH in order to fulfil the contract (see : [www.conova.com/privacy-protection](http://www.conova.com/privacy-protection))

Desired delivery date/time:  Date:  Time:

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

56

## Internet & IT-Equipment

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

### Order internet services

All rates above are, unless otherwise specified, per event, in euros and exclusive of VAT. Prices subject to change. The IT-service line is available during the whole event at the phone number +43 (0)662 / 22 00-346. LAN products must be ordered **15 days** before the start of the event at the latest. For ordering LAN products after this period, the implementation can not be guaranteed. For all products a surcharge of € 100,00 will be charged after the defined period. You are going to accept the currently valid general terms and conditions of business for LAN and Wi-Fi by signing this order. All with this order related supplies and services are based on the currently valid general terms and conditions of conova communications GmbH our IT-service provider. You will find the general terms and conditions and terms of use for LAN and Wi-Fi attached at our service sheets (D.3) or via the Internet under [www.conova.com/agb](http://www.conova.com/agb) and [www.conova.com/messe](http://www.conova.com/messe).

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item No.	Quantity	Description	Price for 1-day event	Price for a multi-day event	Total price EUR
D-313 B		Option: Router standard configuration by network technician	100,00	100,00	
D-320 Y		<b>Private WiFi</b> Services included: Individual WLAN name and password, total bandwidth 100MBit, VPN possible, no time limit per access, information: which halls are required Password information (at least 8 characters)	900,00	1.200,00	
D-403		<b>Special service</b> Service prepared individually at the customer's request	On request		

☐ I agree that my personal data (master data, E-mail addresses, telephone number) can be processed by conova communications GmbH in order to fulfil the contract (see: [www.conova.com/privacy-protection](http://www.conova.com/privacy-protection))

Desired delivery date/time: 

Date:	Time:
-------	-------

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

57

## Internet & IT-Equipment

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@zs.at](mailto:service@zs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order PC services/IT-Equipment

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item No.	Quantity	Description	Unit price EUR	Total price EUR
D-314		Notebook	210,00	
D-317		Switch 24-port, Firewall	80,00	
D-334		Multifunction device b/w A4 (Laser printer, copier, scanner, fax – excl. telephone connection) incl. 1.000 copies/prints, for each additional copy/print will be charged an additional fee of € 0,10 per copy/print; excl. paper.	210,00	
D-335		Laser printer b/w A4 Incl. 1.000 copies/prints, for each additional copy/print will be charged an additional fee of € 0,10 per copy/print; excl. paper.	110,00	

☐ I agree that my personal data (master data, E-mail addresses, telephone number) can be processed by conova communications GmbH in order to fulfil the contract (see : [www.conova.com/privacy-protection](http://www.conova.com/privacy-protection))

If you need a PC, monitor, plasma screen or printer we will be glad to submit an individual offer.

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time: 

Date:	Time:
-------	-------

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

58

**Staff rental: stand security**

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR /h	Total price EUR
E-301		Stand security per hour	31,21	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date	Time (minimum quantity 4 hrs/day)	
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until
	from	until

100 % surcharge from the 13 th hour; 100 % bank holiday surcharge; 50 % surcharge cancellation fee and for changes 3 days before the beginning of booked time period.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

**Staff rental: hostess service**

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@messezentrum-salzburg.at](mailto:service@messezentrum-salzburg.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**Order**

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR /h	Total price EUR
F-301		Hostess per hour	33,80	
F-302		Foreign language hostess per hour	on request	

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Holiday surcharge from midnight to midnight: 100%. Cancellation fee and changes from 3 days before the booked booking time: 50%.

Date	Time (minimum quantity 4 hrs/day)	
	from	until
	from	until
	from	until
	from	until

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB), the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days





inclusive 700ml

**RENTAL OBJECT**Item no. **H-103**

Hand disinfectant dispenser with floor stand and sensor

Contactless via sensor

Incl. disinfectant 700ml

**Rental price:**

EUR 99,00

INFO: This dispenser can only be rented during the event.

**Hygiene Products for Sale**Item no. **H-103-N**Hand disinfectant 700ml  
refill for disinfectant dispenser with  
floor stand

Price:

EUR 18,00

## Hygiene Plus

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR / sqm	Total price EUR
H-				
H-				

All prices are excluding taxes and 1% contract fee. Please avoid duplicate orders!

For orders received by Messezentrum Salzburg GmbH later than 3 weeks before the start of the event, the prices of all services will be increased by 25% and the provision can no longer be guaranteed

Desired delivery date/time: 

Date:	Time:
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Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB), the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Stand cleaning service

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR / sqm	Total price EUR
E-100	sqm	Stand cleaning/ up to 3 days	3,72	
E-101	sqm	Stand cleaning/ up to 4 days	4,52	
E-102	sqm	Stand cleaning/ up to 5 days	5,33	
E-103	sqm	Stand cleaning/ up to 7 days	6,10	
E-104	sqm	Stand cleaning/ up to 9 days	7,19	
E-105	sqm	Single stand cleaning	2,44	
E-106		Man hour	37,24	
Special services as dish washing, adhesive removal, damp mopping etc. are charged according to time taken (E-106)				

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Waste disposal

Order form, please return at least **4 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Anyone producing waste on the fairground is responsible for the appropriate and ecological disposal of waste. Anyone producing waste has the choice of either taking all the waste produced and disposing of it properly and independently outside the fairground, or commissioning the organizer and/or authorized contract partner with the waste disposal. Every exhibitor is obliged to dispose any waste (cardboard boxes, wooden waste, foils, flyers, etc.) produced while setting up, dismantling or during event duration. waste disposal at Messezentrum Salzburg is subject to charges.

### Order Container

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description /Type of container	Unit price EUR	Total price EUR
E-206		Container 1100 l, Provision and disposal, per emptying	60,00	
E-205A		Container 1100 l, Provision express (late order on site) and disposal, per emptying	89,00	
E-208		Skip, 7 - 9cbm, incl. delivery /return and rental fee for 1 week (minimum fee), add. disposal fee	147,00	
E-209		Roll-off tipper, 20cbm, incl. delivery /return and rental fee for 1 week (minimum fee), add. disposal fee	147,00	

### Order Waste disposal

Additional to the rental fee for containers waste disposal is subject to charges. In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description /Type of container	Unit price EUR	Total price EUR
E-201		Disposal of residual waste, per ton	221,50	
E-202		Disposal of wooden waste (correctly sorted), pro Tonne	139,50	

A container (up to 20 m<sup>3</sup>) can be rented for larger amounts of waste. Price on request.

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_  
Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## Plants & Flowers

Order form, please return at least 2 weeks prior to fair opening by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)



Item No. **P-101**  
Laurel  
in grey plastic planter  
Height approx. 180 cm

**Rental price:** EUR 65,00  
**Purchase price:** EUR 260,00



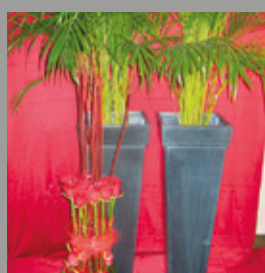
Item No. **P-108**  
Ficus Benjamin in metal planter  
Height approx. 160 cm

**Rental price:** EUR 60,00  
**Purchase price:** EUR 210,00



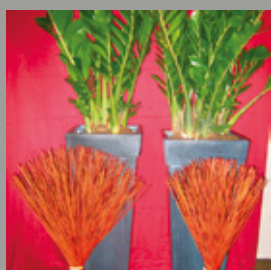
Item No. **P-109Z**  
Zamia in metal planter  
Height approx. 150 cm

**Rental price:** EUR 80,00  
**Purchase price:** EUR 180,00



Item No. **P-104**  
Plant set 'Modern'  
2 palm trees in metal planter  
1 fresh flower arrangement

**Rental price:** EUR 180,00  
**Purchase price:** EUR 340,00



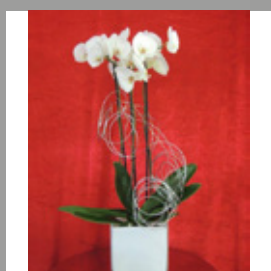
Item No. **P-105**  
Plant set 'Avantgarde'  
2 Zamia in metal planters  
2 stick bundles

**Rental price:** EUR 180,00  
**Purchase price:** EUR 380,00



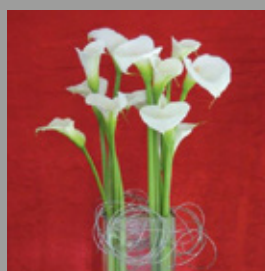
Item No. **P-126**  
Orchids 'Jumbo'  
Height approx. 150 cm

**Rental price:** EUR 140,00  
**Purchase price:** EUR 320,00



Item No. **P-127**  
Orchid in white cachepot  
Height approx. 60 cm

**Rental price:** EUR 64,00  
**Purchase price:** EUR 110,00



Item No. **P-128**  
Glass vase with white flowers  
Height 100 cm

**Rental price:** EUR 94,00  
**Purchase price:** EUR 135,00



Item No. **P-129**  
Glasbowl with white flowers  
Height 100 cm

**Rental price:** EUR 65,00  
**Purchase price:** EUR 120,00

## Plants & Flowers

Order form, please return at least **2 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:		RESPONSIBLE PERSON	HALL/STAND NO.
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item no.	Quantity	Description	Unit price EUR	Total price EUR
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				
P-				

All prices are quoted excluding statutory taxes and a 1 % contract fee. Please avoid double orders! Orders placed less than 14 days prior to fair opening are marked up 25 % on all services.

Desired delivery date/time:

Date:

Time:

Date Place Authorized signature and official company stamp

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

# CATERING TO YOUR SUCCESS



## As a creative full-service partner at the Messezentrum Salzburg

we support you in your trade fair appearance with custom-fit catering concepts. We move away from humdrum everyday menus to offer you pleasure rich in ideas - seasoned to your taste. We know how to inspire with new trends and to set unusual accents, irrespective of scale. Rapid, purposeful and focused. We pamper you with inimitable, sustainable catering.

## What we serve is in season!

FAIR CATERING

STAND CATERING

GET-TOGETHERS

MEETINGS

EVENT-CATERING

FINGER-FOOD STAND-PARTIES

PHILOSOPHY

ABOUT US

SUSTAINABILITY

CATERING ACCESSORIES

CHEF PARTIE

**How you want it, where you want it, what you want - (almost) everything is possible.**

We are happy to provide you with an individual offer for events of all kinds. Whether booth catering or congress hosting — we will gladly assist you with the organization of your unforgettable event.



**Chef Partie**  
A COMPANY OF  
BIRNGRUBER GASTRONOMIE GMBH  
[www.chefpartie.at](http://www.chefpartie.at)

Am Messezentrum 6  
A-5020 Salzburg  
T +43(0)6232 36093 40  
[reservierung@chefpartie.at](mailto:reservierung@chefpartie.at)

[www.salzburg-messe.catering](http://www.salzburg-messe.catering)

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days



**Stand construction permit** (for stands 5 m and higher)

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

**The above-mentioned company is**

- ☐ Stand construction company  
☐ Exhibitor

**Contact for technical enquiries regarding stand construction:**

Mr/Ms \_\_\_\_\_ E-Mail \_\_\_\_\_

**We acknowledge the event location's technical guidelines and Messezentrum Salzburg GmbH's General Terms and Conditions and have taken them into consideration in our project plans** (latest GTC to be found at [www.mzs.at](http://www.mzs.at)).

**Required documentation**

- Stand design plans (ground plan, layout sketches, overviews, scale 1:100), but only from a construction height of 5 m!
- Technical building description (system description)
- Material information (flame retardant, etc.)

**Important information and guidelines for two-storey exhibition stands, stands with accessible levels:**

- These stands always require a permit
- Prior to planning, consult the technical services department for information on maximum construction height
- Send two copies of each set of plans (ground plan and overview) to Messezentrum Salzburg
- You will not be permitted to construct your stand unless you have submitted your plans for approval

## Compressed Air

Order form, please return at least **8 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

## Order

In accordance with the General Terms and Conditions (see Chapter D.3) we order the following from Messezentrum Salzburg GmbH:

Item No.	Quantity	Description	Unit price EUR	Total price EUR
M 101		Compressed air connection *	on request	

\*Compressed air installations may only be carried out by the authorized service partner of the Messezentrum Salzburg. Compressed air is provided in halls 10 and 1 via floor outlets. The maximum pressure provided through floor outlets is 8 bar.

A basic sketch must be enclosed with the compressed air order form, on which the desired position of the connections as well as the required output power (l / min) and pressure (bar) is evident. The possibility of a compressed air outlet is examined upon request for all halls. In case of feasibility, a quotation on the rental compressors and the required booth installation is issued. The request for compressed air must thus be taken out on time and directly with the organizer according to the trade fair regulations.

Inside the booths, the compressed-air installations may be carried out by the exhibitor. Additional equipment required such as air-pressure controller must be provided by the exhibitor.

## Forwarding services – Exhibition logistics

### Customer orientation, creativity, flexibility

- Individual consulting / concept development for all aspects of logistics
- Formulation and provision of transport guidelines and supervision
- Centralisation of communication channels
- Personal contact for all services
- Transport insurance provision and consulting
- Arrangement of transport services ex works to event and back
- Handling of customs (temporary, final, Carnet ATA etc.)

### Performance of trade fair services

- Transport to/from exhibition grounds
- Handling on exhibition grounds (autonomous handling with the support of our trained hall supervisors – this means no additional down-time for your staff)
- Provision of technical equipment, e.g. forklifts, cranes and transport workers
- Warehouse logistics for empties and packing materials, full goods, exhibition stands
- Personal consulting on-site Messezentrum Salzburg (returns, distribution, etc.)

### Fair tariff

- Application form/informations see our homepage:  
[www.lagermax.com/at-de/dienstleistungen/transportloesungen/messe-logistik/](http://www.lagermax.com/at-de/dienstleistungen/transportloesungen/messe-logistik/)

### Organisation

- **Messespedition/Standort:**  
**Lagermax Internationale Spedition GmbH**  
Am Messezentrum 6  
5020 Salzburg  
T +43 (0)662 / 4090-2295 bis 2299  
F +43 (0)662 / 4090-692  
M messe.salzburg@lagermax.com  
W www.lagermax.com

## Deliveries to Messezentrum Salzburg

### Delivery address for shipments to your stand

Items that you need for the exhibition can be sent directly to your exhibition stand within the usual set-up period. The sample address below must be provided to the courier or shipping agent.

If handling equipment or personnel are required at the exhibition stand, or if no one will be present at your stand when the items are delivered or collected, please contact the exhibition's transport company Lagermax, which will be pleased to assist you.

You can also have items (including small ones) sent out at any time before the official set-up period. However, these would have to be delivered to the address of our transport company (see below) after informing them in advance of the exact delivery date/time.

### Forwarding

Lagermax Internationale Spedition GmbH

Am Messezentrum 6

T +43 (0)662/4090-2295 to 2299

F +43 (0)662/4090-692

M messe.salzburg@lagermax.com

### Sample address for sender:

To person resp./Company/Exhibitor:	
c/o Exhibition:	
Hall:	Stand:
Date of delivery to exhibition stand/Time:	

### Delivery address for shipments to your stand

(Company)

c/o Messezentrum Salzburg

(name of exhibition)

(hall/stand number)

Am Messezentrum 1

5020 Salzburg

Austria

Please note that Messezentrum Salzburg is unable to accept any items or parcels addressed to the exhibitor.

Mail (letters and parcels) intended for exhibitors must always be delivered to the traders/exhibitors and their employees in the area of the leased stand. Especially during the assembly and disassembly phase, this form of delivery may not be possible under certain circumstances.

## Forwarding

Forklift with driver	Net price EUR
up to <b>3.0 t</b> lifting capacity per hour	109,00
up to <b>3.0 t</b> lifting (every further ½ hour)	54,50
short jobs up to 10 minutes	69,00
up to <b>5.0 t</b> lifting capacity per hour	119,00
up to <b>5.0 t</b> lifting (every further ½ hour)	59,50
<b>Minimum:</b> 1 hour – the above prices apply for every additional ½ hour started. The price includes travel to and from the exhibition center.	
<b>Forklift insurance – Liability premium</b> based on the stated value of the goods to be moved. Otherwise, Lagermax will obtain forklift and liability insurance with a coverage sum per order of <b>EUR 5,000.00.</b>	5,00
<b>Premium per handling order</b>	

Special equipment, rental and work equipment, work materials	Net price EUR
Rolling car per hour	14,50
Manual lift truck per hour	18,00
Strapping machine per hour	14,50
Strapping tape per running metre	2,00
Bubble wrap per running metre	2,90
Long forks, ropes, shackles per order	8,00
Euro pallet (excl. delivery to stand)	19,00

Personnel placement	Net price EUR
Transport worker per hour (minimum: 2 hours)	42,00
Expenses for service and communications per hour	58,00
Loading and unloading supervision per hour	46,00
worker for stand construction per hour	44,00
foreman per hour	46,00

Top priority and priority storage	Net price EUR
TOP – Priority storage per label and package. Delivery within the first hour after the end of the fair or after approval by the organiser.	92,00
Priority storage per label and package. Delivery within the first hour after the end of the fair or after approval by the organiser.	46,00

Long term storage	Net price EUR
Warehouse fees per cbm Storage space and month started	7,95

Empties storage	Net price EUR
Incl. pick up before commencement of exhibition, temporary storage and delivery after closure of exhibition.	39,50
Minimum = 2 cbm	79,00

Storage of full packing goods (during the exhibition period)	Net price EUR
Incl. pick up before commencement of exhibition, temporary storage and delivery after closure of exhibition	49,50

Surcharge for required storage space	Net price EUR
after regular service hours for assembly & dismantling period per cbm	9,50
Our rates are calculated based on required storage space in cbm and are subject to correct transfer of goods at the exhibition stand	

Additional fee	Net price EUR
for short term order or small package (minimum)	19,00
Part load up to 20 cbm	58,00
Part load from 20 cbm – 33 cbm	78,00
From 34 cbm or full load / max. flat rate	98,00
Forwarding commission for fair	15,00

Storage group-age consignments	Net price EUR
Unloading Lagermax warehouse, storage max. 3 days incl. delivery to the booth per m <sup>2</sup> (m <sup>2</sup> = max. 2cbm) [min. EUR 98,00]	68,00
Pick up from the booth incl. interim storage in our warehouse max. 3 days per m <sup>2</sup> (m <sup>2</sup> = max. 2cbm) [min. EUR 98,00]	68,00

Storage of frozen goods -19 bis -24°C	Net price EUR
Rent per day (at Lagermax fair store 24/7)	95,00
Rent per day (at your booth)	95,00
<b>Small amounts of request</b>	

## Forwarding

### Overtime/surcharges

Charge for services performed outside of regular service hours (unless specified otherwise).

MON – FRI	6.00 a.m. to 8.00 a.m./5.00 p.m. – 9.00 p.m.	+ 50 %
SAT	6.00 a.m. to 9.00 p.m.	+ 50 %
MON – FRI	9.00 p.m. to 6.00 a.m.	+ 100 %
SAT	9.00 p.m. to 6.00 a.m.	+ 100 %
SUN/public holidays		+ 100 %

Additional trips will be charged according to actual time taken (minimum 2 hours).

### RVS/SVS/LVS (insurance) charge per forwarding order

according to valid VS (insurance) table.

### Costs for customs clearance / other forwarding services

upon request or based on actual time taken.

We work exclusively on the basis of the General Austrian Forwarder's Terms and Conditions (AÖSp) and the carriage and storage provisions for furniture transportation, in their applicable version that is published in the "Wiener Zeitung" and which we have at our disposal: VAT Reg. No. ATU 33898404. The place of performance and jurisdiction is Salzburg. The company is registered in the commercial register of Salzburg District Court under the number FN 50594d.

## Forwarding services – Transfer order

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email service@mzs.at

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

Collection address:		Delivery address:	
Assembly:	Date/time:	Dismantling:	Date/time:
Contact person:		Contact person:	
Telephone:		Telephone:	

Scope of goods/shipment (number of units, dimensions, load metres):

<b>Transport insurance coverage?</b> Transport insurance will reduce your risk and protect you against liability limitation clauses!	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Forwarding insurance RVS/SVS/liability</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Value of goods in EUR:</b> SVS/RVS premium 1 ‰ (thousandth) of the value of the goods! If no value is specified for the goods, Lagermax Int. Spedition GmbH, Salzburg, will arrange insurance cover to the amount of EUR 5,000.00. Premium: EUR 5.00 per order. Please inform us in advance if you are listed as a prohibited RVS/SVS customer (i.e. if you already have a global insurance policy)!		

The scheduling of forwarding services (transport, forklift, storage, etc.) requires timely planning. We therefore encourage you to submit your order well in advance. The signatory hereby authorises Lagermax Internationale Spedition GmbH to perform the services outlined herein. The individual trade fair services/ transports will be invoiced according to the respectively valid trade fair tariffs and transport agreements. We work exclusively on the basis of the General Austrian Forwarder's Terms and Conditions (AÖSp) and the carriage and storage provisions for furniture transportation, in their applicable version that is published in the "Wiener Zeitung" and which we have at our disposal: VAT Reg. No. ATU 33898404. The place of performance and jurisdiction is Salzburg. The company is registered in the commercial register of Salzburg District Court under the number FN 50594d.



## Forwarding services – Exhibition handling

Order form, please return at least **6 weeks prior to fair opening** by fax +43 (0)662 / 2404-20 or email [service@mzs.at](mailto:service@mzs.at)

EXHIBITOR NAME		NAME OF EVENT	
BILLING ADDRESS			
VAT-NO.:	RESPONSIBLE PERSON	HALL/STAND NO.	
TELEPHONE		E-MAIL	

<b>Forklift:</b>	<input type="checkbox"/> up to 3.0t lifting capacity	<input type="checkbox"/> long forks	<input type="checkbox"/> ropes, shackles
	<input type="checkbox"/> up to 5.0t lifting capacity	<input type="checkbox"/> lift truck	<input type="checkbox"/> strapping machine
		<input type="checkbox"/> Loading and unloading supervision	
<b>Crane:</b>	<b>Power:</b>		
t lifting capacity:	Amount:	approx. hours:	
<b>Assembly:</b>	<b>Date/time:</b>	<b>Dismantling:</b>	<b>Date/time:</b>

<b>Temporary storage:</b>	<input type="checkbox"/> Empties/packaging materials	<input type="checkbox"/> full goods
Collection time/date:	Delivery time/date:	Volume approx.:
<p>The scheduling of forwarding services (transport, forklift, storage, etc.) requires timely planning. We therefore encourage you to submit your order well in advance. The signatory hereby authorises Lagermax Internationale Spedition GmbH to perform the services outlined herein. The individual trade fair services/ transports will be invoiced according to the respectively valid trade fair tariffs and transport agreements. We work exclusively on the basis of the General Austrian Forwarder's Terms and Conditions (AÖSp) and the carriage and storage provisions for furniture transportation, in their applicable version that is published in the "Wiener Zeitung" and which we have at our disposal: VAT Reg. No. ATU 33898404. The place of performance and jurisdiction is Salzburg. The company is registered in the commercial register of Salzburg District Court under the number FN 50594d.</p>		

<b>Value of goods to be handled:</b>	<b>Value of goods in EUR:</b>	
<b>Forwarding insurance RVS/SVS/liability</b> <b>Note: Be sure to provide this information before ordering!</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Premium 1 ‰ (thousandth) of the indicated value of the goods. If no value is listed for the goods to be handled, Lagermax Internationale Spedition GmbH, Salzburg, will take out insurance cover to the amount of EUR 5,000.00. Premium EUR 5.00 per order.</p>		

Date \_\_\_\_\_ Place \_\_\_\_\_ Authorized signature and official company stamp \_\_\_\_\_

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder\* | All prices are for a trade fair lasting up to 7 days

## House rules

### Messezentrum Salzburg GmbH (MZS), Fn 67914z, Status Quo 10/2020

1. **Emergency Numbers**
2. **Access to Premises**
3. **Staying on Premises**
4. **Staying of Minors**
5. **Staying of Visitors**
6. **Photography, Filming, Drawing**
7. **Video Surveillance**
8. **Smoking**
9. **Security Check**
10. **Weapons and Dangerous Objects**
11. **Dogs and other Animals**
12. **Safety Instructions**
13. **Safety and Hygiene Measures**
14. **Opening Hours**
- 14.1 **Assembly and Dismantling Times**
- 14.2 **Event Duration**
15. **Ban on Vehicular Access to all Halls**
16. **Violation of the House Rules**

The fairground is a private area. The owner is Messezentrum Salzburg GmbH. It exercises the domiciliary rights alongside the respective organiser. The house rules and regulations of use apply to all persons entering, driving on or staying on the private premises of the MZS.

#### 1. Emergency Numbers

Fire brigade 122  
Police 133  
Ambulance 144  
European emergency number 112  
First aid info-point of the respective fair/event

#### 2. Access to Premises

Exhibitors, contract partners, construction companies can purchase permanent parking tickets from the organiser of the respective event or at the counter of the parking space management. These entitle the holder to unlimited entry, passage and stay during the construction, dismantling and fair/event period. The parking fees are binding according to the notice board at all entrances and exits.

#### 3. Staying on Premises

Staying on the exhibition grounds is only permitted for the times and buildings specified by the admission ticket or an identification card. Visitors must keep the admission tickets. Persons who are unable to prove their identity during their stay by means of a valid admission ticket or ID from the MZS/organiser may be turned away from the exhibition grounds.

#### 4. Staying of Minors

Minors under the age of 14 may only enter the exhibition grounds if accompanied by a parent or guardian. Exceptions to this rule are only valid if they are explicitly posted at the entrances or ticket offices.

#### 5. Staying of Visitors

The facilities open for event visitors must be used with care and consideration. Visitors may not enter or put into operation any other facilities and installations. Exhibition stands may only be entered in the presence of stand personnel. Event visitors must leave the event and the premises at the end of the opening hours.

#### 6. Photography, Filming, Drawing

Photography, filming and drawing on the entire exhibition grounds and in the halls/Salzburgarena, in particular of the exhibits and events, is only permitted to persons who have been approved for this purpose by the organiser and who are in possession of a valid id issued by the organiser.

#### 7. Video Surveillance

Please note that the exhibition premises are video monitored.

#### 8. Smoking

Smoking is generally prohibited in MZS buildings. Smoking areas are indicated with corresponding signs.

#### 9. Security Check

Depending on the nature of the event, it may be prohibited to bring bags and similar items into the event. For security reasons, bags and similar items and clothing such as coats, jackets and capes as well as vehicles may also be checked for their contents.

#### 10. Weapons and Dangerous Objects

Weapons or objects considered as weapons may not be brought to or used on the premises. Exceptions to this rule are only valid if expressly posted at the entrances and box office at certain events.

#### 11. Dogs and other Animals

Dogs and other animals may not be brought onto the premises or buildings. Exceptions apply only if expressly posted at the entrances and box office. In the event of an exception, dogs must always be kept on a leash and muzzled.

#### 12. Safety Instructions

The instructions of the building services or the exhibition management, as well as those of the security and supervisory staff, must always be followed.

#### 13. Safety and Hygiene Measures

The currently valid safety and hygiene measures of Messezentrum Salzburg GmbH must be observed and are available at: [www.mzs.at](http://www.mzs.at) or displayed on site.

All persons authorised to stay at the exhibition grounds are responsible for observing the recommended hygiene measures regarding the spread of infectious diseases by the Salzburg provincial government and the Austrian federal government.

Persons who do not adhere to the general protective measures may be turned away from the exhibition grounds by the owner of the premises/organiser or their authorised persons.

## House rules

### Messezentrum Salzburg GmbH (MZS), Fn 67914z, Status Quo 10/2020

#### 14. Opening Hours

##### 14.1. Assembly and Dismantling Times

The assembly and dismantling work can be carried out at the times specified in the contract. Early assembly or extended dismantling can be requested. The approved times are subject to a fee (see the service folder of the organiser).

For reasons of general safety on the exhibition grounds, the halls and the exhibition grounds shall remain closed outside these times. After the official end of construction, only final stand construction work within the exhibitor's own exhibition space is permitted. The visitor aisles must be cleared by this time.

##### 14.2. Event Duration

During the event, the halls will be opened one hour before the start of the fair and closed one hour after the fair ends. MZS/the organiser reserves the right to make special arrangements. Exhibitors who, in justified individual cases, have to remain at their stands beyond this time require special written permission from the MZS/organiser.

#### 15. Ban on Vehicular Access to all Halls

All trucks and cars are generally prohibited from entering the halls. Vehicles may only enter the halls with special permission.

#### 16. Violation of the House Rules

In the event of any violation of the house rules of Messezentrum Salzburg GmbH, persons may be turned away from the exhibition grounds and/or be subject to a ban on entering. Any tickets purchased will not be reimbursed in such cases.

Messezentrum Salzburg GmbH

As of: September 2020

## Technical Guidelines

**Messezentrum Salzburg GmbH (MZS),** *Fn 67914z, Status Quo August 2015*

<b>1. PRELIMINARY OBSERVATIONS.....</b>	<b>80</b>	4.2.5 Suspensions from hall roof.....	83
<b>2. HOUSE RULES.....</b>	<b>80</b>	4.3 Conference Rooms.....	84
2.1 Emergency numbers.....	80	4.3.1 Overview - Rooms.....	84
2.2 Site accessibility.....	80	4.3.2 Floor loading capacity, trafficability.....	84
2.3 Stay at the fairground.....	80	4.3.3 Illumination, Energy, air conditioning.....	84
2.5 Visitor regulations.....	80	4.4 Open-Air Ground.....	84
2.6 Photographing, filming, drawing.....	80	4.5 Clearances.....	84
2.7 Video Surveillance.....	80	<b>5. REGULATIONS FOR BOOTH CONSTRUCTIONS.....</b>	<b>85</b>
2.8 Smoking.....	80	5.1 Booth safety.....	85
2.9 Security check.....	80	5.2. Authorization for booth constructions.....	85
2.10 Weapons and dangerous articles.....	80	5.2.1. Inspection and approval of constructions subject to authorization.....	85
2.11 Dogs and other Animals.....	80	5.2.2. Vehicles, Containers, Fairground Rides.....	85
2.12 Safety instructions.....	80	5.2.3. Removal of Non-Approved Booths.....	85
2.13 Safety and Hygiene Measures.....	80	5.2.4. Scope of liability.....	85
2.14 Opening hours.....	81	5.3 Construction Heights.....	85
2.14.1 Assembly and Dismantling Times.....	81	5.4 Fire Protection and Safety Regulations.....	85
2.14.2 Event Duration.....	81	5.4.1 Booth construction and decoration materials.....	85
2.15 Ban on Vehicular Access to all Halls.....	81	5.4.2 Exhibition of automobiles.....	85
2.16 Violation of the House Rules.....	81	5.4.3 Explosive substances, ammunition.....	85
<b>3. Traffic on the fair grounds, Escape routes, Safety Equipment and Devices.....</b>	<b>81</b>	5.4.4 Pyrotechnics.....	85
3.1 Traffic regulations.....	81	5.4.5 Usage of balloons, airships and other flying objects.....	85
3.2 Escape routes.....	81	5.4.6 Fog machines.....	85
3.2.1 Areas reserved for fire brigade vehicles, fire hydrants.....	81	5.4.7 Ash Bins, Ashtrays.....	85
3.2.2 Emergency exits, emergency hatches, hall aisles.....	81	5.4.8 Waste bins, recycling bins and residue bins.....	86
3.3 Safety installations.....	81	5.4.9 Packaging and waste, waste disposal.....	86
3.4 Booth numbering.....	81	5.4.10 Airbrush, nitro lacquers.....	86
3.5 Security.....	81	5.4.11 Abrasive Cutting and all hot works.....	86
3.6 Evacuation, vacation.....	82	5.4.12 Empties.....	86
4. Technical data and equipment of the halls and the open air area.....	82	5.4.13 Fire Extinguishers.....	86
4.1 TECHNICAL SPECIFICATION EXHIBITION HALLS.....	82	5.4.14 Cleaning agents, solvents.....	86
4.1.1 General Illumination, Type of Current, Voltage.....	82	5.4.15 Fuels.....	86
4.1.2 Compressed Air, Power and Water Supply.....	82	5.5 Booth covers.....	86
4.1.3 Communication System.....	82	5.6 Glass and Acrylic Glass.....	86
4.1.4 Sprinkler Systems.....	82	5.7 Recreation rooms, lecture rooms, cinema.....	86
4.1.5 Heating, Ventilation.....	82	5.8 Exits, escape routes, doors.....	86
4.1.6 Interference.....	82	5.8.1 Exits, escape routes.....	86
4.2 SALZBURGARENA – HALL SPECIFICATIONS.....	83	5.8.2 Doors.....	86
4.2.1 Overview – Premises, Cloak Room, Offices.....	83	5.9 Platforms, Ladders, Steps, Runways.....	86
4.2.2 Height of Hall, Floor Loading.....	83	5.10 Booth Design - Appearance.....	86
4.2.3 Stage, Monitor, FOH, Pursuer.....	83	5.11 Inspection of the leased premises.....	86
4.2.4 Type of Current, Voltage.....	83	5.12 Interference with the building fabric.....	86
		5.13 Hall floors.....	87

## Technical Guidelines

### Messezentrum Salzburg GmbH (MZS), Fn 67914z, Status Quo August 2015

5.14	Suspended mounting from the all ceiling in the fair halls .....	87	6.17	Disturbance caused by Exhibits .....	89
5.14.1	Provision of anchoring supports .....	87	<b>7.</b>	<b>Environmental Protection.....</b>	<b>89</b>
5.14.2	Installations of Objects on the Anchoring Supports .....	87	7.1	Waste Management and Disposal.....	89
5.15	Booth boundary walls.....	87	7.1.1	Waste that requires special monitoring.....	89
5.16	Advertising Material/ Presentations .....	87	7.1.2	Off-site Waste Materials.....	90
5.17	Open-Air Grounds .....	87	7.2	Water, Waste Water, Soil Protection.....	90
5.18	Two-Storeyed constructions .....	87	7.2.1	Oil and Grease Separators.....	90
5.19	Disassembly of the Booths.....	87	7.2.2	Cleaning/Cleaning Agents.....	90
<b>6.</b>	<b>Industrial Safety, Technical Safety Regulations, Specifications, Supply .....</b>	<b>87</b>	7.3	Environmental Damages .....	90
6.1	General Specifications and Supply .....	87			
6.1.1	General Specifications .....	87			
6.1.2	Supply .....	87			
6.2	Damages.....	87			
6.3	Usage of Work Equipment .....	87			
6.4	Electrical Installation.....	87			
6.4.1	Connections.....	87			
6.4.2	Booth Installation .....	88			
6.4.3	Assembling, Operation and Security Instructions .....	88			
6.5	Water and Waste Water Installations .....	88			
6.5.1	Connections.....	88			
6.5.2	Booth Installations .....	88			
6.6	Compressed-Air Installation.....	88			
6.6.1	Connections.....	88			
6.6.2	Booth Installations .....	88			
6.7	Gas Installation .....	88			
6.8	Information and Communication Services at Trade Fairs.....	88			
6.9	Machinery, pressure container, exhaust systems .....	89			
6.9.1	Machine Noises .....	89			
6.9.2	Equipment and Product Safety .....	89			
6.9.3	Test Method .....	89			
6.9.4	Operation Ban.....	89			
6.9.5	Pressure Tanks .....	89			
6.9.6	Emissions and Vapors .....	89			
6.9.7	Exhaust System .....	89			
6.10	Flammable Liquids .....	89			
6.11	Film, Photo, Music, Television and other Presentations.....	89			
6.12	Music playback/AKM .....	89			
6.13	Radiation Protection .....	89			
6.14	Cranes, Forklifts, Exhibits, Packaging Goods, Shipments.....	89			
6.15	Dispensing Equipment.....	89			
6.16	Food Quality Control.....	89			

## 1. Preliminary Observations

The Messezentrum Salzburg GmbH, Am Messezentrum 1, 5020 Salzburg, Austria, Tel.: +43 (0)662 2404 0 – “MZS” below – has issued guidelines for trade fairs, exhibitions, and other events in order to give all exhibitors and organizers the optimal opportunity to present their exhibits and to address their visitors. These guidelines apply to all contracts with MZS over rental or other use of the fairground or parts of it over the participation in fairs organized by MZS over service deliveries by authorized service partners (below summarized as “partners”) The fairground are all halls, foyers, corridors, meeting- and press rooms, Salzburgarena, open-air ground and car parks even if there are run by others than MZS. These guidelines also apply to contractual partners of the tenant, e.g. if a partner sublet the rented halls for an exhibition to another company or give it further rights of use. In this case the partner is liable for the observance of the guide- lines by the contractual partner. Whenever the term “partner” is used in these technical guidelines it also includes the contractual partners. MZS is also entitled to demand the adherence to the Technical Guidelines from contractual partners of the partner. This includes giving instructions or taking measures in order to enforce the observance of the guidelines. All partners are liable for the observance of the Technical guidelines by its assistants, staff and contractual partners. In any case MZS is entitled to execute its domestic authority and demand the observance of the Technical guidelines from everyone present on the fairground. At the same time, these guidelines contain security provisions providing a maximum of safety of the technical and creative equipment, which benefit exhibitors, organizers and visitors alike. In any case the partner must obey all regulations given by technical norms or laws. The partner is also liable that its subcontractors obey these regulations. The building code, fire regulations and miscellaneous safety regulations must be observed. Any violation of the safety provisions is deemed a material breach of contract. MZS reserves the right to verify the adherence to these provisions or have this verified by a third party, and to take appropriate measures should any of these provisions be violated. MZS is entitled to enact safety and event construction regulations that extend beyond the provisions in the Technical Guidelines. The order forms for services (Service folder) are sent in time; these must be filled and returned in due time according to the fair provisions; otherwise MZS/ the organizer cannot guarantee proper and timely execution. MZS cannot guarantee that services are provided due in time and correctly if the applications are submitted too late. An order requires approval. Approval may be given by implication – by providing the goods and service ordered. There is no legal entitlement to the approval of an order. The approval of an order may be denied, especially to partners who failed to comply with financial obligations towards MZS/ the organizer in previous events. Furthermore MZS reserves the right to levy a surcharge on the fees for delayed orders as outlined in the service folder. Depending on the event conception it may also be possible to place orders through the Online Service Center via the Internet. Additional information on the details of the preparation and execution of the exhibition will be mailed to partners. Due to structural and legal factors of the various fair locations the respective implementations rules of the Technical guidelines may vary. MZS reserves the right to amendments. Valid is the German text as of August, 2021.

## 2. House Rules

MZS executes the domestic authority. The house rules apply to all persons who present on the fairground.

### 2.1 Emergency numbers

Fire brigade .....	122
Police .....	133
Emergency .....	144
Euro emergency .....	112
First aid Info point of the respective fair/event	

### 2.2 Site accessibility

Partner and their staff can buy permanent parking tickets entitling to unlimited access, transit and stay during build-up, dismantling, and fair/event opening hours from the respective organizer or at the counter of the parking space manager. The parking fees displayed at all access and exit points are binding.

### 2.3 Stay at the fairground

The stay at the fairground is only permitted for the times defined by an admission ticket or an exhibitor pass. Persons who cannot legitimatise themselves during their stay with a valid ticket or an exhibitor pass can be asked to leave the fairground. 2.4 Minors Minors below the age of 14 may enter the premises only when accompanied by a parent or legal guardian. Exceptions are valid only by express notice at the access points or ticket offices.

### 2.5 Visitor regulations

The facilities cleared for visitors are to be treated with care. Visitors may not access or utilize any other facilities or premises. Booths may be entered only in presence of booth staff. Event visitors must leave the premises by the end of the opening hours.

### 2.6 Photographing, filming, drawing

Only persons authorized by the organizer and who have been issued a valid pass by the organizer are allowed to photograph, film or draw anywhere on the fair premises and the pavilions/Salzburgarena; this refers to the exhibits and presentations in particular.

### 2.7 Video Surveillance

Please note that the exhibition premises are video monitored.

### 2.8 Smoking

Smoking is strictly forbidden in all MZS buildings. Smoking areas are identified as such.

### 2.9 Security check

Depending on the type of event it may be forbidden to take bags or similar articles to the event. For security reasons the contents of bags and similar articles, coats, jackets, capes as well as cars may be checked.

### 2.10 Weapons and dangerous articles

Weapons and articles qualifying as weapons may not be carried on the grounds, nor may they be used thereon. Exceptions for certain events are expressly announced at the access points and the ticket offices.

### 2.11 Dogs and other Animals

Dogs and other animals may not be taken onto the grounds or into buildings. Exceptions only apply when express permission is granted on signs at the access points and ticket offices. In the event that exceptional permission is granted, dogs must always be on a leash and wear a muzzle.

### 2.12 Safety instructions

Instructions issued by building management and security or supervision personnel must be obeyed at all times.

### 2.13 Safety and Hygiene Measures

The currently valid safety and hygiene measures of Messezentrum Salzburg GmbH must be observed and are available at: [www.mzs.at](http://www.mzs.at) or displayed on site.

All persons authorised to stay at the exhibition grounds are responsible for observing the recommended hygiene measures regarding the spread of infectious diseases by the Salzburg provincial government and the Austrian federal government.

Persons who do not adhere to the general protective measures may be turned away from the exhibition grounds by the owner of the premises/organiser or their authorised persons.

## 2.14 Opening hours

### 2.14.1 Assembly and Dismantling Times

Setup and dismantling works may be carried out at the contractually defined schedules only. Setup ahead of schedule or dismantling beyond schedule is only possible with a special agreement. The hours approved are subject to charge (see organizer's service folder).

The halls and fairground remain closed outside these times for security reasons.

After the official setup time only finishing booth works are permitted within your own exhibition space only. The visitor aisles must be cleared at this time.

### 2.14.2 Event Duration

For the duration of the event the halls will be opened one hour before the start of the fair and closed one hour after the end of the fair.

Partners and their staff are not allowed to enter or to stay in halls where booths are positioned.

Partners who need to access the premises at other times require written consent from MZS/organizer).

## 2.15 Ban on Vehicular Access to all Halls

It is generally forbidden to drive into the halls with trucks or cars. Exceptions require a special permission of MZS/the organizer.

## 2.16 Violation of the House Rules

In the event of any violation of the house rules of Messezentrum Salzburg GmbH, persons may be turned away from the exhibition grounds and/or be subject to a ban on entering. Any tickets purchased will not be reimbursed in such cases.

## 3. Traffic on the fair grounds

Escape routes, Safety Equipment and Devices

### 3.1 Traffic regulations

The respective traffic regulations apply on MZS grounds. The garage and parking provisions are binding.

In order to ensure a smooth traffic flow during construction and dismantling times and for the duration of the event traffic regulation and directing rules must be strictly observed.

The parking space manager assigned by MZS is authorized to execute and enforce all effective regulations with regard to the garage terms and conditions. Furthermore, instructions issued by the personnel in charge of traffic regulation and direction must be strictly obeyed.

Parking tickets with special authorizations are to be visibly displayed on the vehicle.

The maximum allowed speed on the fairgrounds is 30 km/h. Restricted ways and greens must not be driven on.

Motorhomes and travel trailers may not be parked on the fairground for accommodation purposes overnight. Parking areas designated for motorhomes and travel trailers by the MZS/event organizer are exempt from this regulation. There is stopping restriction for the entire fairground except for the specially designated areas. MZS reserves the right to remove vehicles, semitrailers, containers, reservoirs and other empties or crates of any kind at the risk and expense of the originator, keeper or owner, respectively.

In addition, the event-specific provisions and access regulations apply.

The MZS reserves the right to regulate the access to halls and various booths respectively.

For fairs and exhibitions it is recommended to utilize the entire construction period since experience has shown that the fair grounds are overcrowded on the last two construction days. Delays caused due to overcrowding of the fairgrounds or to directives issued by the MZS/organizer for traffic control on the fairgrounds or booth access do not entitle the partner, its stand construction company or its subcontractors to assert any legal claims against MZS/the organizer.

## 3.2 Escape routes

### 3.2.1 Areas reserved for fire brigade vehicles, fire hydrants

Areas designated as areas reserved for fire brigade vehicles, escape routes and safety zones may not be obstructed by parked vehicles, trucks or by the storage of exhibits, construction and packaging materials or the like at any time.

Vehicles and objects obstructing areas reserved for fire brigade vehicles, escape routes or safety zones shall be removed at the owner's expense.

Fire hydrants and their corresponding sign age may not be obstructed, barricaded, covered, or made unrecognisable in any way.

### 3.2.2 Emergency exits, emergency hatches, hall aisles

All exits and aisles designated in the hall diagrams must be kept fully accessible. In case of emergency they serve as escape routes and therefore may not be obstructed by objects placed on or extending into aisles or exits. The doors in the course of escape routes must be maintained in such a way that they can be easily and completely opened from the inside. The exit doors and emergency hatches may not be obstructed, barricaded, covered, or made unrecognizable in any way.

Should such escape and emergency routes lead through a booth, then these areas designated as such may not be obstructed, barricaded, covered, or made unrecognizable in any way.

### 3.3 Safety installations

Sprinkler systems, fire alarm boxes, emergency telephones, smoke flaps, fire-fighting equipment, smoke detectors, electronic locking mechanisms of the hall doors, power distribution points and switchboards, telephone switchboards and other safety installations, their markings as well as the green emergency exit markings must be accessible and visible at all times; they may not be obstructed or removed in any way.

Agents of MZS, as well as the supervisory authority, may access the equipment mentioned at any time.

### 3.4 Booth numbering

All booths shall be marked with booth numbers by the organizer.

### 3.5 Security

The organizer and the security service licensed for the fairground are in charge of the general supervision on the fairgrounds during the event, the mantling- and dismantling times.

The security service is not asked to supervise the equipment of partners.

MZS is not liable for damages or thefts (also not in case of a break-in) of the partner's equipment (neither exhibits nor other equipment). MZS/the organizer is not responsible for the custody of the partner's booth, exhibits or any equipment on the booth.

The exhibitor is obliged to arrange for the booth and security himself with a MZS-authorized service partner. This service must be ordered separately at MZS. The exhibitors are expressly advised that there is a higher risk for the exhibits and other objects brought by the exhibitors during the construction and dismantling periods. Valuable or easily moveable objects should always be under lock at night or be additionally insured.

### 3.6 Evacuation, vacation

For security reasons, especially due to official directive, the closure of rooms, buildings, halls and/or outdoor exhibition areas and their evacuation and vacation may be directed.

In this cases the partner is not entitled to demand replacement or abatement of rent except the evacuation was made intentionally by MZS.



## 4. Technical data and equipment of the halls and the open air area

### 4.1 Technical specification exhibition halls

Hall	Length m	Width m	Total area approx, m <sup>2</sup>	Height m	Flooring	Load approx, in kg/m <sup>2</sup> a	Gates	Gate size approx, in m
1	45,4	55,7	2.529	9,1	Asphalt	1.700	2	5 x 4,5
2	60	49	2.933	6	Asphalt	1.700	2	5 x 4,5
3	50	40	1.860	6	Asphalt	1.700	3	5 x 4,5
4	70	35	2.172	5,6	Asphalt	2.000	2	4,2 x 4,2
5	50	40	1.958	6	Asphalt	1.700	2	5 x 4,5
6	60	49	2.877	6	Asphalt	1.700	3	5 x 4,5
7	60/30	46	2.235	6,6	Asphalt	2.000	3	4,2 x 4,2
8	60	46	2.768	6,6	Asphalt	2.000	4	4,2 x 4,2 auf 10 m zu öffnen
9	50	40	2.215	6,6	Asphalt	2.000	2	4,2 x 4,2
10*	127,5	120	15.165	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	10	4,5 x 4,5
10 A	42,5	40,5	1.720	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	1	4,5 x 4,5
10 B	42,5	39,5	1.671	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	2	4,5 x 4,5
10 C	42,5	46	1.882	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	1	4,5 x 4,5
10 D	42,5	40,5	1.675	10,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	0	
10 E	42,5	39,5	1.627	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	0	
10 F	42,5	40,5	1.720	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	2	4,5 x 4,5
10 G	42,5	40,5	1.720	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	1	4,5 x 4,5
10 H	42,5	39,5	1.671	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	2	4,5 x 4,5
10 I	42,5	40,5/18,5	1.479	9,0	Asphalt	PL=1.500 kg, DL= 900 kg/m <sup>2</sup>	1	4,5 x 4,5
Area halls			36.712					
*Hall 10 is divisible into 9 segments: hall 10 A – 10 I. The dimensions of each segments are specified.								
Arena			Max. 2.545	15	Coating Exposit resin		1	3,5 x 4,0

Notice: Fixed catering areas are designated in the halls listed below; these areas are used by the fair caterer and must be deducted from the usable floor space:  
Hall 4 4,01 m<sup>2</sup> Bistro  
Hall 5 80,00 m<sup>2</sup> Café / Restaurant

#### 4.1.1 General Illumination, Type of Current, Voltage

The general artificial illumination in the halls at the time of the trade show is ca. 300 lux/m<sup>2</sup> (Measurement: 1.00 m above the hall floor).  
In each hall there is natural light and artificial light.  
Existing type of current and voltage on the fairground:  
Type of mains: TN-CS-System  
Alternating current: 230 Volt (+6%/- 10%)/50 Hz  
Three-phase current: 3 x 400 Volt (+6%/- 10%)/50 Hz

#### 4.1.2 Compressed Air, Power and Water Supply

The power and water supply of the booths is carried out in the halls from floor ducts and/or connection units in the hall floor, which in general run in a pattern of ca. 7.50 m x 10.00 m. In hall 1, the power supply can also be carried out via the side walls to foyer D and/or C. A firmly installed compressed air system does not exist (see item 6.6). Power supply up to 200 W / m<sup>2</sup>  
Water supply ½" / min 3.5 bar  
Drain DN 100

#### 4.1.3 Communication System

The supply of the booths in the hall with telephone, fax and data connections is carried out predominantly via floor ducts. The fairground of MZS, including the Salzburgarena, halls and meeting rooms are equipped with a comprehensive Wi-Fi (see item 6.8)

#### 4.1.4 Sprinkler Systems

The halls 1, 2/6, 3/5 and 10 are equipped with sprinkler systems. The legal regulations must be observed

#### 4.1.5 Heating, Ventilation

The MZS provides heating and ventilation for the halls. Halls 1, 2/6, 3/5 and 7 – 10 are partly air-conditioned.

#### 4.1.6 Interference

MZS building services must be informed immediately in the event of interference with the technical supply (e.g. of power, compressed-air, heating, ventilation, etc.).  
The MZS assumes no liability for damages which result from output fluctuations or force majeure interferences or in cases where the power supply is interrupted by order of the public authorities and/or the power, water or energy supply companies.

## 4.2 Salzburgarena – Hall Specifications

### 4.2.1 Overview – Premises, Cloak Room, Offices

Room Number	Description	m <sup>2</sup> (without WC)	Telephone Connections (Extension line = ext.)	Internet connections	WC	Shower	Wall hook	Window	Fridges	Carpet	Facilities
1	Room	19,19	2 ext.	1	1	1		yes		yes	
2	Room	19,25	2 ext.	1	1	1		yes	1	yes	
3	Room	19,23	2 ext.	1	1	1		yes		yes	
4	Room	19,25	2 ext.	1	1	1	6	yes		yes	Dressing table + lighted mirror
5	Room	24,74	2 ext.	1			6	yes		yes	Dressing table + lighted mirror
6	Room	19,25	2 ext.	1	1	1	6	yes		yes	Dressing table + lighted mirror
7	Room	19,25	2 ext.	1	1	1	6	yes		yes	Dressing table + lighted mirror
8	Room	23,7	2 ext.	1				yes		yes	
9	Room	25,36	2 ext.	1		2	35	yes		no	
10	Room	19,75	2 ext.	1		2	36	yes		no	
11	Room	18,34	2 ext.	1		2		yes		no	
12	Room	19,2	2 ext.	1		2		yes		no	
13	Room	19,71	4 ext.	1				yes		no	
14	Room	19,71	4 ext.	1				yes		no	
15	Room	19,71	4 ext.	1				yes		no	
16	Room	19,66	4 ext.	1			2	yes		no	
17	Room	19,66	4 ext.	1			2	yes		no	
18	Room	19,71	4 ext.	1			2	yes		no	
19	Room	19,71	4 ext.	1			2	yes		no	
20	Room	19,71	4 ext.	1				yes		no	
21	Room	19,71	4 ext.	1				yes		no	
22	Stagehands	19,71	X	1				yes		no	
23	Stagehands	18,65	X	1				yes		no	
24	Men's Room				2			no		no	
25	Ladies' Room				3			no		no	
26	Disabled Restroom				1			no		no	
27	Storage	25,78						no		no	
28	Room	25,39				3	34	no		no	
29	Room (Buffet)	22,96				3	35	no	1	no	
30	Backstage Kitchen	39,51						no	3	no	Exhaust hood + sink
31	Ladies' Room				4			no		no	
32	Storage	27,59						no		no	Tiled floor
33	Engineering	46,21						no		no	
34	Men's Room				2			no		no	
35	Storage	39,51						no		no	
	Catering, Bistro	814									

Not usable rooms	Rooms with connecting door
------------------	----------------------------

#### 4.2.2 Height of Hall, Floor Loading

The clearance height of the Salzburgarena equals 15 m. The floor loading in the hall and the truck access equates to bridge capacity BK1, truck traffic-ability, area load 9kN/m<sup>2</sup>, point load 150kN. The floor loading in the foyers equates to the capability for elevating trucks with an area load of 5kN, Point load 5kN/m<sup>2</sup>.

#### 4.2.3 Stage, Monitor, FOH, Pursuer

The Salzburgarena has 280 m<sup>2</sup> Bütec stage elements with platforms between 1.0 – 1.5 m.

Positions of the monitor and the FOHs are determined with the MZS according to the event type. The hall does not have pursuer spots.

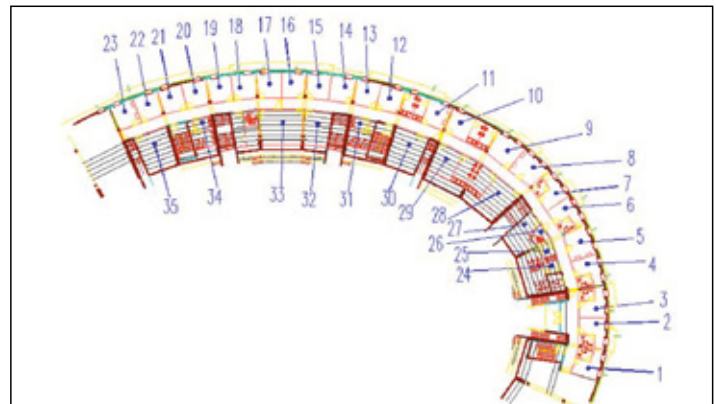
#### 4.2.4 Type of Current, Voltage

Existing type of current and voltage in the Salzburgarena:

Kind of mains: TN-CS-System

Alternating current: 230 Volt (+6%/- 10%)/50 Hz

Three-phase current: 3 x 400 Volt (+6%/- 10%)/50 Hz



#### 4.2.5 Suspensions from hall roof

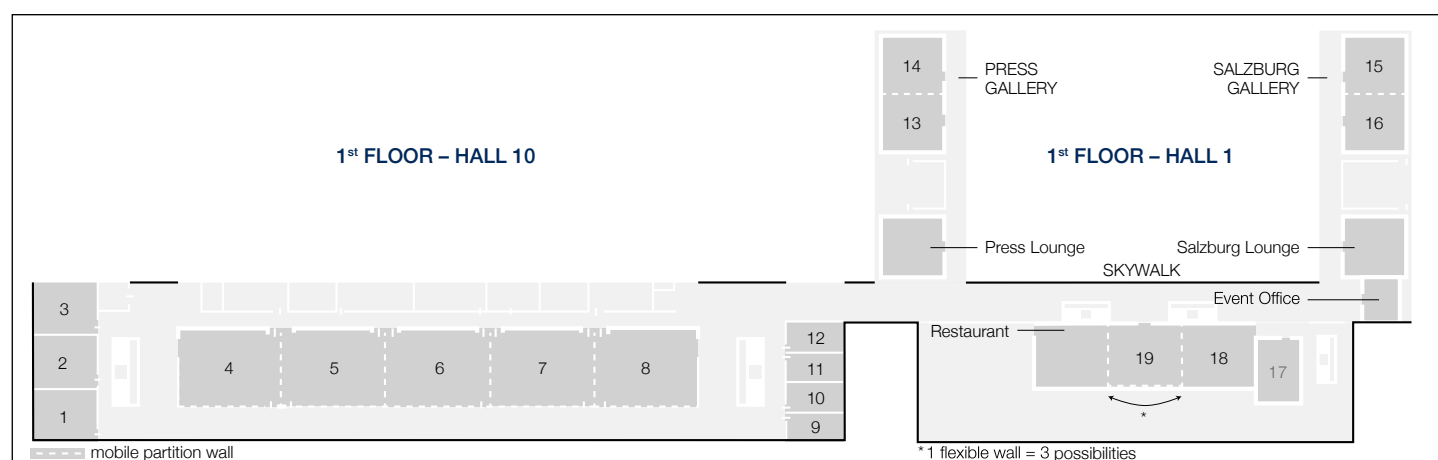
The provision of the suspension points as well as the design and modifications on the mounting construction is exclusively carried out by the obligated contracting party and/or height worker (rigger) of the MZS. Pendant objects are to be secured – regardless of their weight – by two independent suspension arrangements. Cf. item. 5.14

## 4.3 Conference Rooms

### 4.3.1 Overview - Rooms

Meeting rooms	Length m	Width m	Total area in m <sup>2</sup>	Height m	Flooring	Max seats (row)*	Max seats (parliament) *
1	10,94	8,09	90	4,40	Parquet	86 pax	44 pax
2	10,94	8,26	90	3,40	Parquet	86 pax	42 pax
3	10,94/10,29	8,49	90	3,40	Parquet	86 pax	42 pax
4	16,67	12,32	200	4,40	Parquet	204 pax **	120 pax**
5	16,17	12,32	200	4,40	Parquet	204 pax **	120 pax**
6	16,73	12,32	200	4,40	Parquet	204 pax **	120 pax**
7	16,17	12,32	200	4,40	Parquet	204 pax **	120 pax**
8	16,67	12,32	200	4,40	Parquet	204 pax **	120 pax**
9	8,69	5,19	40	4,40	Parquet	44 pax	24 pax
10	8,69	4,83	40	3,40	Parquet	44 pax	24 pax
11	8,69	4,91	40	3,40	Parquet	40 pax	24 pax
12	8,69	4,86	40	3,40	Parquet	44 pax	24 pax
Salzburg-Lounge	10,27	8,88	91	3,0	Parquet	84 pax	45 pax
Press Lounge	10,24	8,73	89	3,0	Parquet	55 pax	36 pax
13	8,75	9,42	82	3,0	Parquet	84 pax	48 pax
14	8,75	9,72	85	3,0	Parquet	84 pax	48 pax
15+16	19,23	9,24	178	3,0	Parquet	180 pax	99 pax
18	9,87	8,72	86	3,0	Parquet	84 pax	48 pax
18+19	19,89	8,72	173	3,0	Parquet	192 pax	99 pax

\*maximum seats without stage direction seat / technical equipment / incl. distance for speaker's desk | \*\* incl. stage 3 x 2 meters



### 4.3.2 Floor loading capacity, trafficability

The maximum floor loading capacity in Foyer 10 is 500 kg. Foyer 10 is not suitable for supply of hall 10. Exclusively hand lift trucks with rubber tires are allowed. The maximum floor loading capacity in the conference rooms in the upper floor is 200 kg. If loads heavier than 200 kg are to be brought in to this area boards for load distribution must be used. Hand lift trucks of any kind are not allowed in the conference area in the upper level. MZS will provide suitable transport vehicles if needed.

### 4.3.3 Illumination, Energy, air conditioning

All conference rooms are air conditioned. Rooms 1-3 and 9-12 also have a controllable shadow cover. Die general illumination is dimmable. The general energy supply is 230 V due socket-outlets in the floor. In room 4 and in the corridor 2 x 32 Ampere high-voltage power supply is available.

### 4.4 Open-Air Ground

There are paved parking areas available on the MZS, which serve as open-air/exhibition grounds. Parking lots are marked all around the Salzburgarena for productions and the backstage entrance. This area may only be used as exhi-

bition, parking or advertising space with consent of the MZS/organizer and it is subject to licensing requirements.

Open-air ground ca. 56.000 m<sup>2</sup>

The open-air grounds comprise different surfaces, e.g. asphalt, turf grid, humus gravel compound. At night the area is lit by general street lighting. Power supply connections are available in a limited amount. Bus bars are available from 16 – 32 A. Options for water supply and waste water connections must be jointly agreed upon in any case with the MZS/organizer. The areas are cleaned by the MZS, kept free of snow and strewn if required.

### 4.5 Clearances

The clearance between hall 6 and hall 7 to the courtyard is 5.00 m. The clearance to the parking level is 2.00 m. The headroom to the parking area P3 is 2.10 m. The clearance of the truck loading area of the Salzburgarena is 4.00 m. The clearance of hall doors is 4.0 m as well.

## 5. Regulations for booth constructions

### 5.1 Booth safety

Booths and stage facilities, including equipment and exhibits, as well as advertisement media, are to be erected in a manner that does not pose a hazard to public order and safety – in particular to life or health safety must be ensured for every construction phase (assembly, modifications, and disassembly). Rules and legal regulations regarding industrial safety must be observed by all active companies on the premises.

The partner is responsible for the static security of the booths and the stage. If required the partner has to provide a verification by means of a static acceptance test. If this verification is not provided immediately MZS can obtain a survey at the expense of the partner and can make the proper arrangements to establish the stand safety at costs of the partner.

All hall fixtures are to be erected and operated according to the applicable guidelines and laws. The respective inspection certificates and results are to be presented prior to the start-up, if necessary.

Any regulations in regard to site supervision and fire extinguishing of the ÖVE (Austrian Electrotechnical Association), as well as the regulatory authorities, need to be complied with by the Lessee.

MZS reserves the right to close booths and exhibits if the legal requirements of the event are not met and/or if there are reasonable doubts whether the booth or traffic security is ensured, even when an acceptance test has been provided. Booth constructions on the open-air grounds are to be rated for respective wind forces and – if necessary – for snow loads.

### 5.2. Authorization for booth constructions

In compliance with the Technical Guidelines, in the design and execution of the booth, it is not necessary to present drawings for an authorization for a single-floor booth construction in halls that are not higher than 2.50 m. If required, the MZS/organizer can inspect the presented construction plans (in duplicate) for the partner. MZS assumes no liability for personal or material damages due to unprofessional execution, including but not limited to liability toward third parties.

Furthermore, all other booth constructions and flying constructions etc. are required to obtain a permit.

#### 5.2.1. Inspection and approval of constructions subject to authorization

Each partner, contractual partner or service provider is obligated to check whether provisional fixtures or constructions planned by him, be it in the halls or the open-air grounds, require authorization. In cases of doubt, please contact the organizer.

#### Booths in the halls:

Dimensioned booth plans for single-storey booths from a height of more than 2.50 m must be submitted to the MZS/organizer on schedule according to the trade fair regulations in duplicate (ground plan, overview sketches, and technical description) for authorization. Provided that an authorization is granted, one copy with the note of authorization of the organizer is returned to the exhibitor/booth builder. With this, the construction permit is granted.

#### Booths on the open-air ground:

Dimensioned booth plans for single-storey booths from a height of more than 2.50 m must be submitted to the MZS/organizer on schedule according to the trade fair regulations in duplicate (ground plan and overview sketches) for authorization. Provided that an authorization is granted, one copy with the note of authorization of the organizer is returned to the exhibitor/booth builder. With this, the construction permit is granted.

Possible costs of the construction licensing procedure (pre-acceptances, inspections of the presentation office) are charged to the account of the partner.

#### 5.2.2. Vehicles, Containers, Fairground Rides

Vehicles, containers, fairground rides and tents are to be approved by the organizer as exhibits on the entire fairground.

#### 5.2.3. Removal of Non-Approved Booths

Booths that are not approved, do not meet the Technical Guidelines or do not conform to the the Event Location Act of the city of Salzburg and/or the applicable guidelines and regulations, must be modified or removed at the organizer's request.

In the event that this work is not executed on schedule, the organizer or the event office is entitled to close the booths or to make modifications at the expense of the exhibitor, if necessary.

#### 5.2.4. Scope of liability

The partner is liable for all damages done by himself or his staff, no matter if it is done intentionally or by accident.

Furthermore the partner has to exempt MZS from all claims of third parties that are arising from a malpractice of the partner, its staff, or its subcontractors.

#### 5.3 Construction Heights

The regular construction height of a booth is 2.50 m. The part facing the neighboring booths above 2.50 m is to be designed with neutral faces (grey or white). The construction height is determined specifically for the event and can be requested from the organizer.

In all cases in which the booth and promotional display constructions exceed a height of 2.50 m, the booth design is to be presented to the organizer for authorization. Exhibits are generally not subject to this restriction, but notice has to be given to the MZS/organizer prior to the event.

The accessibility of permanently installed electrical distributors and other technical facilities must be ensured.

#### 5.4 Fire Protection and Safety Regulations

##### 5.4.1 Booth construction and decoration materials

Easily inflammable materials or materials that produce burning droplets of gases or toxic gases may not be used.

Specific requirements may be imposed on supporting structural parts in certain cases due to safety reasons (e.g. non-flammable).

Booth construction and decoration materials must at least comply with fire classification B1, Q1 and Tr1 according to ÖNORM A 3800 Part 1 for materials or comply with the classifications B-s1d0 and C-s1d0 (slow-burning, low smoking and non-dripping) according to EN 13501/1. An inspection certificate indicating the fire protection classification of the used material may be required.

Decorations that are used repeatedly are to be re-tested in regard to their flame resistance, and, if necessary, impregnated again. Superstructures must comply with the official structural and fire protection regulations.

The use of cable straps in order to fix parts that are statically stressed and/or to fix lamps is not permitted.

Trees and plants may only be used for decoration purposes when they are freshly cut (leaves and needles must be green and lush.) If during the exhibition it is determined that trees and plants have become dry and are thus easily inflammable then they will need to be removed. Bamboo, reed, hay, straw, bark mulch, turf or similar materials normally do not meet the requirements and are not permitted in general.

Waste is strictly to be removed and cleaned up immediately, and/or collected in appropriate containers and brought to a professional disposal. In halls with sprinkler systems, these may not be impaired in their function; facilities of fire prevention are to be kept free and must not be impaired in their function.

##### 5.4.2 Exhibition of automobiles

Vehicles with combustion engines may only be exhibited on the fairground with consent of the MZS/organizer and only according to official licensing requirements. The battery must be disconnected and the fuel tank must be locked. Combustion engines may not be demonstrated in the halls and in the booths constructed by the exhibitors. Fuels may not be stored in the booths.

The display of vehicles with alternative drive technology such as electric or hybrid drive is permitted in accordance with official regulations and after approval by MZS. Charging is prohibited.

##### 5.4.3 Explosive substances, ammunition

Explosive substances and materials are subject to the Explosives Act in the respectively applicable version and may not be exhibited or stored on fairgrounds, exhibitions and the premises of the MZS. This also applies to ammunition as defined by the firearms act.

##### 5.4.4 Pyrotechnics

Pyrotechnical shows are subject to authorization and must be coordinated with the MZS/organizer.

##### 5.4.5 Usage of balloons, airships and other flying objects

The usage of balloons, airships and other flying objects on the fairground must be authorized by the MZS/organizer. Should authorization be given, the balloons and the airships may only be filled with non-flammable and nontoxic gases.

##### 5.4.6 Fog machines

The usage of fog machines is to be coordinated with the MZS/organizer.

##### 5.4.7 Ash Bins, Ashtrays

The no-smoking rule prevails in the buildings of the MZS.

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder | All prices are for a trade fair lasting up to 7 days

## 5.4.8 Waste bins, recycling bins and residue bins

Waste bins, recycling bins and residue bins made of inflammable materials may not be placed in the booths. Waste, recycling material and residues that accrue in the booths must be disposed of regularly in the evening on each event day at the latest. If larger amounts of flammable waste accrue, e.g. wood shavings, wood scraps, sawdust and the like, then they must be removed several times a day.

The disposal can be carried out by the contracted cleaning company. This service is available for a fee.

Further information on the waste disposal may be requested from the organizer (Cf. item 7.1).

## 5.4.9 Packaging and waste, waste disposal

During the assembly and dismantling periods, the Lessee is to ensure that the following provisions are strictly adhered to:

a. Flammable waste material (e.g. packaging material, woodwool, etc.) may only be collected in such quantities as could not cause a major fire or the rapid spread of a fire. This requires the following measures:

□ The waste materials in the corridors may not exceed a height of 2 m, and any heaping up of such materials is to be avoided.

□ The waste is to be removed at regular intervals of at least every 4 hours, as well as, moreover, at the latest once the unpacking procedure has been finished.

b. The emergency exits must be kept free in the area of the main routes, despite the packaging material being stored there temporarily.

## 5.4.10 Airbrush, nitro lacquers

The use of airbrushes as well as the utilization of nitro lacquer is not permitted.

## 5.4.11 Abrasive Cutting and all hot works

Welding, cutting, brazing, constructing and abrasive cutting works must be announced to the MZS/organizer in written form. The approval is given by the MZS/organizer. During the works, the surrounding area is to be shielded adequately in order to protect it from damage. Extinguishing devices must be kept at hand in direct proximity.

Open flame and combustible operations are prohibited.

## 5.4.12 Empties

The storage of empties of any kind (e.g. packaging and packaging containers) in the halls, (both inside and outside of the booth) and in front of the hall gates is not permitted. Accumulating empties are to be removed immediately. The storage of empties on the fairground may be removed by the contractually bound site agent. This service is available for a fee.

The MZS/organizer is entitled to initiate the disposal at the expense and risk of the partner if the partner does not comply with the request to remove the illegal storage.

## 5.4.13 Fire Extinguishers

In special cases, the use of fire extinguishers in the booths may be required.

## 5.4.14 Cleaning agents, solvents

The usage of flammable liquids for cleaning purposes inside the fairground is not permitted. Cleaning agents that contain harmful substances are to be used in accordance with the regulations (Cf. item 7.2.2)

## 5.4.15 Fuels

Any use of naked lights or fire without the Lessor's consent is not permitted. No spirit, oil, gas or similar substances intended for cooking, heating or operational purposes may be used. In the case of any cooking and heating procedures, the fire protection regulations are to be strictly adhered to.

## 5.5 Booth covers

Booth covers of any kind are – regardless of their size – subject to approval and the MZS/organizer must be informed of their presence. A maximum of 50% of the booth may be overbuilt.

Booth covers (metal grates, metal grids and textile ceiling covers) are to be designed at a minimum using slow-burning materials according to ÖN A 3800 – 1 and/or EN 13501/1 (Cf. Item 5.4.1) The covers must be suitable for sprinklers and must not interfere with the optical smoke detector. The test certificate is to be submitted and/or to be kept at hand at the booth.

## 5.6 Glass and Acrylic Glass

Only glass suitable for the respective application may be used. Only security glass may be used for constructions made of glass. Edges and rims of glass planes must be processed and protected in a way that prevents the risk of injury. All- glass components are to be marked at eye level.

## 5.7 Recreation rooms, lecture rooms, cinema

All rooms with a floor space of more than 100 m<sup>2</sup> that are closed on all sides (enclosed space) and which have neither optic nor acoustic connections to the hall must have at least two exits each as distant from each other as possible and in opposite directions to each other, which serve as escape routes and/or emergency exits. Exit doors must be identified (Cf. § 14 Event Location Act of the city of Salzburg).

## 5.8 Exits, escape routes, doors

### 5.8.1 Exits, escape routes

The distance from any given place of an exhibition booth to the visitor aisle may never exceed 25 m.

In the MZS the clear width of the visitor paths must be at least 2.00 m. The clear width of escape routes (visitor aisles to emergency exits) must be at least 3.00

m. Emergency exits and escape routes may not be covered or obstructed. This goes for the construction and disassembly stages as well. All information and identifications must be executed and designed according to all effective laws and regulations.

### 5.8.2 Doors

The implementation of swing doors, revolving doors, code doors, sliding doors, lever doors, or any other access obstruction in escape routes and emergency exits is prohibited.

## 5.9 Platforms, Ladders, Steps, Runways

Generally accessible areas directly adjoining areas that are more than 0.40 m below must be enclosed with railings. These must be at least 1.00 m high, it must not be possible to scale them and they must ensure safe passage.

A static certificate is to be submitted for the podium. The height of accessible, single-tier platforms may not exceed 0.20 m. Ladders, steps, catwalks, stairs and podiums must comply with accident prevention regulations.

## 5.10 Booth Design - Appearance

The equipment and design of the booth and the required construction is the responsibility of the partner. However, the partner has to consider the character and the appearance of each trade fair and exhibition.

Exhibitors are obligated to confine their rented booth within boundary walls unless they bring their own booth. Existing wall elements along the hall walls are subject to a fee and must be ordered. Booth boundary walls can be ordered and rented using the organizer's service folder.

Solid floor-covering, booth labeling and decorated booth boundary walls that are visually suited to the surroundings are a mandatory minimum requirement. The MZS/organizer is entitled to request modifications in the booth design.

The MZS/organizer also reserves the right to determine the frame structure at individual trade fairs and exhibitions.

The name and booth number of the exhibitor must be attached to the booth in a clearly visible manner.

Above a construction height of 2.50 the walls facing the neighboring booths must be kept neutrally white or grey and clean so that they do not interfere with the neighboring booth (Cf. item 5.3).

## 5.11 Inspection of the leased premises

The leased premises are sized by the organizer on the hall floor and marked at the edges.

After the booth allocation, each partner is obligated to obtain information about the location and measurements of possible built-in components, especially fire detectors, the layout of water and energy supply lines, ventilation systems, etc. and to inform the booth constructor if necessary. The boundaries of the leased premises are to be complied with unconditionally.

## 5.12 Interference with the building fabric

Hall elements and technical devices must not be damaged, soiled or otherwise modified (e.g. drilling, nailing, and screwing). Likewise painting, wallpapering and pasting is not permitted.

Hall elements and technical devices not designated for this purpose may not be laden with booth constructions and exhibits.

However, pillars and supports of the hall within the booth area may be built around within the admissible construction height, as long as care is taken not to damage them.

Joints at hall walls, ceilings and floors may not be damaged in any case by caulking, foundation or similar works. Inserting bolts and anchoring is not permitted.

Errors and contract protections | Prices exclusive of statutory taxes and 19% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder | All prices are for a trade fair lasting up to 7 days



## 5.13 Hall floors

Carpets and other floor coverings must be anti-slip and accident-proof and must not go beyond the borders of the leased premises.

Only duct tape that can be removed without leaving residue may be used to in- stall carpets or floor coverings. Likewise, the hall floor may neither be taped nor painted.

All utilized materials must be removed without leaving residue. Substances such as oil, grease, paint and the like must be removed from the hall floor immediately. Any expenses arising from the restoration to the original condition are charged to the account of the partner who causes the damage.

The utilization of the floor ducts is exclusively reserved for the appropriate contractual partners of the MZS.

Anchoring and fixation, e.g. while planning two-storey booths, need to be applied for at the MZS. There is no right for the placement and use of floor anchoring. The restoration to the original condition is the exclusive responsibility of the MZS. The arising expenses are charged to the account of the party who causes the damage.

## 5.14 Suspended mounting from the all ceiling in the fair halls

### 5.14.1 Provision of anchoring supports

The suspended mounting of lightweight covers, advertisement frames, banners, lightweight fitting and lightweight bridges on the hall ceiling is possible at the designated technical fixtures. The possibility of suspended mounting is not given in all halls. The authorization for it can only be taken out by the organizer by indication of positioning, heights and loads after submission of the booth design. With the help of the submitted documents the organizer checks the realization of the desired anchoring supports.

The provision of the supporting points, as well as the design and modifications at the mounting construction, is exclusively carried out by the contractual partner and/or height worker (rigger) of the MZS.

### 5.14.2 Installations of Objects on the Anchoring Supports

The objects to be mounted (lamps, spotlights, etc.) on the ordered anchoring supports may only be installed by specialists of the trade fair or accredited specialized companies in accordance with the regulations applicable in Austria and/ or the EU according to the state of the art, and are to be secured – regardless of their weight – by two independent suspension arrangements.

## 5.15 Booth boundary walls

Boundary walls are subject to a fee and can be ordered via the organizer or the contractual partner.

The boundary walls and supports must neither be modified nor processed by the partner. The exhibitor is liable for all personal and material damages resulting in the event of a violation.

## 5.16 Advertising Material/ Presentations

Booth and exhibition labeling, company logos and trademarks may not exceed the stipulated construction height. They should present an attractive image. All types of demonstrations and presentations, as well as all forms of optical, moving or acoustic advertisement, must be submitted to the organizer in written form. They must not disturb other participants of the trade fair, evoke visitor crowds leading to overcrowding in the hallways, and must not drown out the trade fair announcements in the halls. The volume may not exceed 80 dB(A) at the booth boundary.

The distribution of printed papers and the utilization of advertising material is only admissible inside one's own booth. Advertisements going beyond these limitations are to be discussed with the MZS/organizer. The organizer and/ or his contractual partner is entitled to remove, cover or prohibit advertisements violating the aforementioned regulations at the expense and risk of the exhibitor.

## 5.17 Open-Air Grounds

Apart from the canopied fairground there are also open-air grounds available. Portable buildings such as tents, pavilions and the like – even for short periods – are subject to approval without exception and the MZS/organizer must be notified of their presence.

Partner with booths adjoining the boundary fence of the fairground may not use the fence for their own purposes. It is not permitted to use the exterior side of the fence as an advertising space. This also applies for the assembly and disassembly period.

For the remainder, the general regulations and the regulations for the hall area apply, provided that they are analogously applicable for the open-air grounds.

## 5.18 Two-Storeyed constructions

Two-storeyed constructions may be built only after prior approval of the MZS/ organizer and the responsible authorities. The approval also depends on the intended position in the hall and the respective floor space. The effect on the design and clarity of the hall as well as the neighboring booths is decisive for an approval. The maximum construction height is determined separately for each event and can be obtained from the organizer.

For the remainder, all regulations regarding safety and booth design of single-storey booth constructions apply, provided that they are analogously applicable to two-storeyed booth constructions. The necessary construction of two-storeyed booth constructions according to all applicable laws, guidelines, regulations and technical standards remains unaffected.

## 5.19 Disassembly of the Booths

All booth construction materials, all exhibits and items as well as all remaining exhibition objects must be removed without leaving residue and restore the original condition of the exhibition area by the end of the announced disassembly period of each trade fair.

MZS is entitled, but not obligated, to have exhibits still remaining after the end of the disassembly period removed and stored by the trade fair carrier, at the expense and risk of the exhibitor and to charge an appropriate processing fee for this service. The MZS/organizer is entitled to dispose or sell all exhibits and all other items left behind by the partner after the end of the disassembly period at the expense of the partner.

## 6. Industrial Safety, Technical Safety Regulations, Specifications, Supply

### 6.1 General Specifications and Supply

#### 6.1.1 General Specifications

All mantling and dismantling works which are resulting from orders from the service folder may only be carried out by MZS-authorized service partner.

#### 6.1.2 Supply

The permanent supply of electricity or water can only be guaranteed to the extent that the respective utility company guarantees it. In the case of power cuts, power will be supplied from the officially approved emergency power unit.

### 6.2 Damages

All damages to the fairground, its buildings or facilities caused by the partner or its authorized agent are remedied by the MZS at the end of the trade fair, at the expense of the party who causes the damage.

### 6.3 Usage of Work Equipment

All work equipment used must be in accordance with the accident prevention regulations.

Only cranes, forklifts and working platforms provided by the contractual partners of the MZS/organizer may be used.

All work equipment must be operated in such a way that there is no risk for third parties.

### 6.4 Electrical Installation

#### 6.4.1 Connections

Electrical installations from the collector ducts to the booths may be performed only by the contractual partner of the MZS. The exhibitor is not authorized to obtain electricity for his booth from persons that have not been authorized by the MZS for this purpose.

The partner is in particular not permitted to obtain the electricity from the neighboring booths. Furthermore, the partner is not authorized to supply third parties on the fairground with electricity, except his fellow exhibitors. The exhibitor is in particular not permitted to supply neighboring booths with electricity.

A basic sketch must be enclosed with the electricity orders (forms can be found in the service folder of the MZS/organizer), on which the desired position of the connections, as well as the required power requirements is evident. Otherwise, a secure power supply cannot be ensured. The material listed on the form is provided on a rental basis.

Generally the power consumption is calculated all-inclusive, it is calculated by means of the connected loads and the theoretical on-time (starting with the official assembly period, through the trade fair and to the end of the disassembly period). If the booth has an installed counter, then the consumption is calculated per kW and/or kWh at the prices determined in the service folder.

## 6.4.2 Booth Installation

Electrical installations inside the booth may be carried out by exhibitor's qualified personnel under consideration of the valid technical norms. Prior to the connection of power supply the professional execution is to be confirmed by an acceptance report from electrical engineering and to be submitted on-site. Should the partner refuse to submit the electronic acceptance report, then the organizer is not obligated to provide the power supply. If fluorescent lamp equipment with a rated voltage of over 1 KW is used, the technical documents and test certificates of the constructor and/or the manufacturer must be enclosed.

## 6.4.3 Assembling, Operation and Security Instructions

Equipment and devices must be in accordance with the applicable regulations of the ÖVE (ETG, ETV, NspGV) and the local EVU. MZS assumes no liability for any damages resulting from power breakdown, voltage fluctuation and the resulting damages on the partners equipment.

No liability is assumed for the consequences of blackouts, voltage fluctuations and damages to equipment.

Lighting gear in arm's reach of the hallways is not permitted. Suspended lighting gear must be secured by two independent suspension attachments – regard- less of their weight.

Lamps must possess a safety screen, protective cage or an arrester device preventing the lamps or lamp components from falling out. Booths in which the existing general safety lighting is not efficient due to the particularity of their construction require additional safety lighting.

A sufficient distance to flammable materials (check the marking of the lamp) is to be adhered to. Open strip connectors are inadmissible. Clamping of electrical lines must be carried out in fully enclosed junction boxes.

An earth leakage circuit breaker with a rated leakage current of 0.03 A is generally binding for all facilities.

In cases of severe violations of the regulations for electrical engineering the power supply will be turned off. In any case, the costs for the initial connection are charged to the account of the partner/organizer.

## 6.5 Water and Waste Water Installations

### 6.5.1 Connections

Water installations and plumbing from the collector ducts to the booths may only be performed by the contractual partner of the MZS.

The partner is not authorized to obtain water for his booth from persons not authorized by the MZS for this purpose.

The partner is particularly not permitted to obtain water from neighboring booths. Furthermore, the partner is not permitted to supply third parties on the fairground – with the exception of his fellow exhibitors – with water. The partner is particularly not permitted to supply neighboring booths with water. A basic sketch must be enclosed to the water and sanitary requests (forms can be found in the service folder of the MZS/organizer), on which the desired position of the connections is evident. Otherwise, a secure water supply cannot be ensured. The material determined in the form is provided on a rental basis. If the water consumption is not calculated as all-inclusive, then it is calculated by means of the installed counter per m<sup>3</sup> at the prices indicated in the service folder of the organizer.

Chemically polluted waste water must not be discharged into the canal system. The MZS/organizer reserves the right to disconnect the exhibitor's water supply after the end of the trade fair for safety reasons.

### 6.5.2 Booth Installations

Inside the booths plumbing (water and waste water installations) may be carried out by specialists of the trade fair or accredited specialized companies according to the state of the art. On request, plumbing works inside of the booths may also be performed by the MZS and/or the contractual partner. Connections, machines and devices not authorized or not in accordance with the regulations are not admissible. They can be removed from the booth by the organizer and stored at the expense and risk of the exhibitor.

In order to prevent water damages, the installed outlet valve must be closed before leaving the booth. The partner assumes liability in cases of damages resulting from improper installation or operation by the exhibitor or the water engineering company.

In cases of drain gradients, dishwashers without installed waste water pumps are not connected to the water system for safety reasons.

The connection of cooling units with an open cooling circuit must be reported to the organizer. The MZS/organizer reserves the right to prohibit the usage of cooling units with an open cooling circuit.

## 6.6 Compressed-Air Installation

### 6.6.1 Connections

Compressed-air installations in the booths may only be carried out by the contractual partners of the MZS/organizer.

The partner is not authorized to obtain compressed air for his booth from persons not authorized by the MZS for this purpose.

The partner is in particular not permitted to obtain compressed air from neighboring booths. Furthermore, the partner is not authorized to supply third parties on the fairground with compressed air, except his fellow exhibitors.

The partner is in particular not permitted to supply neighboring booths with compressed air. A fixed compressed air system is not present (see item 4.1.2) A basic sketch must be enclosed with the compressed-air request (forms can be found in the service folder of the MZS/organizer), on which the desired position of the connections as well as the required output power is evident.

The possibility of a compressed air outlet is examined upon request for all halls. In case of feasibility a quotation on the rental compressors and the required booth installation is issued. The request for compressed air must thus be taken out on time and directly with the organizer according to the trade fair regulations. The MZS/organizer reserves the right to discontinue the compressed-air supply of the exhibitor after the end of the trade fair for safety reasons.

### 6.6.2 Booth Installations

Inside the booths, the compressed-air installations may be carried out by specialists of the trade fair or accredited specialized companies according to the state of technology.

Compressed air works inside the booths may also be performed by the MZS and/or the contractual partner.

Connections, machines and devices that are not authorized or that have energy consumption levels that exceed the indicated limits are not admissible. They can be removed from the booth by the organizer and taken into storage at the expense and risk of the partner.

## 6.7 Gas Installation

Gas connections are not provided in the entire area of the fairground. The utilization of fluid gas is strictly prohibited by the public authorities. In exceptional cases gas bottles until 2 kg weight can be approved for exhibiting reasons. This is under the condition that only 1 gas bottle is stored at the booth. If possible this bottle must be stored tethered or lashed in a closed room. It is not allowed to store further gas bottles at the stand. The approval is to be applied for in time.

## 6.8 Information and Communication Services at Trade Fairs

All cable connections for information and communication services for the booth are provided exclusively by the MZS and/or the contractual partner. The MZS is equipped with an area-wide Wi-Fi in the halls, furthermore access to the LAN can be installed. A utilization right of this infrastructure may be requested by means of the form provided in the service folder of the MZS/organizer. The partner is not permitted to operate any Wi-Fi equipment (except for Wi-Fi clients), as this may cause interference with the in-house system. Exceptions from this regulation need an approval of MZS. In case the partner or its subcontractors operate a Wi-Fi and cause a disturbance in the in-house Wi-Fi which leads to damages such as costs for trouble-shooting or claims of Wi-Fi- users the partner is responsible for its subcontractors and partners. MZS will approve exceptions only under the following guidelines:

The user may only use his Wi-Fi for own purposes. He may not offer the Wi-Fi for free or with costs to other partners or visitors. MZS reserves the right to block single devices (e.g. laptops, tablets etc.) as well as specific ports. The operation of an own Wi-Fi is only permitted if the in-house Wi-Fi does not fit the partners needs or the configuration would cause disproportionate costs. The Wi-Fi station should preferably be operated using the 5 GHz frequency. If the Wi-Fi station (access point) is operated using the 2.4GHz- frequency band, then channel 11 is to be used on the device and the transmission power is to be reduced to a minimum. The operation of the own Wi-Fi can be prohibited despite a given approval if it is disturbing the in-house Wi-Fi. In case of an interference with the trade fair's technical equipment resulting from the operation of a Wi-Fi station, the organizer has the right to take any actions required, to the point of switching off the supply systems for the booth (Internet, power) required for securing a trouble-free operation of the technical equipment of the trade fair. The partner must follow the respective instructions of the organizer. If necessary, he is obliged to switch off the Wi-Fi operated by him upon request of the organizer and in case of a violation to compensate for the expenses arising from the localization and removal of the interference. For the use of the Wi-Fi-system and the LAN-system the terms of use applying. These can be found under [www.conova.com/messe](http://www.conova.com/messe) and in the MZS service folder.



## 6.9 Machinery, pressure container, exhaust systems

### 6.9.1 Machine Noises

The operation of machines and devices causing noises requires prior written approval from the organizer. The noise must not disturb other participants of the trade fair, evoke visitor crowds leading to overcrowding in the hallways or drown out the PA system/loudspeaker devices of the trade fair. Noise emitting machines and devices may only be used in short intervals and only as long and as often as the presentation requires. The volume may not exceed 80 dB(A) at the booth boundary.

Despite the initially given approval, the organizer has the right to limit or prohibit those presentations causing noise and visual disturbances or which lead to significant disturbances of the trade fair and/or the participants of the trade fair due to other reasons.

### 6.9.2 Equipment and Product Safety

During presentations, the required provisions for the personal protection need to be arranged by the booth staff. The booth staff is also responsible for ensuring the elimination of unauthorized switching operations. Machines and device components may be launched only with all safety devices in place. The regular safety devices may be replaced by a safe cover made of glass/transparent material. The safety devices may be removed when the devices are not in operation in order to present the construction and design in detail to the visitor. The safety devices must then be placed visibly next to the machine.

### 6.9.3 Test Method

The exhibited technical work equipment may be inspected by the responsible regulating authority with regard to their industrial safety and their safety-related design, when indicated in conjunction with the expert committee of the Accident Prevention & Insurance Association in charge in order to verify the compliance with safety requirements.

### 6.9.4 Operation Ban

The MZS/organizer has the right to prohibit the operation of machines, apparatuses and devices when safety-related deficiencies and personal risks are evident.

### 6.9.5 Pressure Tanks

Pressure tanks are generally not admissible anywhere on fairground.

### 6.9.6 Emissions and Vapors

Exhibitors are prohibited from discharging flammable and noxious vapors and gases emitted from the exhibits and devices into the halls or vapors and gases that disturb the participants of the trade fair.

### 6.9.7 Exhaust System

Flammable and noxious vapors and gases emitted from the exhibits and devices or vapors and gases that disturb the participants of the trade fair must not be discharged into the halls/Salzburgarena. The outlets must be mounted by specialists of the exhibition or by accredited specialized companies in accordance with the regulations applicable in Austria and/or the EU and according to the state of the art.

### 6.10 Flammable Liquids

Flammable and noxious vapors and gases emitted from the exhibits and devices or vapors and gases that disturb the participants of the trade fair must not be discharged into the halls/Salzburgarena. The outlets must be mounted by specialists of the exhibition or by accredited specialized companies in accordance with the regulations applicable in Austria and/or the EU and according to the state of the art.

### 6.11 Film, Photo, Music, Television and other Presentations

Presentations and acoustic advertisements require prior consent of the organizer and must be performed in such a way that they do not disturb the neighboring exhibitors. The volume may not exceed 80 dB(A) at the booth boundary. Notwithstanding the initially granted approval, the organizer has the right to limit or prohibit those presentations causing noise and visual disturbances or which lead to significant disturbances of the trade fair and/or the participants of the trade fair due to other reasons. The official regulations need to be observed.

### 6.12 Music playback/AKM

Musical playbacks of any kind require the authorization of the AKM under the premise of the currently applicable Copyright Law. The application for the permission by the AKM may be submitted using the form in the service folder of the organizer.

### 6.13 Radiation Protection

Contact with radioactive materials and substances is prohibited on the entire fairground.

The operation of x-ray equipment, sources of stray radiation, laser systems, high frequency units, radio installations and electromagnetic fields is subject to official authorization.

### 6.14 Cranes, Forklifts, Exhibits, Packaging Goods, Shipments

The contractual carrier of the MZS – in the following the trade fair carrier – exercises the sole carrier right, i.e. for the shipment of exhibits, booth constructions, etc. into the booth, including provision of possible auxiliary devices (forklifts, cranes) as well as customs clearance for the temporary and/or the definite import. Only the trade fair carrier may be assigned for carrier performances within the fairground.

MZS does not assume any liability for any risks arising from the activities of the trade fair carrier. The storage of empties of any kind inside the booths is prohibited.

### 6.15 Dispensing Equipment

The installation and operation of dispensing equipment for draught beverages in the booth must be carried out in accordance with all applicable laws, guidelines, regulations and technical standards.

### 6.16 Food Quality Control

All legal regulations, in particular currently applicable food and hygiene regulations are to be observed for handling out of samplings and the sale of food and beverages for on-site consumption.

The partner must observe the Food Hygiene Act when commercially producing or marketing food. It is his responsibility to stay informed of and observe all relevant regulations, including those of the local National Security Authority.

### 6.17 Disturbance caused by Exhibits

Exhibits inducing a significant disturbance of the trade fair operations due to appearance, noises, shocks or similar characteristics, especially those resulting in a significant endangerment or disturbance of the participants or exhibits of third parties on the trade fair need to be removed immediately upon request of the MZS/organizer. This obligation of the partner prevails even when he has indicated this information in his application and has been granted participation in the trade fair.

Should the partner not comply immediately with his duty to remove the exhibit the MZS/organizer has the right to remove the rejected exhibits at the expense and risk of the partner or to close his booth, without any claims of the partner arising towards the MZS/organizer. The time of dismantling the closed booth is to be determined by the MZS/organizer.

## 7. Environmental Protection

The MZS is committed to the preventive environmental protection.

The exhibitor is obligated to ensure that all environmentally related regulations and specifications are observed by his subcontractors as well.

Only materials and products should be used on the fairground that are designed for longevity, ease of repair, reusability or recyclability, and which compared to other materials or products produce little or easily disposable waste and/or which are made of residue or refuse.

Catering should abstain from the use of disposable plates and cutlery. Beverages should preferably be obtained in reusable containers.

### 7.1 Waste Management and Disposal

Anyone producing waste on the fairground is responsible for the appropriate and ecological disposal of the waste. Anyone producing waste has the choice of either taking all the waste produced and disposing of it properly and independently outside the fairground, or commissioning the organizer and/or contractual partner with the waste disposal (Cf. item 5.4.8).

The waste producer is responsible for the compliance with legal and official regulations, as well as the following stipulations. Should the waste producer be directly or indirectly employed by an exhibitor/organizer, then he is also responsible for the conduct of the waste producer. If the waste producer violates any legal or official regulations and/or the following stipulations, then the MZS has the right to hold the exhibitor/organizer responsible as well in addition to waste producer himself. In this case the waste producer and the exhibitor/organizer are liable as joint debtors.

#### 7.1.1 Waste that requires special monitoring

The waste producer is obligated to report hazardous wastes and other wastes which are extremely harmful to health and environment and which are explosive or easily flammable due to their nature or amount to the organizer, and their appropriate disposal must be arranged for by the responsible contractual partner of the organizer. This particularly applies for the following wastes:

Errors and contract protections | Prices exclusive of statutory taxes and 1% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder. | All prices are for a trade fair lasting up to 7 days

Oils, cleaning agents, aerosol cans with contents, impregnating agents, chemicals, salts, quicksilver (e.g. embedded in switches and thermometers), emulsions, acids, bases, lacquers, adhesives, waxes, solvents (such as gasoline, ethyl alcohol, tri-acetone, paint thinner, glycerin), batteries, rechargeable batteries, electrical switches, fluorescent tubes, PVC leftovers (e.g. floor plates and wall plates), television sets and radios, engines and refrigerators. The same applies for the disposal of building rubble, bulky waste and the disposal of carpets.

Does the partner not comply to the named conditions MZS is entitled to dispose the waste on costs of the partner.

## **7.1.2 Off-site Waste Materials**

Materials and wastes that are not produced in the course of the trade fair period, assembly or disassembly phase may not be brought to the fairground.

## **7.2 Water, Waste Water, Soil Protection**

### **7.2.1 Oil and Grease Separators**

The discharge into the water network may not exceed the usual contaminant amounts for domestic homes.

If oily or greasy waste waters exceeding these amounts are discharged, it will be necessary to use oil and grease separators.

Mobile catering must ensure that grease and oils are collected separately and discharged into a separate disposal.

Anyone producing, processing or presenting oily or fatty goods in their booths and operating a dishwasher whose flush period is 2 minutes or less is required to discharge the accumulating waste water through a grease separator.

### **7.2.2 Cleaning/Cleaning Agents**

The cleaning of the booth is the responsibility of the partner (in case of renting whole halls the conditions are defined in the rental contract; in case of renting a stand space the conditions are defined in the application).

Cleaning works are generally to be performed with biodegradable products.

Liquids or substances or other materials that are absolutely necessary for the cleaning of the booth and/or for the cleaning, operation and maintenance of the exhibits must be used in a professional and proper manner to ensure that no pollution impacts on the environment. Residues, including additives (e.g. soaked cleaning rags) are to be disposed of properly as hazardous wastes.

Cleaning agents containing harmful solvents are to be used only in exceptional cases and according to the regulations (Cf. Item 5.4.13).

## **7.3 Environmental Damages**

Environmental damages/contaminations (e.g. by gasoline, oil, solvents, paint) are to be reported immediately to the MZS/organizer.

## Overview General Terms and Conditions of all servicepartners

100	Service provided	Service partner	GTC see page
<b>B.1</b>	Ticket vouchers, Media vouchers	Messezentrum Salzburg GmbH	92 – 94
<b>B.4</b>	AKM permit	Messezentrum Salzburg GmbH	92 – 94
<b>C.1</b>	Modular stands	System Standbau GmbH	95 – 96
<b>C.2</b>	Sanitary installations	Matousch Haustechnik GmbH	98
<b>C.3</b>	Electrical installations	System Standbau GmbH	95 – 96
<b>C.4</b>	Lighting and lighting appliances	System Standbau GmbH	95 – 96
<b>C.5</b>	Ceiling suspensions	System Standbau GmbH	95 – 96
<b>C.6</b>	Walls and fittings	System Standbau GmbH	95 – 96
<b>C.6</b>	Lettering	System Standbau GmbH	95 – 96
<b>C.7</b>	Flooring	System Standbau GmbH	95 – 96
<b>C.8</b>	Rental furniture	System Standbau GmbH	95 – 96
<b>C.9</b>	Internet and IT Equipment	conova communications GmbH	99 – 102
<b>C.10</b>	Internet and IT Equipment	conova communications GmbH	99 – 102
<b>C.11</b>	Staff rental	ÖWD security & services	103 – 106
<b>C.13</b>	Stand cleaning service	Neoclean	108 – 110
<b>C.14</b>	Waste disposal	Messezentrum Salzburg GmbH	92 – 94
<b>C.15</b>	Plants & Flowers	Die Blumengalerie	97
<b>C.17</b>	Stand construction permits	Messezentrum Salzburg GmbH	92 – 94
<b>C.18</b>	compressed air		92 – 94
<b>C.19</b>	Forwarding	Lagermax Internationale Spedition GmbH	107

## General Terms and Conditions

### Messezentrum Salzburg GmbH (MZS), Fn 67914z, Status Quo 18. September 2020

#### GENERAL TERMS AND CONDITIONS

OF MESSEZENTRUM SALZBURG GMBH (MZS), FN 67914Z

These General Terms and Conditions shall apply to the participation of the Exhibitor in the event/fair designated in the application (hereinafter jointly referred to as „Fair“).

#### Registration/Registration Confirmation

1. The Exhibitor's registration is a legally binding offer to which the Exhibitor is bound for 60 days from receipt of the registration by MZS.

2. The contract for participation is concluded by MZS sending the confirmation of registration. Unless otherwise specified in the registration confirmation, the prices announced for the event shall apply. The prices do not include VAT plus 1 % legal transaction fee.

3. The registration form specifies the stand area and stand form requested by the Exhibitor. MZS will provide the desired stand area and stand form if possible. MZS can change the position and form of the stand area, the size of the area up to +/- 20 %. The position, the stand form and the size of the stand area will be conclusively specified in the registration confirmation or stand confirmation sent by MZS to the Exhibitor. If the Exhibitor does not object to the registration confirmation or stand confirmation in writing within 8 days of receipt, the contract shall be deemed to have been concluded under the terms of the registration confirmation or stand confirmation.

#### Prices/Payment

4. The prices listed on the registration form or in the registration confirmation or stand confirmation shall apply for participation and the provision of the stand space. The Exhibitor may order additional services in accordance with the offer in the service folder and under the conditions specified therein. Contracts for ancillary services are concluded upon confirmation of the order by MZS.

5. Payments are due at the times stated on the invoice; in case of lack of any indication on the invoice, the amount resulting from the invoice is to be paid in such a way that it is received by MZS at least 4 weeks before the usage begins.

6. After the end of the fair, MZS will - unless otherwise agreed with regard to the ancillary costs - send the invoice for the ancillary costs and the invoice/invoices for other services used by the Exhibitor. Invoices are due for payment immediately after (also electronic) sending.

7. A down-payment may be charged for ancillary services ordered by the Exhibitor, which is due for payment upon receipt of the down-payment invoice.

#### Handover/Return

8. The stand area shall be handed over to the Exhibitor on the construction day specified in the application form, or, if not specified in the application form, on the construction day specified in the general announcement of the fair. The Exhibitor may only use the stand area and - provided that this does not cause unreasonable hindrance to other exhibitors - the traffic areas surrounding the stand area for the purposes of construction.

The Exhibitor shall dispose of any waste produced during the construction of his stand himself or - if applicable - via the waste disposal system provided by MZS against payment of the corresponding disposal fees.

9. After the end of the fair, at the latest by the end of the dismantling period, the Exhibitor must hand over the stand area to MZS properly cleared and cleaned. Point 8 shall apply mutatis mutandis to any waste produced in the process.

#### Use of the Rented Area by the Exhibitor, Obligations of the Exhibitor

10. The Exhibitor shall use the stand space for the purpose of presenting the goods/products/services specified in the application. The change/extension of the goods/products/services ranges require the consent of MZS. Upon request of MZS the Exhibitor shall present a list of products/services which can be used by MZS to inform fair visitors. The complete or partial transfer of stand space or the exhibition stand to third parties is not permitted, neither against payment nor free of charge. A separate application via an application form and the express consent of MZS is required for the admission of co-exhibitors. If the consent is not obtained, MZS is entitled to increase the agreed price by 25%.

11. The Exhibitor shall comply with the relevant legal provisions when presenting and selling his products. The presentation may not exceed the limits of morality and may only be carried out in such a way that it does not disturb the fair operations and the other exhibitors (music, noise, odours).

No advertising or agitation for political parties, objectives or religious associations may be carried out at the stand.

12. Entries in the list of exhibitors are made on the basis of the information provided by the Exhibitor in the registration. If a catalogue is published by MZS for the event and/or an exhibitor database is set up on the internet, the Exhibitor may arrange for advertising against reimbursement of costs.

13. The exhibitor shall name a person before the start of the fair who will be present in the exhibition centre during the set-up times, on fair days one hour before the start of the fair until the end of the fair and during the dismantling times and who can be contacted by MZS via mobile phone. This person is authorised to make binding decisions for the Exhibitor and to receive declarations from MZS. If such a person has not been named, any person employed by the Exhibitor at the exhibition stand shall be deemed to be authorised to make and receive declarations.

14. The Exhibitor is obliged to staff and operate his stand during the opening hours of the fair for the presentation of the agreed goods/products/service. In the event that the Exhibitor violates the above-mentioned operating obligation, he shall be obliged to pay a contractual penalty of one tenth of the stand price for each commenced hour of the violation of the operating obligation, however a minimum of € 1,000 per commenced hour of the violation of the operating obligation.

15. The Exhibitor is obliged for himself and his staff (in particular employees, suppliers and those employed in the construction, dismantling or operation of the stand) to comply with the applicable

- House rules

- Technical guidelines

available at [www.mzs.at/en/conditions/](http://www.mzs.at/en/conditions/). The Exhibitor is obliged to review these regulations again 8 days before the start of stand construction so that the Exhibitor and his staff are informed of the current status of these regulations.

16. The Exhibitor shall construct his stand himself or have it set up by entrepreneurs employed by him. Other work, in particular connections for water, electricity etc. and services which are important for the course of the event or safety or which require familiarity with the facilities of the exhibition centre (e.g. transport from the unloading point to the rented stand area, cleaning services and security outside the opening hours of the fair) may only be carried out by service partners authorised by MZS. A list of authorised service partners can be obtained on request from the responsible project team at the Exhibition Centre.

17. Motor vehicles must not be driven in the Halls. Transportation, unloading and transfer of equipment and other items of equipment that have been received may only be carried out in accordance with the instructions of MZS staff on duty. If transport services using machines (e.g. forklifts, cranes, vehicles) are required, these may only be carried out (from the unloading location to the stand area) by authorised service partners.

18. Loading gates must not be opened by the Exhibitor; opening and closing of loading gates shall be carried out exclusively by MZS personnel on duty.

19. It is not permitted to spend the night on the premises of the Exhibition Centre, to set up or use tents or caravans on the premises of the Exhibition Centre.

20. In case the Exhibitor violates the regulations concerning the use of the stand space, MZS shall be entitled to prevent further use of the stand by taking measures (e.g. discontinuing the power/water supply or obstructing the surrounding traffic areas).

## General Terms and Conditions

### Messezentrum Salzburg GmbH (MZS), Fn 67914z, Status Quo 18. September 2020

#### Parking Spaces/Traffic Areas

21. It is not permitted to park vehicles anywhere other than the designated parking spaces.  
The parking spaces marked as such are managed by MZS. The use of the parking spaces by the Exhibitor and his staff shall be based on the provisions applicable to the use of parking spaces.  
The parking of trucks, trailers, mobile homes, etc. in the designated visitor parking areas is only permitted with the prior approval of MZS.  
In the event of parking vehicles for the purposes of loading and unloading, the instructions of MZS personnel or companies authorised by MZS must be followed. MZS is entitled to move vehicles parked in security zones (e.g. fire brigade zones) marked as such to other locations at the expense of the Exhibitor (regardless of whether the vehicles are the Exhibitor's vehicles or those of his staff) and to release them only after payment of the towing costs and the flat-rate handling charges of € 100.

22. If parking tickets have been provided to the Exhibitor, these entitle the Exhibitor to park one car per parking ticket in the designated parking spaces in accordance with the provisions applicable to the use of parking spaces and subject to availability. If a specific parking space is to be provided exclusively for the use of the Exhibitor, this requires a separate written agreement.

23. The use of the traffic areas is subject to the provisions of the Road Traffic Act, a maximum speed of 15 km/h must be observed. In the area of Hall 4 and Hall 5, motor vehicles may not be driven after 10 pm.

24. MZS does not guard parked vehicles. MZS shall not be liable for damages suffered by the Exhibitor and his staff due to the use of the traffic areas as a result of the condition of the traffic areas or due to the behaviour of other road users. MZS is only liable for the omission of traffic safety obligations in case of intent.

#### Postal Delivery

25. If the Exhibitor wishes to receive mail/parcels from delivery services, he may specify the delivery address as follows:  
..... (Exhibitor)  
p.A. Messezentrum Salzburg GmbH  
Rezeption Halle 1, 1. Stock  
Am Messezentrum 1  
5020 Salzburg

MZS will accept the consignment on behalf of the Exhibitor after prior information. MZS is not liable for punctual and correct delivery to the Exhibitor.

#### Cancellation

26. The Exhibitor may cancel a registration confirmed by MZS in accordance with Section 3 in writing, either in full or in part in case of a space reduction. In case of cancellation (in whole or in part) the following cancellation fees must be paid:

- if the cancellation is received up to 8 weeks before the event/fair  
80% of the assessment basis
- if the cancellation is received less than 8 weeks prior to the event/fair  
100% of the assessment basis

The assessment basis for the cancellation fee is the total price plus VAT at the statutory rate specified in the confirmation of registration for participation and the provision of the stand space. Any orders (e.g. from service partners), if they can no longer be cancelled free of charge, will be invoiced.

#### Liability of MZS

27. It is the responsibility of the Exhibitor to protect the items he has brought with him against removal or damage. MZS shall not be liable for loss or damage by visitors or other exhibitors and their people to the items brought in by the Exhibitor. MZS is also not liable for financial losses of the Exhibitor and personal injuries to the Exhibitor and his people caused by the behaviour of other Exhibitors or their people or by service providers (such as cleaning companies) commissioned by MZS.

28. MZS shall only be liable for all damages of any kind incurred by the Exhibitor due to the conduct of MZS or its employees if MZS or its employees have acted intentionally.

#### Public Safety Obligation of the Exhibitor

29. The Exhibitor shall comply with the public safety obligations for the stand area made available to him and the stand constructed on it. He is also obliged to ensure that his conduct or the conduct of his people does not endanger persons using the general areas of the exhibition centre.

30. Objects which could pose a risk - whether for the purpose of constructing the stand or for use during the exhibition - must be reported to MZS prior to being brought into the exhibition. MZS may prohibit the use of such objects.

31. The Exhibitor shall indemnify and hold MZS harmless in the event that claims are asserted against MZS by third parties as a result of violations by the Exhibitor or his employees of the Exhibitor's public safety obligations.

#### Liability of the Exhibitor

32. The Exhibitor shall be liable to MZS for all damages caused by the Exhibitor or his staff to the facilities of the exhibition centre and for all damages caused to MZS by culpable behaviour of the Exhibitor or his staff. Should a third party (e.g. fair visitors/other exhibitors) make a claim against MZS due to damage caused by the Exhibitor or his people, the Exhibitor is obliged to indemnify and hold MZS harmless.

33. The Exhibitor must have a valid liability insurance policy covering the damages mentioned in Sections 29 - 32 with an insurance sum of at least €10 million for each damage to property and personal injury per damage event. The Exhibitor must prove the existence of such insurance upon request of MZS.

#### Data Protection

34. The data protection policy, available at [www.mzs.at/en/data-privacy/](http://www.mzs.at/en/data-privacy/), shall apply to the storage and processing of data stored based on the business relationship between MZS and the Exhibitor.

#### Withdrawal

35. MZS is entitled to withdraw from the contract for important reasons, important reasons are in particular:

- a) if the Exhibitor has not paid due fees despite reminders and a grace period
- b) if insolvency proceedings have been initiated against the Exhibitor's assets or if there are justified concerns that the Exhibitor will not meet his payment obligations and the Exhibitor has not provided an appropriate security (deposit of funds or bank guarantee) required by MZS within the period set by MZS;
- c) if MZS has decided not to hold the fair for important reasons or for reasons within the sphere of MZS.

In the cases referred to under a) and b), the Exhibitor is obliged to pay 100% of the total fee.

In the case of lit. c), MZS will reimburse the advance payments made by the Exhibitor; the Exhibitor's claims for compensation due to cancellation of the fair are excluded.

36. MZS may change the date of start and the duration of the fair. MZS will inform the Exhibitor in writing. In this case, the Exhibitor may withdraw from the contract within 10 days of receipt of the notification. In this case, MZS will refund the advance payment made by the Exhibitor; any further claims of the Exhibitor against MZS shall be excluded.

## General Terms and Conditions

### Messezentrum Salzburg GmbH (MZS), Fn 67914z, Status Quo 18. September 2020

#### General

37. The legal relationship between the Exhibitor and MZS shall be governed exclusively by Austrian law.

38. In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder.

39. If exhibitors are several persons, they shall be jointly and severally liable for the performance of the contract.

40. Declarations to be made by MZS to the Exhibitor on the basis of the contractual relationship shall be deemed to have been effectively received if they have been made in writing (also by email) to the Exhibitor - in the case of multiple Exhibitors to one Exhibitor - or have been made to the local authorised representative and then confirmed in writing.

41. Declarations made by the Exhibitor to MZS must be in writing to be legally effective; email is also sufficient. If the Exhibitor are multiple persons, the legal validity of legal declarations requires a declaration by all exhibitors. The person named as contact person in the registration form and the persons named in section 13 are deemed to be entitled to order additional services (see section 4). Such orders need not be done in writing.

42. The Exhibitor may only set off claims of MZS against counterclaims that are not opposed by an objection of MZS.

43. Any claims of the Exhibitor against MZS must be asserted in writing within 6 months after the end of the exhibition, otherwise they shall be forfeited; claims of the Exhibitor against MZS expire within one year after the end of the exhibition.

44. The legal transaction fee arising from the contract shall be borne by the Exhibitor.

45. Should individual provisions of these General Terms and Conditions or of the contract that is concluded be invalid, the validity of the remaining provisions shall not be affected. The ineffective provisions shall be replaced by provisions which are economically close to the content of the ineffective provision.



## General Terms and Conditions System Standbau Gesellschaft m.b.H. ('System Standbau')

### I. GENERAL CONDITIONS

#### 1. Offers and contractual relationships

All contractual relations between System Standbau and clients/customers (hereinafter to be referred to as the 'customer') shall be solely subject to these 'terms'. All other contradictory or deviating conditions mentioned by the customer shall only be accepted on condition they have been explicitly approved by System Standbau. In cases of hire or purchase the additional conditions in sections II and III shall also apply. Orders placed by the customer are binding and irrevocable. System Standbau shall be entitled to accept this order within 30 days by way of provision/completion, or the sending of written confirmation, or by issuing an invoice for part payment according to point 13. If the customer has placed an order for goods/services for a specific trade fair and the order has not been officially confirmed by System Standbau by 1 week before the beginning of the event, the customer shall be obliged to inform System Standbau of this fact immediately. There shall be no obligation on the part of System Standbau to accept an order placed by a customer. Quotes or offers provided by System Standbau shall be non-binding.

#### 2. Customer cooperation

On order placement the customer shall also become obliged to ensure proper and punctual provision of all documentation according to the dates agreed (i.e. plans, models, permits, and guidelines for execution etc.) that shall be necessary for completion of the order by System Standbau. This documentation must be provided in such a form as to ensure faultless completion of the order. In particular, the customer shall be responsible for the collection of, and payment for (at his/her own expense), all permits required for the execution of the order. Samples of items and materials provided to the customer of System Standbau for inspection, must be confirmed as accepted in writing and returned within the deadline provided; otherwise they will be considered to have been 'accepted without changes'.

#### 3. Scope of services

If not stated otherwise, System Standbau shall only be obliged to deliver the items ordered to the place determined for collection. The customer shall be obliged to place a separate order with System Standbau for assembly/dismantling and other additional services.

#### 4. Venue for collection

As a general principle the venue for collection shall be the address provided in the order for deliveries. If the customer places an order for a delivery to a specific trade fair the venue for collection shall be at the stand in the hall named by the customer at the trade fair in question.

#### 5. Time of delivery

As a general principle the time of delivery shall be determined by System Standbau and announced to the customer. When possible System Standbau will take into account wishes stated by the customer in the order; or seek to make an agreement with the customer. If the customer orders a delivery to a specific trade fair the delivery must be conducted during the assembly times provided by the trade fair organiser in the freely and publicly available general registration forms for exhibitors, unless otherwise agreed with the customer. Otherwise, System Standbau shall be bound to complete service provision within 30 working days after acceptance of the order at the latest.

#### 6. Delivery/Transfer of risk

The customer must ensure that he/she himself/herself, or a person authorised by the customer to the purpose of receiving the goods, is present at the point of delivery at the agreed time of delivery. If this is not the case System Standbau shall be entitled to leave the goods intended for handover to the customer at the agreed point of delivery. Goods to be delivered by System Standbau to the customer shall be considered to have been handed over if the customer takes them without complaint or if, at the agreed time and place of delivery, System Standbau deposits the goods intended for collection by the customer or by his/her authorised representative. Once the goods have been handed over, liability for risks of coincidental damage or destruction of goods shall be transferred to the customer. System Standbau is not obliged to inspect the accreditation of people present at the stands when the goods for rent are delivered.

#### 7. Copyrights

All documents and drafts produced by System Standbau or their employees and subcontractors for the purpose of producing an offer or for the purpose of sealing a contractual agreement (particularly drafts, plans and models) remain

subject to complete ownership by System Standbau and may not be made accessible to third parties, published or copied without receiving prior permission from System Standbau. The customer may only use such documents for the sole purpose agreed. If a contractual relationship does not materialise or is subsequently cancelled, all such documentation must be returned to System Standbau immediately.

#### 8. Declaration of approval according to the data protection law

The customer approves the right of System Standbau (DVR no. 0807583) to use information provided in the order (customer details), and approves the forwarding of such information to, and usage by the other related companies affiliated to System Standbau, such as Expoxx Messebau GmbH (DVR no. 0577677), Reed Messe Salzburg Gesellschaft m.b.H. (DVR no. 0079944), Reed Messe Wien GmbH (DVR no. 2108555) and Reed CEE GmbH (DVR no. 3003805) (hereinafter 'associated businesses'), each for the purpose of marketing and advertising their own products and services for the customer. Approval can be rescinded at any time rendering any further use of data inadmissible, unless there is a legal entitlement or obligation to do so.

#### 9. Declaration of approval according to the telecommunication law

The exhibitor hereby permits System Standbau and its associated businesses to inform the exhibitor about their goods and services. The exhibitor is entitled to revoke this permission at any time.

#### 10. Permission to advertise

Furthermore, the customer shall permit System Standbau and its associated companies to use customer details, company names and corporate logos, as well as pictures of stands erected by System Standbau, or erected according to plans made by System Standbau or the customer for System Standbau's own advertising purposes (such as for addition to reference lists, presentation on the internet, entries in customer magazines or in other forms of advertising).

#### 11. Rescission

If (a) the customer is in arrears with payments to System Standbau or to any of the other affiliated companies, regardless of whether these debts stem from this or other orders; and/or (b) insolvency proceedings have been initiated against him/her or there is a threat of such proceedings being initiated, System Standbau shall be entitled to withdraw from the contract and to withhold the provision of services, regardless of the duty of the customer to pay. Should System Standbau choose to withdraw from the contract the customer shall be liable to pay the agreed cancellation fee.

#### 12. Prices

All prices are quoted net, plus the applicable statutory VAT rate, plus all other taxes, duties and contributions due on placement, acceptance, execution and completion of the order (i.e. legal transaction fees [pt. 24] and advertising duties). Price information pertains to deliveries and services at the exhibition centres in Salzburg and Vienna; sales prices are quoted ex works in Salzburg. At other points of service the expenses, allowances, handling and transportation costs may be invoiced separately. Additional services not included in the offer shall be invoiced at the actual price of services and goods used. If System Standbau revises an existing invoice based on a customer's request, for example to change the billing address or other information on the invoice, this will be subject to a flat fee of EUR 70.- (plus VAT).

#### 13. Conditions of payment

System Standbau reserves the right to demand a part payment of 50 % of the order value on receipt of the order. If a customer resides in a foreign country, is a new customer or a customer who has previously been late on a payment or whose creditworthiness is not assured, System Standbau is entitled to demand a full payment of 100 % of the order value in advance. Deliveries made to a specific trade fair that the customer only ordered from System Standbau from a week before the fair up to during the fair itself, (the valid time of receipt being the date upon which System Standbau officially received the order), will only be completed after a full advance payment.

#### 14. Changes in fees and prices

Should prices or fees change (i.e. transport, forwarding or energy prices), charges shall be based on the prices and fees valid at the moment of service provision.

#### 15. Terms for cancellation

The cancellation of existing contracts or the revocation of an order shall

Errors and contract protections | Prices exclusive of statutory taxes and 19% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder | All prices are for a trade fair lasting up to 7 days



## General Terms and Conditions System Standbau Gesellschaft m.b.H. ('System Standbau')

only be permissible for deliveries made to a specific trade fair and only (a) if a cancellation fee is paid in cash, (b) if the objects in question were not produced by System Standbau for this specific order or purchased by a third party and (c) only with a written declaration made by the customer, provided it is received by System Standbau in the case of rented objects at the latest 2 weeks before the trade fair and in the case of purchased objects at the latest 4 weeks before the trade fair begins. In the case of cancellations made at the latest 4 weeks before the event is due to begin for rented (purchased) objects the cancellation fee shall be 30 % (50 %) of the order value and for rented objects cancelled at the latest 2 weeks before the event is due to begin this fee shall be 50 % of the order value. If ordered goods are not received by the customer at the agreed handover time the customer shall nevertheless remain liable for payment of the full price.

### 16. The written form

Wherever these terms and conditions insist on the use of written communication, this obligation will also be considered to have been fulfilled in the case of declarations made (without a personal signature) that have been sent from and to an authoritative e-mail address. An authoritative e-mail address in compliance with this condition is:

- a. for the customer: the email address with which he/she is registered with the online shop run by System Standbau, or the one that has been given in the course of placing an order (using the order form) and
- b. for System Standbau: the following e-mail address: [salzburg@standout.eu](mailto:salzburg@standout.eu).

### 17. Choice of legal basis

Austrian law shall apply. Legal reference provision norms for international commercial disputes and the United Nations Convention on Contracts for the International Sale of goods shall not apply. Legal venue is the city of Salzburg.

### 18. Limited liability

System Standbau shall only be held liable for damage caused by deliberate or grossly negligent behaviour and only for positive damage.

## II. SPECIAL RENTAL CONDITIONS

### 19. Rental period

If the customer orders a rentable object for a specific trade fair the rental period shall be for the duration of the trade fair (including the assembly period provided by the fair organiser) as long as the entire period does not exceed 7 days. A longer rental period must be agreed between the customer and System Standbau in a separate agreement.

### 20. Usage

Rental objects may be solely used for the agreed purpose and may not be used by third parties. They must be subjected to the least wear, tear and stress as possible and may not be changed without prior receipt of consent from System Standbau. Special markings on items for rent may under no circumstances be removed by the customer. The customer shall be prohibited from applying any stickers to the said goods, from gluing items to these goods, from attaching items with nails or staples of any type, and from damaging the goods for rent in any way.

### 21. Liability and return of goods

The rented object must be made available for collection immediately after the event has ended. If there is a delay System Standbau shall be entitled to prepare the rented objects for collection at the risk and expense of the customer. The consent of the customer shall be a prerequisite in this regard. Regardless of the question of guilt, the customer shall be held liable for loss of, or damage to, rented objects from the point of handover to the point of return. In cases of damage or loss System Standbau shall be entitled to invoice the customer for the price of brand new replacements for missing or damaged objects. Any faults identified by System Standbau on returned rented goods will be reported to the customer. These findings shall be considered to have been accepted if the customer does not object in writing within 1 week of receiving this information.

### 22. Complaints / Warranty

As a general principle rental objects are used on a number of occasions and are thus not classified as being brand new. Small deviations in the versions, dimensions and colours available cannot be categorised as faults. The customer shall be obliged to ensure the rented item(s) is (are) complete and in full working order when it is (they are) handed over to the customer. Receipt of the rented goods by the customer shall signify confirmation of the fault-free condition of the items in his/her possession, unless a written complaint specifying defects is submitted immediately. If the customer's complaint is justified, System Standbau's obligation to honour warranty rights shall be limited to rectification of the fault(s) as regards items that have already been used.

### 23. Rental prices/surcharges

As regards deliveries of hired objects to a specific trade fair, which have been ordered from System Standbau later than 2 weeks before the trade fair commences (the valid time of receipt being the date upon which System Standbau officially received the order), there will be a last-minute surcharge of 25 % added to the listed price. All prices are intended for a maximum rental period of 7 days. A surcharge of 15 % will be charged for a rental period of up to 10 days. Special agreements shall be made with each individual customer for events lasting more than 10 days. If rental objects are returned late, the customer shall be liable to pay System Standbau for all actual resultant costs or losses. A minimum of 15 % of the full order value shall be charged in such cases.

### 24. Billing

Rental contracts are subject to a legal fee of 1 %. The fee assessment is based on the rental charge including value-added tax, along with compensation for the services associated with the rent. System Standbau issues the billing. The customer will be invoiced for the legal fee by System Standbau. The customer is obliged to pay the legal fee even in case of a cancellation in addition to the cancellation fee.

## III. SPECIAL SALES CONDITIONS

### 25. Retention of title

The goods delivered shall remain the property of System Standbau until the purchase price and all other debts existing at the time of delivery have been paid in full. Any payment gained from the selling-on of any goods delivered shall be forfeited a priori to System Standbau. The customer shall be obliged to inform his/her customer of this session and to demand the said customer pay directly to System Standbau only. Alternatively, a bank guarantee covering the total order value can be accepted in its place. The costs of a bank guarantee shall be borne by the customer.

### 26. Prices of printed materials

When printed materials have been ordered the estimated prices provided shall only be valid if these materials have been produced using graphics and texts provided in a print-ready form by the customer. All subsequently necessary processing work on print graphics and text will be invoiced separately.

### 27. Packaging and forwarding

Packaging and forwarding costs are invoiced separately. System Standbau only delivers on account and at the risk of the customer. No liability shall be accepted on the part of System Standbau. The recipient must certify all cases of damage immediately and report them to the forwarding agent.

### 28. Complaints

Any faults, damage or omissions must be reported in writing within 2 days of receipt of goods, otherwise all claims for damages shall be rendered null and void.

## General Terms and Conditions Die Blumengalerie

- § 1 All prices are subject to VAT at the statutory rate.
- § 2 Our confirmation of punctual delivery of the ordered goods does not entitle the Customer to assert any legal claims. Orders should therefore be placed as early as possible before an event begins; the Customer should schedule any deadlines correspondingly, where required.
- § 3 Special requests can only be taken into account if they are submitted at least 14 days before the start of the trade fair.
- § 4 Deliveries under EUR 100.00 must be paid for in cash.
- § 5 Rental plants are only provided for the agreed purpose and only for the duration of the event.
- § 6 Upon receiving the rental goods from us, the Customer is liable for ensuring that they are maintained in good condition until being returned. The Customer likewise agrees to ensure that the plants are properly cared for during the rental period.
- § 7 The lessor is entitled to demand additional rental fees in the event that the rental goods are not returned to the lessor at least one day after the end of the event.
- § 8 The lessee is liable for damages to or loss of rental plants. Liability begins upon delivery and ends when the goods are collected. The lessee's liability ends at the latest 48 hours after the end of the event, unless a different collection time has been arranged or the rental goods were not made ready for collection. This also applies in the event that the stand is not occupied.
- § 9 Our services are invoiced during the trade fair. The issued invoice is payable immediately. Your stand's staff must be informed of this before the trade fair begins and provided with the necessary funds to pay the invoice.
- § 10 **Withdrawal/Cancellation**  
The exhibitor is not permitted to withdraw from or cancel the rental agreement. In the event that the lessor allows the lessee to withdraw from the contract as an exception (and the prerequisites for the exception outlined in the paragraph above are not in place), this exception shall only be made on the condition that the exhibitor agrees to pay the rental fee in full. The exhibitor has the right to prove that the lessor incurred lower losses or no losses at all.
- § 11 **Compensation**  
Claims for compensation against the lessor by the exhibitor, on any legal grounds whatsoever, including those due to encumbrance during conclusion of the contract or positive breach of contract, are excluded, unless the damages incurred are the result of deliberate or gross negligence by the lessor's legal representatives, employees or vicarious agents. The same applies to claims asserted directly against the group of persons named above.
- § 12 **Offset and right of retention**  
The exhibitor is only permitted to exercise the right to offset vis-à-vis the lessor if the exhibitor's counterclaims are legally determined, undisputed or acknowledged by the lessor. The same applies to the right of retention, provided that the party involved is a merchant, a legal entity under public law or a public-law special fund. If the lessor does not belong to one of these groups, it is entitled to exercise the right of retention if its counterclaim is based on the same contractual relationship.
- § 13 **Liability**  
The lessor is only liable for damages relating to the defective condition of the rented objects or to the intentional and/or grossly negligent breach of the contractual obligations assumed by the lessor. Should any of the equipment or facilities fail or be interrupted, the lessor shall only be liable if it can be proven that these events occurred as a result of intentional or grossly negligent actions on the lessor's part or on the part of its vicarious agents. The lessor assumes no liability towards the lessee for lost profits or other financial losses, except in cases of intent. In any event, however, the lessor shall not be liable for damages for which the extent and amount was not foreseeable. This also applies to the personal liability of the lessor's staff, employees, workers, representatives and vicarious agents if the lessor's liability is excluded or restricted.
- § 14 **Place of performance and jurisdiction**  
The place of performance and jurisdiction for both parties (even for actions on dishonoured cheques and bills of exchange) is Salzburg.
- § 15 **Side agreements/severability clause**  
Side agreements are only legally binding if made in writing with the lessor and confirmed in writing by the lessor. These General Terms and Conditions and/or the provisions of this agreement shall remain valid even if individual provisions prove to be invalid.

## General Terms and Conditions Matousch Haustechnik GmbH

- § 1 These General Terms and Conditions are an integral part of every contract concluded with Matousch. Conflicting conditions of the Customer shall not form a component of the contract, unless expressly confirmed in writing by Matousch. Any assurances made by Matousch employees are ineffective if Matousch does not expressly confirm these assurances in writing.
- § 2 **Reservation of title**  
The goods delivered by Matousch shall remain the property of Matousch until the price of these goods, including all ancillary claims, has been paid in full.
- § 3 **Partial invoices**  
Matousch is entitled to issue partial invoices at any time for services already provided.
- § 4 Matousch is entitled to cease its services if the Customer falls into arrears with payments. Even in cases where the Customer pays the overdue payments retroactively, Matousch is entitled to make the continuation of its work contingent upon the provision of appropriate securities for the payment of its invoices that are due in the future.
- § 5 In the event of a delay in payment by the Customer, the Customer is required to pay Matousch default interest at 8 % above the base rate. The base rate that is valid on the last calendar day of one half year shall be applied for the subsequent half year.
- § 6 Austrian law applies; however, the UN Convention on Contracts for the International Sale of Goods from 11 April 1980 is excluded.
- § 7 **Place of jurisdiction (does not apply for consumer transactions)**  
The respective competent court of the city of Salzburg is agreed upon as the place of jurisdiction; however, the parties may also decide to initiate the proceedings at the court of the defendant's general place of jurisdiction instead of the Salzburg courts.

## General Terms and Conditions conova communications GmbH

### § 1 General

**1.1** These General Terms and Conditions (hereinafter, 'GTC') of conova communications GmbH (hereinafter, the 'Contractor') apply for all deliveries and services that conova communications performs for the Customer.

**1.2** The mutual rights and obligations of the contractual parties are based solely on the content of the order accepted by the Contractor and on these GTC, as well as on any specially arranged additional general terms and conditions, if applicable. Information contained in catalogues, brochures, etc. is only valid if expressly agreed upon in writing. Any deviating terms and conditions of the Customer shall only apply if the Contractor has expressly agreed to them in writing.

**1.3** These GTC shall also apply for future transactions between the contractual parties, even if they are not expressly referred to again at the time of a contract being concluded in the future. This provision does not apply to consumer transactions.

**1.4** The invalidity of any individual provisions shall not affect the validity of the remainder of these GTC. An invalid provision shall be replaced with a valid one that comes closest to fulfilling the economic and legal sense and purpose of the original provision. The Customer will be informed of any changes to the GTC. These changes shall be deemed to have been accepted if the Customer does not object to them in writing within four weeks of being notified of them. For contractual relationships with consumers, this only applies if the consumer has been expressly informed, at the beginning of the envisaged deadline, of the legal ramifications of a failure to submit a written objection. The GTC and all contract forms can be obtained from the Contractor free of charge. The Contractor's latest terms and conditions of business are published on its website at [www.conova.com](http://www.conova.com).

**1.5** A contractual relationship between the contractual parties shall be deemed to have been concluded when, upon receipt of an order, contract or quotation, the Contractor sends a written confirmation or a delivery to the last address provided by the Customer or has commenced with the actual performance of services.

**1.6** If, upon concluding a consumer transaction, the Customer has not provided its contractual declaration to the Contractor's permanent business premises or trade fair premises, and has not initiated the business relationship with the Contractor itself, and discussions between the Customer and the Contractor preceded the conclusion of the contract, then the Customer, under the relevant provisions of the Austrian Consumer Protection Act, is entitled to withdraw from the contractual offer until the contract comes into effect. Once the contract comes into effect, the Customer can withdraw from the contract with one week's notice. This period begins at the earliest upon the contract coming into effect. In order to be legally valid, the withdrawal must be submitted in writing to the Contractor conova communications GmbH Alois-Schmiedbauer-Strasse 2, A-5020 Salzburg.

**1.7** Consumers can withdraw from distance contracts or distance contract declarations (e.g. mail or fax orders using an order form or registering via the Internet) within seven working days. Saturday is not considered a working day. The withdrawal period begins on the day of delivery of the ordered goods or, in the case of services, on the day that the contract is concluded. The withdrawal declaration is considered to be on time if it is sent within this period. In certain cases, there is no right of withdrawal pursuant to Section 5 f of the Austrian Consumer Protection Act, especially with regard to goods that are made to Customer specifications or in the case of opened software. Similarly, there

is no right of withdrawal for services if the commencement of the services has been agreed with the consumer within seven days. The Contractor will notify the consumer of the exclusion of the right of withdraw in the respective agreement. If the consumer withdraws from the contract in accordance with Section 5 e of the Austrian Consumer Protection Act, then the consumer will be responsible for bearing the costs of the return shipment.

**1.8** The provisions outlined under item 1.7 are valid for all contracts concluded in distance contracts and all electronic transactions, provided that these create a direct relationship between conova communications GmbH and a consumer in the sense of the Austrian Consumer Protection Act. conova communications GmbH assumes no obligations for transactions conducted via the Internet with third parties, even if conova communications GmbH provides the necessary technical equipment and services for the business relationship (account, server, etc.).

**1.9** Consumers are hereby informed that important information about conova communications GmbH is made available on the Internet. In the event that the information outlined in Section 5 c of the Austrian Consumer Protection Act does not appear directly within the context of the services provided, this information can be obtained from the website [www.conova.com](http://www.conova.com).

### § 2 Prices and payment

**2.1** Unless agreed otherwise, the prices listed in the quotation or order form, or in the contract price list, shall apply. Unless otherwise specified, these prices do not include statutory VAT. Prices are quoted to consumers as gross prices.

**2.2** The payment consists in particular of telecommunications services and server costs, connection costs, energy costs, personnel costs, space costs, fees and taxes. The Contractor reserves the right to modify said payment in the event that calculation-relevant costs change. For consumers, the following applies:

Should the base costs change as a result of circumstances beyond the Contractor's control, the payment in question shall increase or decrease accordingly; however, increases in payment cannot be demanded from consumers for services that are to be performed within two months of concluding the contract.

Furthermore, the Contractor reserves the right, regardless of any possible claims for damages and subject to the right of early contract dissolution, to modify prices for business customers immediately and at any time in the event of unusually high visitor frequencies on Customer websites hosted by the Contractor or unusually high data transfer volumes for unlimited Customer accounts.

The Contractor will inform the Customer of the price change; in such cases, the Customer can provide notice of dissolution of contract within two weeks of receiving the price change notification; otherwise the price change shall be deemed to have been accepted.

**2.3** Unless agreed otherwise, payments must be made immediately upon receipt of invoice without deductions. The settlement dates are outlined in the agreement or in the contract or order. In case of doubt, one-off costs may be charged immediately following contract conclusion or delivery, ongoing usage-independent costs per month in advance, and ongoing usage-dependent costs per month ex post facto.

**2.4** In the event of delayed payment, the Contractor is entitled to charge the Customer for all legal costs required to obtain payment as well as default interest of 6.5 % p.a. beginning from the first day of default.

**2.5** For payments made by credit card, the Customer is responsible for ensuring that the credit card is valid and has not expired; if this is not the case, delays in payments caused by invalid or expired credit cards shall be borne by the Customer and default interest may also be charged in such case. The Contractor assumes that the Customer will extend the credit card before its expiry date.

## General Terms and Conditions conova communications GmbH

**2.6** The Customer is not authorised to offset counterclaims against the Contractor or to retain payments on the basis of Customer claims that the Contractor has not acknowledged.

In amendment of item 2.6, the following applies for consumer transactions:

Offsetting open receivables against the Contractor is only possible in the event that the Contractor is either unable to make payment, or the mutual receivables are legally associated, or the contractual partner's counterclaim has been legally determined by a court of law or acknowledged by the Contractor.

With a valid reason, the Customer is obliged to pay the Contractor a deposit in advance to the amount of two month's invoices (for long-term contractual obligations) or arrange for a bank guarantee from a domestic credit institution or make a corresponding advance payment (for individual projects). The Contractor is authorised to use the guarantee for payment in accordance with the applicable legal regulations in the event that payment is not received following the first payment reminder being issued.

**2.7** The Customer's right to refuse its contractual measures to obtain or secure counterperformance according to § 1052 ABGB (Austrian Civil Code), as well as the Customer's legal retention rights in general, are hereby excluded. This provision does not apply to consumer transactions.

### § 3 Liability

**3.1** The Contractor is liable in accordance with the general legal compensation provisions. If these provisions determine culpable liability, the Contractor shall only be liable in cases of intent or gross negligence, with the exception of personal damages; in cases of slight negligence, the Contractor is not liable for consequential damage and lost profits. In any event, the amount of compensation is limited to the amount of the order.

**3.2** The services performed, as well as the goods, devices and equipment delivered, only provide a level of safety that can reasonably be expected as a result of following approval regulations, operating and user manuals or other guidelines regarding maintenance and use, especially with regard to prescribed inspections of devices and equipment or as a result of other instructions provided.

### § 4 Other provisions

**4.1** No additional verbal agreements are in place. All changes and additions to the order must be made in writing in order to be valid. This section 4.1 does not apply to consumer transactions (the terms consumer and consumer transactions are used in the sense of the provisions outlined in the Austrian Consumer Protection Act).

**4.2** All notifications and explanations from the Customer relating to this contractual relationship are only valid if they are made in writing and are not disputed by the Contractor. This provision 4.2 does not apply to consumer transactions.

**4.3** The contract is subject to Austrian law. The place of jurisdiction is Salzburg.

**4.4** The Contractor is entitled to assign its duties or the entire contract to a third party, with full discharge of liability, and in such case shall only be liable for fault in selecting this third party (culpa in eligendo). In contrast, the following applies for consumer transactions: The Contractor is entitled, at its own risk, to hire other companies to perform services for the fulfilment of this contractual relationship.

**4.5** The Customer must inform the Contractor immediately in writing of any changes to the Customer's address. Correspondence shall be deemed to have been received by the Customer when it is sent to the last known address of the Customer.



## Terms and Conditions for public access WLAN/LAN

### STEP 1

The following Terms of Use govern the use of the WLAN/LAN operated by conova communications GmbH and offered by conova communications and Salzburg Exhibition Center GmbH on the premises of the Salzburg Exhibition Center

### I. GENERAL INFORMATION

The conova communications GmbH, FN64293z, regional court Salzburg, with headquarters in 5020 Salzburg, Karolingerstrasse 36A, tel.: +43 (0)662 / 22 00 209, email: office@conova.com, UID: ATU43651106 (hereinafter referred to as 'operator') operates the WLAN/LAN on the Salzburg Exhibition Center premises.

The Salzburg Exhibition Center GmbH with headquarters in 5020 Salzburg, Am Messezentrum 1, Tel.: +43(0)622 20 2404, email: office@messezentrum-salzburg.at, UID: ATU33801507<sup>1</sup> and conova communications GmbH (hereinafter referred to together as 'providers') provide WLAN/LAN use in accordance with these terms and conditions.

1. Use of the WLAN/LAN is invariably subject to prior acceptance of these terms and conditions by the user. This is done by clicking the box 'I agree to the terms' located beneath the text of the General Terms and Conditions. Selection of specific user-selected WLAN or LAN products is carried out by means of written order or on the 'landing page' where currently valid product specifications can be seen.

2. The user receives access to the internet via WLAN or LAN. Wireless data transmission between the WLAN and the WLAN-capable user device takes place via WLAN technology or by using the LAN cable. The transfer speed during use depends, among other factors, on the network load of the internet backbone, on the transmission rate of the selected server of the respective external provider and on the number of users. In order to use the WLAN/LAN, an operational device (laptop, smartphone, eBook, etc.) with WLAN/LAN-enabled interface is required. In addition, a suitable operating system, web browser, up-to-date software of the WLAN/LAN hardware and a suitable IP network protocol must be installed.

3. The user is aware that WLAN/LAN only establishes access to the internet. Any additional security measures (e.g. antivirus, firewalls, etc.) are not provided. Wireless data transmission between WLAN/LAN and the user's WLAN-capable device is unencrypted. Therefore, one cannot exclude the possibility that third parties may gain unauthorized access to the wirelessly transmitted data. For sensitive data such as online banking identifiers or unencrypted e-mail or text messages, appropriate security software should be used.

4. The user hereby agrees and understands that the use of the WLAN/LAN in breach of these terms is prohibited and access for his/her device can be disabled.

5. The products described in points I.6 through I.8 are currently offered. A detailed product overview can be seen in the 'landing page' and on the order form.

6. When using the product named 'Free Public Access WLAN' the user will be logged off after 15 minutes of inactivity, causing the user to log in again. The bandwidth per user is dependent on the parameters described above (point I.2).

7. The product named 'Fee-Based Public Access WLAN' has higher bandwidth and prioritization of data packets as compared to the product named 'Free Public Access WLAN'. The user has the option to choose between various lengths of use, after which time automatic logoff occurs. The beginning of use commences with the initial access into the WLAN or LAN.

8. Products 'LAN Basic' and 'Advanced LAN server' each comprise physical LAN ports. A detailed product overview can be seen in the 'landing page' and on the order form.

### II. PAYMENT

1. Depending on the selected product, use is either free of charge (I.6) or fee-based (I.7), however always limited to the length of presence on site at the exhibition center.

2. If 'Fee-based Public Access WLAN' is selected, payment is made in advance by written order, credit card or by purchasing a voucher.

3. Each product has an assigned fixed rate in accordance with information on the 'landing page' or the order form.

### III. DISCLAIMER

1. The user is solely responsible for data transmitted via the WLAN/LAN, the services used and legal transactions made. All resulting costs of third-party services used via the WLAN shall be paid by the user.<sup>2</sup>

2. Use of the WLAN/LAN is done at the user's own risk and responsibility. The provider assumes no liability for damages to devices or data of the user arising from the use of the WLAN/LAN unless the damage was deliberately caused by the provider and/or its agents or through gross negligence.

### IV. USER OBLIGATIONS

1. Specifically, the user has the following obligations:

The user agrees to comply with the law when using the WLAN/LAN. In particular, the user will

- Refrain from illegally copying, distributing or making any copyrighted works publicly available. In particular, in relation to up-and downloading using file sharing programs or similar services;
- Refrain from using the WLAN/LAN for retrieval of immoral or illegal content;
- Comply with applicable child protection legislation;
- Refrain from sending or distributing any derogatory, defamatory or threatening content;
- Refrain from using the WLAN/LAN to send spam and/or other forms of impermissible advertising;
- Refrain from using the WLAN/LAN to send or receive disproportionately large amounts of data, as this may significantly reduce internet speed for other users.

### V. PRIVACY POLICY

1. The user agrees that the provider utilize user data for internal purposes as well as for technical reasons and for marketing purposes (name, email address and date of first use). The provider assures that data will be kept strictly confidential and in accordance with laws of the Data Protection Act and use the collected data in accordance with legal regulations.<sup>3</sup>

2. The user agrees that with every use of the WLAN/LAN (particularly client type), length of use, data usage, MAC address, user name and connection method will be documented and archived in order to indemnify the provider if necessary and to prove which user used the WLAN/LAN and at any given time.<sup>4</sup>

Should one or more clauses of these terms become invalid, the remaining clauses shall retain their validity.

<sup>1</sup> Information according to § 5 section 1 ECG

<sup>2</sup> Waiver of legal responsibility according to § 13 section 1 ECG

<sup>3</sup> § 7 section 1 DSG 2000, § 97 TKG

<sup>4</sup> § 92 section 3 article 2a TKG 2003; § 18 ECG

## Terms and Conditions for public access WLAN/LAN

### STEP 2

#### I. CONSENT TO THE PROCESSING AND TRANSMISSION OF DATA

The user agrees that master data (name and email address) can be stored on conova communications GmbH servers and transmitted to the Salzburg Exhibition Center GmbH, enabling the latter to provide the user with marking related e-mail information.<sup>5</sup>

☐ Yes ☐ No

#### II. REVOCATION

The user has the right to revoke consent at any time. This can be done by sending an e-mail to [messe@conova.com](mailto:messe@conova.com).<sup>6</sup>

<sup>5</sup> according to: § 96 section 1 article 2 TKG; § 8 section 1 article 2 DSG 2000, § 107 TKG;

<sup>6</sup> § 8 section 1 article 2 DSG 2000; § 96 section 2 TKG; § 107 TKG



## General Terms and Conditions ÖWD security & services

### Table of Contents

A. Joint Contract Terms and Conditions	104
B. Special Terms and Conditions in the ÖWD Security Division (BBsec)	106
C. Special Terms and Conditions in the ÖWD Cleaning Division (BBcle)	106

### A. JOINT CONTRACT TERMS AND CONDITIONS

#### 1. Jurisdiction

All legal relations between client and contractor (ÖWD) are subject to these "Joint Contract Terms and Conditions" as well as to the Special Conditions of each agreed upon contractual service. These terms and conditions also apply to future amendments and follow-up orders, even if no reference hereto is explicitly made in a particular case. ÖWD is hereafter to be understood as the definite contractual partner of the client.

#### 2. Range of Services

The establishment of the agreed upon range of services is to be defined by the contracting parties in the form of a written agreement, which serves as the basis for the contract fulfilment. If services agreed upon are not established in writing, ÖWD will render services at its own discretion according to criteria of expediency.

#### 3. Written Notice, Alterations to Contract

Alterations to the Joint Contract Terms and Conditions cited here and/or to the services agreed upon with the client must be, without exception, completed in writing and shall be deemed as part of the contract. This pertains to all subsidiary agreements, later changes or amendments to previously existing contracts. The requirement for the written form may only be waived in writing. Agreements with ÖWD personnel are not valid.

#### 4. Terms and Conditions of the Client:

The client's terms and conditions are not valid. Upon placement of the order with ÖWD, the client's terms and conditions are therefore deemed rejected for this contract and all future contracts, even if the general business and insurance terms and conditions should not form the basis of the order in individual cases. These general business and insurance terms and conditions are accepted upon the placement of the order by the client.

#### 5. Performance of Services

ÖWD uses its employees as agents for the agreed upon service. The selection of personnel and the right to issue directives, except in cases of imminent danger or unless explicitly agreed otherwise, lie with ÖWD. The Temporary Employment Act (Arbeitskräfteüberlassungsgesetz) does not generally apply to the personnel of ÖWD, except if explicitly otherwise agreed upon in the contract. No transfer of holdings or business units shall be established through contractual relations between contracting parties.

#### 6. Subcontractors

ÖWD reserves the right to enlist other commercial companies to fulfil its duties.

#### 7. Conclusion of Contract, Length of Contract

The contract fundamentally becomes effective with ÖWD's written offer and with the client's written acceptance of the offer. Additional verbal agreements are not valid. In cases of changes to the offer by the client, the agreement only becomes effective if ÖWD approves this change in the form of an order confirmation. Insofar as it concerns continuing obligation and nothing else is otherwise agreed upon in writing, all contracts are valid for a period of five years, unless another length is deemed as agreed upon in the Special Conditions. If a contract with a certain period of validity is not terminated in writing at least three months before the end of the contract, it shall be renewed for the hitherto existing contract period.

#### 8. Early Termination of Contract

In cases of continuing obligation, upon complete relinquishment of a contractual property, the client may – provided that no assignment occurs – withdraw from the contract early with three months' period of notice. If it simply concerns relocation, the services are to be resumed at the new location as long as ÖWD does not object. ÖWD is to be made aware of such changes promptly

in writing. If the range of services or the service description changes upon relocation, ÖWD reserves the right to adjust the service charge agreed upon accordingly. Due to economic reasons, ÖWD reserves the right to terminate the contract with a period of one month's notice. However, the company is required to do whatever possible to secure the services of another commercial company. Upon default of payment despite an extension, ÖWD may terminate the contract effective immediately. Upon early termination of the contract, the client must pay back the price reductions which were guaranteed due to the place of performance or a longer contract period. This section does not apply to the Insurance Services Division.

#### 9. Disruption of Service

If unforeseen events necessitate, the planned services may be suspended. In particular, in cases of force majeure, strike or war, ÖWD may suspend or alter services accordingly if their performance is hindered by these events. The client is not required to pay the service fee for the duration of the suspension.

#### 10. Prices and Terms of Payment

All prices are exclusive of value added tax. All additional costs of the order, such as the costs of carriers and forwarders, including duties, other border taxes, etc., are to be paid by the customer. With the exception of advance payment invoices, all invoices are payable when claims – such as notice of defects – are made, within eight days after the invoice date without deduction. ÖWD is furthermore entitled to issue partial invoices regarding (partial) services provided.

For continuous obligations, the payment is due in advance each month without deductions, unless otherwise agreed upon in writing. Invoicing can also take place electronically. Set-offs or retentions of the amount invoiced are excluded unless these claims are explicitly recognised or legally established in court. In case of default, 12 percent default interest plus the incurred dunning and recovery costs will be charged. For the first dunning, collection fees in the amount of € 11.00, the second € 15.00 and the third € 20.00 will be charged. The claim for collection fees and default interest assumes no fault of the customer.

Before payment of the invoiced amounts due, including default interest, ÖWD is not required to provide any further services from any current contract for the duration of the default.

All payments must be made with debt-discharging effect to the bank account specified on the order and/or the order confirmation. Payments will always be credited first against expenses (collection fees, legal costs, etc.), then against the interest and finally against the capital, and this always against the oldest debt. Payments of other invoices by the client are not valid for these transactions.

Bills of exchange will only be accepted as payment by ÖWD only by special agreement. Exchange and discount charges are to be paid by the client.

The client explicitly acknowledges that the ÖWD employees are not entitled to accept payments, and are therefore not authorised to collect payments.

#### 11. Complaints, Notice of Defects, Damage Claims

Complaints, notice of defects and damage claims of any kind (insofar as these are not excluded by the provisions described below), which relate to the fulfilment of the contract, must be immediately, however at the latest within 14 days (as long as not otherwise stipulated in the Special Conditions) after discovery (as long as not otherwise stipulated in the Special Conditions), disclosed and fully documented in writing (according to Section 25 of the Joint Contract Terms and Conditions) for the purpose of remedy. If these terms are not met, ÖWD is exempt from compensation for damages or for other fulfilment of services. In cases of untimely notification, rights cannot be asserted from such complaints. Only significant violations of contract fulfilment which jeopardise the intended purpose of the job order entitles the termination of contract without notice if ÖWD does not arrange for remedy of the written complaint within a reasonable period of time, at the longest, however, within 7 business days.

Errors and contract protections | Prices exclusive of statutory taxes and 19% contract payment | In the event of default of payment by the Exhibitor, MZS's claims shall be subject to interest at the rate resulting from Art. 456 of the Austrian Commercial Code (UGB); the Exhibitor shall also be obliged to reimburse € 120 in reminder fees per reminder" | All prices are for a trade fair lasting up to 7 days

## General Terms and Conditions ÖWD security & services

### 12. Liability

ÖWD is only liable for damages caused intentionally or by gross negligence, which are caused upon fulfilment of the contract by the company or its personnel – however, only up to the amount of: € 10,000,000 for personal injury and damage to property, in total per case of damage; € 250,000 for damages from breakins or robbery per case of damage – provided that it was reported to the security service in accordance with the regulations; € 250,000 for pure financial losses, per case of damage except for all financial losses atypical for ÖWD; € 5,000,000 for damage from environmental disturbances, per year. If ÖWD also assumes services outside the security sector in accordance with a contract, the liability is limited to 10% of the quoted maximum amounts. A liability claim exists only if the client has not defaulted on the payment of the fee due at the time of the damage. For insurance services, specific rules, as described in the Special Conditions for Insurance Services, apply.

### 13. Disclaimer of Liability

The liability claim lapses if the client does not immediately report and give proof of the damage and the resulting claims from it – at the latest, however, within 14 days (as long as not otherwise stipulated in the Special Conditions) from the time of knowledge of damage and author of damage – in writing and/or does not pursue the claim in court within three months after rejection. Upon loss of a key, the lost key is simply replaced; no further compensation for damages occurs. ÖWD does not assume liability for other damage besides the cited damage, particularly not for damage for which there is no insurance coverage guaranteed due to the general insurance conditions of the liability insurance. The option of dispute on grounds of gross disparity (*laesio enormis*) is excluded.

### 14. Proof of Insurance

ÖWD is required to take out liability insurance within the scope of the liability assumed, of which the limits correspond to Section 12. The client can request proof that the insurance has been taken out.

### 15. Contact

The client is required to promptly notify ÖWD in writing regarding any change of address or changes relating to contact persons. If the client fails to do so, notices will be deemed as received if they were sent to the last known address or contact person given.

### 16. Access Authorisation

The keys necessary for job execution and/or for technical equipment are to be provided timely and free of charge by the client in the required quantity. A late or incomplete delivery or refusing to replace access authorisations which are no longer usable do not absolve the client from payment.

### 17. Information Signs/Decals

At the start of service, ÖWD may – as long as there are no instructions to the contrary – put up the normal signs or decals. The signs and/or decals remain the property of ÖWD. After the conclusion of the job, these signs and/or decals will be removed. ÖWD is not required to restore the facility to its previous state.

### 18. Assignment

The client pledges to inform ÖWD in writing upon transfer of a contractual property to an assignee, at the latest by the handover of property. In cases of a company transfer, the assignee enters into the contract, unless ÖWD objects to this within three months after being made aware of the transfer. Upon death of the client, the assignee enters into the contract, provided that the main purpose of the contract was not for personal needs, such as in cases of guard services for the protection of the client's person. The contract is not affected by an alteration or assignment on the part of ÖWD.

### 19. Employment of ÖWD Personnel/Non-Solicitation Agreement

During the duration of the contract between the client and ÖWD and for one year thereafter, the client may not headhunt or employ personnel, neither personally nor through a third party, who are/were commissioned by ÖWD for execution of services or who were introduced to the client for this purpose. If the client violates this agreement, he is required to pay ÖWD the replacement costs in the amount of an annual gross pay of the employee concerned, at least however a sum in the amount of € 5,000.00. As basis of calculation, the average earnings of the last three months of employment are used.

### 20. Employee Protection

The contract partners agree that security-related care and occupational health care, as well as assessments of the permanent places of work for ÖWD employees in the client's business (for example, telephone service, concierge service, site security, etc.), is carried out by the client's institutions. Meeting the requirements of the Waste Management Act (*Abfallwirtschaftsgesetz*) also falls to the client. ÖWD employee representation capacities remain unaffected by this.

### 21. Data Protection

The client gives his consent that personal data, in fulfilment of this contract, will be automatically saved, processed and passed on by ÖWD within ÖWD Security & Services and, to the extent necessary, to third parties (for example, notifying executives). ÖWD agrees to take reasonable technical and organisational measures in order to protect the client's data in terms of the Data Protection Law and explicitly requires its employees to maintain confidentiality regarding data in terms of the data protection law currently in effect.

### 22. Severability Clause

If one or more provisions of this agreement or specific conditions are or become legally invalid, the other provisions will remain in effect. In such a case, the invalid, contestable or unenforceable provision is to be amended or replaced, so that the intended economic purpose of the invalid, contestable and unenforceable provision is achieved.

### 23. Consumer Protection

The Joint Contract Terms and Conditions, as well as the Special Conditions, have primarily been drafted for legal transactions between companies. For clients who are consumers in terms of the Consumer Protection Law (*Konsumenschutzgesetz*), the general and special terms and conditions apply according to the lawfulness of the Consumer Protection Law.

### 24. Place of Performance, Jurisdiction and Applicable Law:

The place of performance is the registered office of ÖWD. All disputes arising from the contract, including whether a valid contract has been brought about and whether it has an effect before conclusion and after termination, shall be resolved exclusively by the competent court of the city of Salzburg. It is at the discretion of ÖWD to choose the competent court at the place of the customer's registered office, place of business, usual residence or assets.

The contract (including the general and special terms and conditions), including the matter of whether the contract is valid and whether it has an effect before conclusion and after termination, is subject to Austrian law. The validity of the United Nations Convention on Contracts for the International Sale of Goods is explicitly waived.

### 25. Notifications and Statements

Notifications and statements of the client, which are provided for in this contract or by law, shall be effected by registered letter, telefax (fax confirmation) or e-mail. For the calculation and meeting of deadlines, the date stamp of a post office at the office or place of residence of the respective contract partner is significant.

Complaints in the cleaning services division should be additionally forwarded in writing immediately in other cases of caveat emptor to the fax number 06628151-3766 or to the e-mail address [cleaningservices@owd.at](mailto:cleaningservices@owd.at).

The client agrees to the use of his name and/or company logo for ÖWD's marketing purposes and reference information. This agreement can be retracted in writing by the client at any time.

## General Terms and Conditions ÖWD security & services

### B. SPECIAL CONDITIONS FOR THE ÖWD SECURITY DIVISION (BBSEC):

#### 1. Performance Records

Performance records and protocols (electronic reports) are subject to a charge and can be retroactively requested for a time period of 30 days.

#### 2. Adjustment of Prices

ÖWD is, in any event, entitled to adjust the fee to the extent in which a change in wages occurs in the security industry. Moreover, ÖWD is entitled to raise the fee if other general cost increases occur.

#### 3. Change in the Basis for Calculation

If a certain number of hours is ordered by the client, this forms the basis for calculation of the hourly wage for ÖWD; however, if fewer hours are used by the client during the contract period than originally requested, ÖWD reserves the right to raise the determined hourly wage on the same scale as the hours ordered differ from the hours used. This does not apply if the client is the consumer.

### C. SPECIAL CONDITIONS FOR THE ÖWD CLEANING SERVICES DIVISION (BBCLE):

#### 1. Range of Service and Assessment

The services will be carried out according to the agreement. Changes to the service description or scope of services during the length of the contract are to be agreed upon in writing with the contractual partner, without exception. Agreements with the cleaning personnel are not valid. Additional services of a qualitative or quantitative nature (for example, building alterations, trade work, atypical or disgusting messes, etc.) will be additionally charged as cost-plus services (direct labour work) at the price customary for the industry. Normal cleaning agents and equipment will be supplied by ÖWD, unless otherwise agreed upon. Only cleaning agents which are in accordance with environmental regulations will be used. Water and electricity shall be provided at the workplace by the client, free of charge. Furthermore, the client shall provide for the storage of the cleaning equipment and materials as well as a convenient, lockable changing room for the ÖWD employees. The client shall ensure that the ÖWD service personnel have free access to the rooms to be cleaned. Keys must be provided free of charge. Any possible losses should be reported in writing immediately. The client ensures that ÖWD can carry out the work without disturbances and without delays. All delays that are beyond ÖWD's control (other professionals working, various instructions from the customer, etc.) will be charged to the client separately. The monitoring of the constant quality of service is carried out by ÖWD administrators free of charge in irregular intervals on site. In order to make direct communication with the client possible, the client shall inform ÖWD of at least one person who will be an on-site contact person. The client may check the proper implementation of services by ÖWD at any time.

#### 2. Length of Contract

A contract for permanent service is generally valid for one year, unless a longer contract length has been agreed upon. If a contract is not terminated in writing at least three months before the end of the contract (according to Section 25 of the Joint Contract Terms and Conditions), it shall be extended by a period corresponding to the previous contract periods in each case. In cases of extra cleaning, the contract is only for the one time execution of the order. Immediately after job completion, the client, together with the person responsible from ÖWD, agree to carry out an acceptance of services and to immediately report in writing – as described in Section 25 – any defects, damages, etc. Damages and defects which are objected to at a later point will no longer be taken into account by ÖWD. If a final inspection does not take place, the contract is considered to be duly completed.

#### 3. Warranty and Liability

Warranty claims of the client are limited to repairs. ÖWD is liable for competent and proper service. With other losses, warranty and damage claims are to be reported in writing immediately upon completion of the task, describing the defects in detail (according to Section 25 of the Joint Contract Terms and Conditions). There is no warranty or liability claim for damages to the materials to be cleaned which were not of obvious quality before the start of service (for example, previous improper handling, carpets laid with water-soluble adhesive, damages due to insufficient strength of fabric or due to insufficient fastness of dyes and prints, shrinkage, etc.) If the client or someone authorised by the client makes a change to the materials to be cleaned during the contract period without notifying ÖWD, all liability claims are generally cancelled. Consequential damages and damage for which there is no insurance coverage awarded (according to the General Terms and Conditions of Liability Insurance) are excluded from any liability. The option of dispute on grounds of gross disparity (laesio enormis) is excluded.

#### 4. Prices

The overall cost situation in effect for personnel, material and resources at the time the offer was made is the starting basis for the creation of the prices by ÖWD. All labour costs, all legal operating fees, all collective agreement allowances, all equipment, material and transportation costs as well as insurance costs are included in the prices, except if a cost factor is reported separately. The prices apply to normal working hours on work days. For night hours and overtime, as well as for Sundays and holiday work, additional costs are charged. Lump-sum agreements, which the client can enter into with ÖWD, remain unaffected by these pricing agreements. Lumpsum agreements must be made in writing and will only be finalised after ÖWD inspects the order. Company holidays and long bank holiday weekends have already been taken into account for the monthly fee. Sunday and holiday surcharges are not included. The monthly fee is based on each agreed scope of work and is to be paid completely even when a service does not take place due to reasons for which ÖWD is not responsible; in such a case, ÖWD is not required to provide a substitute service. Upon changes to the scope of service or description of service, which is associated with additional work for ÖWD, ÖWD is entitled to additionally invoice costplus services, provided that no new lumpsum is agreed upon. ÖWD is, in any event, entitled to adjust the fee to the extent in which a change in wages occurs in the industrial cleaning industry. Moreover, ÖWD is entitled to raise the fee if other general cost increases occur.

#### 5. Winter Services

For the Winter Services Division, the following applies (supplementary to the Joint Contract Terms and Conditions as well as to the above): The contract is entered into for an indefinite number of winter periods and may be terminated in writing by each party without reason by 31.07 of each year.

The service provision is based on the statutory provisions (§ 93 of the Road Traffic Act – RTA – Straßenverkehrsordnung) as well as, where necessary, valid municipal winter service ordinances and is provided in the period from 1 November until 31 March.

In the period of service referred to, the areas included in the contract will be cleared of snow and ice and/or gritted in cases of black ice.

However, the contractor is not required to remove contaminants in terms of the § 92 RTA. The contractor is not required to eliminate the causes that lead to the formation of ice (from leaking gutters), the accumulation of snow or to contaminants. This also applies for snowdrifts and the formation of ice on roofs (this is to be removed by specialised companies) as well as for the removal of snow and/or ice after a roof avalanche. The contractor is explicitly authorised by the client to remove roof avalanches which are on the area to be cleared for a separate charge of a fee in the amount of at least € 30.00/hour (a minimum of 1 hour).

The on-site service takes place within an interval of 4 – 8 hours according to the weather situation. The client has no influence on the working method, time and execution of the cleaning. The complete clearing of snow from the pavement is not required by law. The client therefore accepts the remaining quantity of snow, which will be made safe for traffic with grit. The client is to have the relevant areas ready for snow disposal, otherwise such areas will be chosen by the contractor as appropriate. In these areas, one must anticipate restrictions on the space available due to the snow piles. This will be explicitly accepted by the client.

## General Terms and Conditions ÖWD security & services

In cases of force majeure (for example, breakdown of private transport, extreme amounts of snow, snow drifts and constant freezing rain), on schedule clearing within the above mentioned intervals cannot be guaranteed. The assigned work will be executed four hours at the latest after normalisation. Parking spaces and driveways will normally be maintained by machine. Going over the area manually (for example, between vehicles) is not a subject matter of the contract and must be agreed upon separately.

The fee for a winter period is to be paid as a prepayment promptly after billing. If fee payment in instalments has been agreed upon, the partial payments must be made within the required time limit.

If a (partial) payment is not promptly paid by the due date, the contractor has the right to terminate the winter service contract with immediate effect and to cease services.

The entitlement to payment is independent from the degree of necessary work caused by the weather and also exists in full if the services must remain undone due to circumstances of which the contractor has no control (road work, cleaning by third parties, etc.)

The client is required to clearly indicate borders around green areas and demarcations of areas not to be cleared, which are not obviously evident with snow on the ground, to the contractor or to outline these in the plans submitted. The contractor is not liable for damages to such unmarked areas, green spaces and demarcations as well as for frost damage or damages from permissibly used de-icing agents or grit. The contractor is not required to remove grit from the green spaces.

The contractor is not liable for damages of any type to the ground area which may arise from customary use of clearing equipment (with the machine or manually).

## General Terms and Conditions Lagermax Internationale Spedition GmbH

### A)

The forwarding rate for goods transported to and from the exhibition applies to all services rendered by the forwarding agent. The exhibition costs are based on the currently valid regulations, wages and fees, and refer to a five-day week. The rates are calculated net. The VAT is added separately to the bill of conveyance in accordance with the legal provisions.

### B)

The expenses for material planning and administration costs are included in the exhibition logistics and the forwarding commission.

### C)

The liability of the forwarding agent ends with the placement of the exhibition goods at the exhibitor's stand, even if the exhibitor or its representative are not yet present at the time. Delivery to the specified exhibition stands commences from the first official day of stand construction. In the case of return transportation, liability shall not commence until the goods are actually collected from the stand, even if the shipping documents have been issued previously at the office of the official forwarding agent. For goods that are not transported through our company, we assume no liability whatsoever for the loading and its inspection, the storage or the packaging of the goods.

### D)

Acceptance and storage of empties during the exhibition shall be performed on the basis of a separate agreement. Loaded pallets (FULL GOODS) must be listed separately on the order. Additional insurance for the storage of EMPTIES and FULL GOODS can only be provided on special request.

### E)

If EMPTIES/FULL GOODS are left in the exhibition halls after the official times for stand construction and dismantling, the official exhibition forwarding agent, upon request of the trade fair organiser, may remove these at the exhibitor's expense, even if no order has been received from the exhibitor.

### F)

Complaints must be sent to our office at Messezentrum Salzburg, in writing, immediately after receiving the goods; verbal complaints shall not suffice.

### G)

Transport insurance will reduce your risk and protect you against various liability limitation clauses. On request, we can offer you tailor-made insurance coverage at the going market rate.

### H)

Transport insurance RVS / SVS / LVS as well as forklift and liability insurance is generally provided for the goods value that you specify. NOTE: You must inform Lagermax in advance, in writing, if you are listed as a prohibited RVS/ SVS customer.

### I)

All forwarding services will be billed on the basis of the official exhibition rate that has been approved by the organiser. Invoices are payable immediately upon receipt without deductions.

### J)

The Austrian General Conditions for Forwarders (AÖSp) shall apply to all services. The place of jurisdiction is Salzburg.



## General Terms and Conditions Neo Clean

### 1. Scope

**1.1** The following General Terms and Conditions shall apply to all services and offers provided or submitted by Neo-Clean within the scope of the business relationship with the Client and shall become part of the contract. This shall apply both to extensions of orders and to follow-up orders, even if this is not expressly referred to.

**1.2** General terms and conditions of the client are hereby excluded, unless they are expressly accepted by Neo-Clean in writing in individual cases.

### 2. Offers

Offers and verbal information are always non-binding and subject to change unless they are expressly marked as binding. Offers shall only be submitted in writing (also fax, e-mail). All technical documents including specifications, etc. remain the intellectual property of Neo-Clean and may not be used by the customer and/or third parties otherwise.

### 3. Order confirmation

Contracts or orders of the customer addressed to Neo-Clean require a written order confirmation by Neo-Clean (also fax, e-mail) for the conclusion of a contract. If the order is preceded by a binding offer from Neo-Clean, which is accepted in full by the customer, the written confirmation of the offer by the customer shall be deemed to be acceptance of the contract.

### 4. Prices

**4.1** All prices are net prices in Euro plus statutory VAT and are based on the labor and material costs at the time the offer is made or the order is confirmed. The net prices include all labor, material and transport costs as well as, in the case of lump sum orders, the provision of all necessary equipment and machinery. In addition, all statutory benefits as well as the hardship, danger and dirt allowances stipulated in the collective agreement as well as liability and accident insurance are included.

**4.2** The price calculation shall be based on the square meter figures and specifications provided by the client to Neo-Clean. Any deviations from the information provided by the client shall be borne exclusively by the client.

**4.3** Neo-Clean shall be entitled to increase the remuneration for the services in the event of a change in the calculation and cost bases, in particular in the event of a general change in wage costs, due to changes in collective agreements or due to internal company agreements or in the event of a change in other costs related to the provision of the services, such as for materials, transport, external work, financing, etc. or fees, taxes and levies such as contaminated site contribution, site levies, etc., to the extent of these changes. In the event of a change in collectively agreed wages, social security contributions or other wage-related levies by law, ordinance or collective agreement, the agreed remuneration shall be changed in each case due to the wage intensity of the services to be rendered by Neo-Clean under the contract.

**4.4** A price increase shall only be excluded if:

- fixed prices are expressly agreed
- a delay in performance relevant for a price increase was caused by Neo-Clean intentionally or through gross negligence

**4.5** The agreed prices are based on the assumption that the work can be carried out in one go without longer interruptions. If work has to be interrupted, for example if other professionals have not yet completed their work or if the client has not coordinated several companies working on the object (cf. item 6.5.) or if the work cannot be carried out or continued as planned due to other circumstances beyond Neo-Clean's control, an amount of EUR 180.00 per day shall be deemed to have been agreed as lump-sum compensation by Neo-Clean for each interruption. This amount shall be invoiced separately by Neo-Clean.

### 5. Service modification and additional services

Neo-Clean shall be entitled to an appropriate additional fee for additional

services ordered by the customer or for services changed after the conclusion of the contract, which are not covered by the order placed. For short-term additional orders and/or order changes placed at the place of performance, the verbal order or commissioning by the client shall be binding for the client.

### 6. Service changes and additional services

**6.1** The services shall be performed professionally by the personnel of Neo-Clean or its subcontractors as agreed in the offer/order.

**6.2** In the absence of a separate order, cleaning for soiling not exceeding the usual extent shall be deemed agreed. Additional cleaning (e.g. cleaning by professionals, removal of fecal matter/breakage, removal of non-water-soluble stains with special agents, removal of debris and other materials, etc.) must be ordered separately and will be charged as a direct service depending on the effort involved.

**6.3** The Client shall be obliged to provide Neo-Clean with an extraction facility for water and electricity at the place of performance at the Client's expense. The costs of the water and electricity consumption of the machines and equipment necessary for the performance of the work shall be borne by the client. The Customer shall also be obliged to provide, free of charge, hand-washing soaps, towels, toilet paper and the joint use of toilet facilities and first-aid kits, as well as a suitable, spacious, lockable room for the changing of personnel and for the storage of materials, equipment and machinery, as required. Furthermore, the Client shall authorize the discharge of wastewater into the sewer system at the place of performance.

**6.4** The client undertakes to inform Neo-Clean of any special risks and dangers (inability to use parts of the building, danger due to electrical voltages, etc.) before, but at the latest when, the order is placed.

**6.5** If several contractors are working on the object, the client shall coordinate them. Neo-Clean shall not be liable for any disadvantages or damages resulting from delays due to inadequate coordination by the client and shall be entitled to compensation for the resulting additional expenses.

**6.6** The scope of services of the winter service (clearing and gritting of the agreed areas) shall be based on the statutory provisions of §93 Abs 1 StVO (German Road Traffic Act) if commissioned accordingly. Changes or deviations from this must be agreed in writing without exception.

### 7. Delay in performance/delivery

Neo-Clean shall not be liable in the event of delay in performance/delivery due to force majeure, such as natural events of particular intensity, war, riot, strike, terrorism, unforeseen official requirements and other circumstances that have led to a delay in performance/delivery through no fault of its own. Such circumstances as well as force majeure shall entitle Neo-Clean to suspend the delivery/service for the duration of the force majeure or the existence of such circumstance or to withdraw from the contract in whole or in part.

### 8. Contract duration/early contract termination

**8.1** A minimum contract period of one year (12 months) shall be deemed to have been agreed for contracts for which the contract period is not expressly stated or for which the period does not result from the type of service provision (permanent cleaning contracts). Notice of termination must be received by Neo-Clean in writing three months prior to the expiry of the contract, failing which the contract shall be extended by a further year.

**8.2** In the case of contracts concerning winter services, a contract period of at least one season shall be deemed to have been agreed, with the season running from November 1 to March 31 of the following year. Notice of termination must be received by Neo-Clean in writing three months prior to the expiry of the contract, failing which the contract shall be extended for the duration of a further season.

**8.3** In case of special cleaning, the contract shall be concluded for the duration of one-time performance.

## General Terms and Conditions Neo Clean

**8.4** Other contracts, which do not include permanent cleaning or special cleaning services, nor do they concern winter services, may be terminated in writing by registered letter to the last day of the month, subject to a three-month notice period.

**8.5** In the event of premature termination of the contract, the Client may only invoke non-performance or defective performance by Neo-Clean if repeated justified written complaints have not been remedied after Neo-Clean has become aware of them.

**8.6** Objections raised against an invoice shall not entitle the Client to withhold payment of the fee due or any part thereof, unless the objections are expressly acknowledged in writing by Neo-Clean to be justified.

**8.7** In the event of deterioration in the financial circumstances of the customer, Neo-Clean shall be entitled to demand advance payment from the customer.

**8.8** The customer shall only be entitled to withdraw from the contract due to non-performance or defective performance by Neo-Clean after a written request to perform in accordance with the contract and non-performance of Neo-Clean's performance obligation within a reasonable period of time.

**8.9** In the event of default in payment by the customer, Neo-Clean shall be entitled, after setting a five-day grace period, either to withdraw from the contract with immediate effect or to notify the customer that Neo-Clean will suspend the contractual services/deliveries for the duration of the default in payment. The resumption of the performance of services/deliveries shall only take place after payment of the arrears by the client.

### 9. Decrease

**9.1** Neo-Clean's services shall be deemed to have been performed in accordance with the contract in the case of recurring services, unless the customer raises justified objections in writing without delay - at the latest when the objects cleaned by Neo-Clean are put into use - otherwise excluding warranty and liability. The time, place, nature and extent of the defect must be described precisely.

**9.2** In the case of one-off services provided by Neo-Clean (e.g. final cleaning of a building), acceptance shall also take place in sections on a daily basis, if necessary, but no later than upon completion by the client. If acceptance of the work (services) does not take place promptly despite notification of completion of the same by the client, the services rendered shall be deemed to have been rendered free of defects.

### 10. Terms of payment

**10.1** Neo-Clean shall be entitled to issue (partial) invoices to the Client on a monthly basis in respect of each agreement.

**10.2** All invoices are due for payment immediately upon receipt, the current monthly invoices, however, at the latest at the end of the month, net without discount. Discounts and/or other rebates are only valid if agreed in writing.

**10.3** In the event that the customer is in default of payment of the entire amount or only a partial amount, Neo-Clean shall be entitled, without waiving the right to claim higher damages for default, to claim default interest in the amount permitted by law as well as the costs of collection of the claim against the customer.

### 11. Employment ban

During the term of the contract and for 6 months after termination of the contract, the client undertakes to refrain from using the equipment used by Neo-Clean for the provision of services. employed personnel, directly or indirectly for the provision of services such as Neo-Clean provides or has provided for the Client. In the event of a breach of this non-solicitation clause, a contractual penalty of EUR 2,500.00 per person employed in breach of the agreement shall be deemed to have been agreed. Neo-Clean shall, however, also be entitled to claim additional damages exceeding this amount.

### 12. Storage

In the event that objects, machines, etc. are stored by Neo-Clean at the client's premises or vice versa, liability shall be limited to EUR 18,000.00 per total storage.

### 13. Warranty

**13.1** Neo-Clean shall be liable for proper and professional performance. In the case of remediable defects, Neo-Clean's warranty obligation shall be limited to improvements which are not made or not made within a reasonable period of time. In this case the customer shall be entitled to a price reduction.

**13.2** Services rendered on the basis of a permanent cleaning contract shall be inspected by the Client after their completion and any defects and damages found shall be asserted in writing without undue delay, with all other warranties and exclusions of liability being excluded.

**13.3** No warranty and liability shall be assumed for defects and damages that are due to the fact that the client has not passed on important information to Neo-Clean. The same shall apply in the event that the client has not taken sufficient precautions for accessibility or accessibility for the execution of the services.

### 14. Compensation

**14.1** Neo-Clean shall be liable for its own fault and the fault of the persons it has used to fulfill its obligations only in the event of intent or gross negligence.

**14.2** In the event of liability on the part of Neo-Clean, the Client shall only be entitled to demand compensation up to the amount of the current value of the damaged goods. There shall be no further liability for financial losses, in particular for damages such as loss of earnings and income, loss of profit, savings not made, recourse obligations or loss of goodwill.

**14.3** Neo-Clean's liability for claims for damages, irrespective of the legal grounds, for property damage, personal injury, non-material damage and pure financial loss shall be limited to the amount of the sum insured under Neo-Clean's liability insurance, which shall amount to EUR 1,500,000.00 per claim, but not more than EUR 1,500,000.00 in total.

**14.4** Claims for damages arising from the loss of third-party keys or code cards that were regularly in the custody of the personnel deployed by Neo-Clean shall be limited to the costs of reproducing or refunding the keys or code card or the replacement of locking systems that may be necessary. Compensation for damages under these titles shall amount to a maximum of EUR 6,000.00.

**14.5** Claims and claims for damages exceeding the scope of items 14.3. and 14.4. are excluded, in particular also with regard to legal costs, consequential damages and other damages from positive breach of contract.

**14.6** Any claim for damages against Neo-Clean shall be excluded if the client does not inform Neo-Clean prior to the conclusion of the contract of a special, not immediately recognizable peculiarity or condition of the object to be cleaned, which must be observed in order to avoid damage during the cleaning.

**14.7** Any claims for damages shall be asserted by the customer in writing against Neo-Clean immediately after the occurrence of the damaging event, otherwise the customer shall forfeit the claim, and shall become statute-barred within one year of knowledge of the damage and the damaging party.

### 15. Retention / set-off

The client is not entitled to retain machines, equipment or cleaning material used by Neo-Clean on any grounds whatsoever or to set off counterclaims against due remuneration claims of Neo-Clean, unless the counterclaims have been acknowledged by Neo-Clean in writing or have been legally established by a court of law.



## General Terms and Conditions Neo Clean

### 16. Ineffectiveness of individual provisions

If any provision of the contract is or becomes invalid, this shall not affect the validity of the remaining provisions of the contract concluded on the basis thereof.

contracts. The invalid provision shall be replaced by a valid provision which comes closest to the invalid provision in terms of meaning and economic purpose.

### 17. Place of performance and jurisdiction

**17.1** The place of performance shall be the object in which the services of Neo-Clean are rendered.

**17.2** The exclusive place of jurisdiction for claims against Neo-Clean shall be the court having subject-matter jurisdiction for 1020 Vienna.  
Privacy policy according to Art. 13 and 14 DSGVO

**1.** we process your personal data, which fall under the following data categories: Contact data, Contract data, Billing data, Creditworthiness data, Order data, Fee data.

**1.1** Consent: You have voluntarily provided us with data about yourself and we process this data based on your consent for the following purposes: Information about our services, advertising and company posts on social media. You can revoke this consent at any time. A revocation will result in us no longer processing your data for the above-mentioned purposes from that point on.

**1.2** Contract: The data you provide is necessary for the performance of the contract or for the implementation of pre-contractual measures. These are: The preparation of offers, the processing of orders and purchase orders, processing of warranty, claims settlement, safeguarding your legal interests vis-à-vis third parties. Without this data we can not fulfill the contract with you.

**1.3** Legal obligation: We must process data that we have received from you due to a legal obligation. These are tax and fiscal regulations, labor and social security regulations, customs regulations (U34), etc., in order to comply with the legally required Evidence to be provided.

**1.4** Legitimate interest: We process data about you based on our legitimate interests or those of a third party. This consists in the initiation of business transactions, in the execution, documentation of business cases, information about products and services offered by us. For this purpose, data may also be transferred to third parties if this is necessary for the implementation of the aforementioned or other marketing measures and statistical evaluations.

**2.** We store your data for the duration of the business relationship and beyond that within the scope of the applicable statutory retention and documentation obligations.

**3.** we use processors for data processing on a case-by-case basis. We also share your data with the following recipients or categories of recipients: tax advisors, banks, subcontractors, suppliers.

**4.** since we process data in our legitimate interests, you generally have a right to object to such processing if there are grounds arising from your particular situation that speak against such processing.

**5.** since we (also) process the data for direct marketing, you may object to this processing for direct marketing purposes at any time.

**6.** In principle, you have the rights of access, rectification, deletion, restriction, data portability and objection. To do so, please contact our data controller.

**7.** If you believe that the processing of your data violates data protection law or that your data protection rights have been violated in any other way, please contact our data controller. If clarification is not possible, you can complain to the supervisory authority. In Austria, the data protection authority is responsible.