

ISPOR Europe 2022

6-9 November
Vienna, Austria and Virtual



Dear ISPOR Europe 2022 Exhibitor:

Welcome! The Exhibitor Service Manual will serve as a resource that will assist in your planning for ISPOR Europe 2022 at the Austria Center Vienna. Prior to the meeting, you will receive correspondence from ISPOR Show Management and the official vendors servicing your booth.

Here are some tips on maximizing your use of the Exhibitor Service Manual:

- Familiarize yourself with the service manual contents and the services available to you as an exhibitor. The Exhibitor Service Manual contains order forms for ordering from all the ISPOR Europe 2022 official contractors who will provide services to exhibitors.
- Check each form to ascertain the pre-show order deadline. Placing orders in advance and prior to the deadlines outlined will help save money and assure availability of the services and furnishings needed on-site. Please be sure to make note of appropriate deadlines.
- Be sure to keep copies of orders, payments, shipping documents, etc. and bring them with you to the show or share with your staff who will be the main booth contact on-site

QUESTIONS? Please feel free to [contact ISPOR Show Management](#) or any of the suppliers in this service kit if you have any questions or need assistance.

We look forward to seeing you in November!



ISPOR Rules and Regulations for Exhibiting Companies

Eligibility

Only a company or organization identified and approved by ISPOR via an online Application for Exhibit Space, submitted online, may exhibit at the ISPOR EUROPE 2022 Meeting. The Application for Exhibit Space must be properly filled out and accompanied by full payment. When the application is accepted by ISPOR, it shall become binding upon both ISPOR and the exhibitor with respect to space assigned and the use thereof and all other matters included in the contract and the Rules and Regulations for the Exhibit Companies. ISPOR will confirm display space to the exhibitor when the application is accepted and assign exhibit space according to the timelines provided.

ISPOR reserves the right to determine eligibility of any company or product to participate in the show at any time. ISPOR may refuse to accept an application for rental of exhibit space from, or terminate an already executed contract with, any company determined by ISPOR to be in competition with ISPOR or whose goods and/or services are not in its sole discretion, compatible with and complimentary to the show, ISPOR EUROPE 2022, membership, or the industry. In the event of such termination or refusal, ISPOR shall refund, in full, all payments, including deposits, received from the Exhibitor.

Cancellation/Reduction Policy

Exhibit space must be cancelled via written notice to ISPOR. The cancellation policy is noted in the Terms and Conditions. Reducing booth space (downsizing) is subject to the same cancellation policy and refund schedule as provided below:

- **Before September 7, 2022**- 50% of remaining booth fee
- **After September 7, 2022**- No refund

Note: Exhibitors that change the size of their exhibit space are not guaranteed the originally assigned location and are subject to relocation by ISPOR.

Assignment of Space

ISPOR assigns exhibit booths giving priority to event sponsors, symposia hosts, multiple booths, and then in date order of booking with payment. Requests for separation are also given consideration. Exhibitor booth assignments will not be distributed, published, or issued to exhibitors until receipt of full payment.

Occasionally, an exhibitor's location may need to be re-assigned after space has been confirmed due to unforeseen situations either before the event or onsite. Every effort is made by the ISPOR to accommodate the exhibitor. ISPOR will provide written notification of any changes.

Health & Safety

ISPOR is committed to the health and well-being of our attendees. We are closely monitoring the European Centre for Disease Control (ECDC) guidance and working with the Austria Center Vienna safety professionals to develop and execute our health and safety plan. Our health and safety plan will be updated with further details as necessary. Please visit the [ISPOR Europe 2022 Health & Safety webpage](#) for the most up-to-date health and safety information, registered conference attendees will receive important updates via email.

Exhibitor Conduct

- Exhibits must be staffed during Exhibit Hall hours
- Exhibitors may install and dismantle only during official move-in and move-out times
- Distribution of promotional or educational materials may be conducted and circulated only within the booth assigned to the exhibitor.
- Aisles may not be obstructed at any time because of excessive crowding in the exhibit booth.
- Exhibitors may not sublet, assign, or share any booths, tabletop displays, or any part of allocated exhibit space with another company or organization and all exhibit benefits are non-transferable.
- No one under 16 years of age will be allowed in the Exhibit Hall unless accompanied by an adult and will not be allowed admittance during set-up and dismantle.

Access to the Exhibit Hall

Booth space must be made in full prior to the meeting to access the exhibit hall for exhibit booth installation.

Access to the Exhibit Hall by registered Exhibitors will be granted for booth installation based on the schedule below. Exhibit setup hours are for exhibitors only. Each representative issued an exhibitors' badge must be employed by the exhibitor. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered as exhibitors.

PLEASE NOTE: Access will not be provided to attendees for entry before the opening or after the closing of the Exhibit Hall.

Installation/Move-in Schedule

Sunday, November 6	800-1900 hours (8:00AM – 7:00PM)
Monday, November 7	700-800 hours (7:00AM – 8:00AM)

Exhibit Hall Hours* Halls X1, X2, X3 *tentative

Monday, November 7	930-1830 hours (9:30AM – 6:30PM)
Tuesday, November 8	930-1830 hours (9:30AM – 6:30PM)
Wednesday, November 9	900-1245 hours (9:00AM – 12:45PM)

Dismantle/Move-out Schedule

Wednesday, November 9	1245-1900 hours (12:45PM – 7:00PM)
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ISPOR allows ample time before the event for exhibit booth installation. All Exhibitors and their independent contractors are required to adhere to the ISPOR schedule for exhibit booth installation and dismantle and to follow all ISPOR procedures. Exhibits must always be staffed during official show hours. All exhibitors are expected to make travel arrangements in accordance with this policy.

Any exhibitor found to leave prior to the end of the show will not be invited to participate in any future ISPOR Meetings.

Affiliate Meeting Rooms Access

Exhibit hall meeting rooms will be available for use from 9:45am on Monday, November 7 through 12:45pm on Wednesday, November 9, during open exhibit hall hours ONLY. No Affiliate Meeting Room access will be provided to attendees (non-exhibitors) for entry before the opening or after the closing of the Exhibit Hall.

All Affiliate meeting room attendees must have an official conference badge in order to access the exhibit floor and exhibit hall/private meeting rooms.

Failure to Occupy Space

All booths and tabletop displays must be setup and 'show' ready by 8:30AM Monday, November 7, 2022, for a walk-through inspection by ISPOR Show Management. All booths must be finalized at that time.

Exhibit Space and Décor Guidelines

ISPOR strictly follows the IAEE Exhibit Height and Space Guidelines regarding booth height and size. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Future location penalties will be assessed for exhibitors who violate the rules.

Linear or In-line Booths: Linear or in-line booths are 3m x 3m units arranged in a straight line. The back wall of any construction in a linear booth shall not exceed 2.43m (8') in height including signage. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 2.45m (8'2") is allowed only in the rear half of the booth space, with a 1.21m (4') height restriction imposed on all materials in the remaining space forward to the aisle. All space only stands will follow these guidelines.

Premium Booths: These booths are exposed to aisles on three sides and comprised of two booths. Each are 3m deep x 6m wide (10' x 20'). All guidelines for Linear Booths apply.

Island Booths: Island booths are any size booth exposed to aisles on all four sides and is 6m x 6m (20' x 20') or larger. The following applies to island booths only:

- Island booths including signage may not extend over 4.9m (16') in height
- Demonstration areas may not be on or close to the aisle line of your exhibit
- Booth space with furnishings, equipment, etc. must be large enough to accommodate all booth activities and traffic
- Hanging signs are not permitted

Carpet

The exhibit hall in the Austria Center Vienna is NOT carpeted. All booths must be carpeted and/or show management approved flooring at the expense of the exhibiting company. Carpet and/or show management approved flooring may be supplied either by the exhibitor or ordered through Standout, the official General Service Contractor. ISPOR Show Management will instruct Standout to install carpet at the exhibitors' expense in any booth without carpet installed by Sunday, November 6 at 7PM. **Please note:** Booth/stands purchased with a Shell Scheme include carpet and does not need to be ordered separately.

Furnishings

Furnishings are not included in your booth space fee. Information on renting furnishings including tables, chair, etc. will be included in the Exhibitor Service Manual.

Booth Rendering Submission Instructions

All booths/stands 18.58m (200 square feet) or larger are required to submit a digital drawing or rendering **including heights and dimensions** to [ISPOR Show Management](#) for approval by Friday, October 7, 2022. Any changes that occur after initial submission must be resubmitted to ISPOR Show Management for approval prior to the meeting. Should booth construction at the conference deviate from the actual submitted and approved floor plans, ISPOR Show Management reserves the right to ask the exhibitor to make modifications onsite at the exhibitor's expense.

Austria Center Vienna- EXHIBITION MANUAL Technical Guidelines and General Information

Exhibitors are responsible for familiarizing themselves with the guidelines presented by the ACV. A copy of the Exhibition Manual Technical Guidelines and General Information will be included in the Exhibitor Service Manual.

Fire Regulations

No combustible decoration, such as crepe paper, cardboard, or corrugated paper, may be used at any time. All packing containers, excelsior, and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, acetylene, oxygen tanks, or other flammable materials are not permitted. For more information, please reference the fire and safety codes provided by Austria Center Vienna in the Exhibitor Service Manual.

Storage of Crates and Boxes

Fire regulations prohibit storing product, literature, empty packing containers, or packing material behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product within the booth area, so long as these do not impede access to utility services, create a safety problem, or appear unsightly.

Electrical Safety

All wiring on booths or display fixtures within an exhibitor's booth must meet underwriters' rules and pass standard fire department inspection applicable under all appropriate state, county, city, and Austria Center Vienna. This applies to construction, not pre-wired equipment.

Americans with Disabilities Act (ADA)

The representatives of each exhibiting company will be responsible for making their exhibits accessible to persons with disabilities as required by the US Americans with Disabilities Act. It is understood that ISPOR will be held harmless by the exhibiting company for the failure of its representatives to comply with the requirements as stated in the US Americans with Disabilities Act. Further information regarding ADA compliance is available at www.usdoj.gov/crt/ada/infoline.htm.

Booth Activity/Giveaway Guidelines

Any activity within the exhibits, including without limitation, distribution (for free or otherwise) of any literature, product or any other item must conform to the educational and professional nature and character of the conference. Contests, lotteries, raffles, and games of chance may be conducted only with the prior approval of ISPOR. In conducting any pre-approved contest, lotteries, raffles, or games of chance, Exhibitor shall warrant that it has complied with all state and local laws and regulations for such activity. Exhibitor booth raffles are permitted; however, we request that the exhibitor notify the raffle winner of their prize at their discretion and arrange for shipping to the winner. The noise level from any demonstration or sound system should be kept to a minimum. To request permission for a giveaway or booth raffle, please contact [ISPOR Show Management](#) for approval by Friday, October 7, 2022.

Food and Beverage

Food and Beverage must be purchased and coordinated through the official catering service, MOTTO Catering. Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from the convention center.

Alcoholic beverages are permitted to be served and consumed in the exhibit booth providing this is in accordance with conference facility rules. Exhibitors with alcohol service must refrain from serving until **5:00PM**. If an alcohol violation does occur, venue security will confiscate all alcohol and the exhibitor will immediately be removed from the exhibit floor. In addition, the exhibitor will be banned from the exhibit floor for one whole year.

Exhibitor Appointed Contractor (EAC)

An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor, Standout) that provides a service (for example, display and installation/dismantling of a booth) at Exhibitor's request and needs access to Exhibitor's booth during the installation and/or dismantling period. Official EAC Forms are available in the Exhibitor Service Manual and are due by October 7, 2022.

All exhibitors utilizing an EAC, must notify their EAC's to not solicit business in the exhibit hall at any time. The exhibiting company is responsible for the actions of its EAC, and all exhibitor rules apply to this subcontractor of the exhibitor.

Exhibitor Appointed Contractors must send a copy of their General Liability Insurance Certificate to [ISPOR Show Management](#) no later than October 7, 2022, or they will not be permitted to service your exhibit.

Insurance

Exhibitor shall, at its own expense, secure and maintain through the period of the Event, inclusive of move-in and move-out days, commercial liability insurance with combined single limit of at least \$1,000,000.00 each occurrence for bodily injury and property damage. Such insurance shall name the following: ISPOR, Austria Center Vienna and their respective members, officers, agents, and employees. At least 60 days prior to the move-in date, Exhibitor shall provide ISPOR with Certificate of Insurance as evidence of coverage.

More information will be available in the Exhibitor Service Manual.

Security

Exhibitors are responsible for security of their exhibit and its contents. Security personnel contracted directly by ISPOR are intended primarily for crowd control and credentials verification. Exhibitors are encouraged to budget and make security arrangements for sensitive or valuable items. ISPOR and the Austria Center Vienna are not responsible for the security of Exhibitors' property. Protection, both security and insurance coverage, of Exhibitors' property is the sole responsibility of the Exhibitor.

Affiliate Conference Space/Other Events

All events organized immediately before/after or during the ISPOR conference must be approved by ISPOR. Approval will not be given when the timing coincides with any ISPOR event. Conference space is limited and subject to availability. All Affiliate Meetings in conjunction with the ISPOR event must be submitted to and approved by ISPOR. Affiliate meetings must NOT overlap with scientific sessions, poster presentations, or designated ISPOR programming. When scheduling affiliate meetings, please refer to the event program on our website to view the daily activity hours.

Affiliate meetings held in the venue must be scheduled during hours the venue is open to avoid additional cost to be incurred by ISPOR. All participants of an affiliate meeting MUST be registered to attend the ISPOR event and must wear their name badge to gain access to the venue and all meeting areas at the venue. If you wish to reserve additional space outside of the convention center, you are also required to fill out the request form.

Use of ISPOR Logo and Meeting Name

No company may use the ISPOR logo, which is a registered trademark, or likeness on any promotional materials (i.e., signage, direct mail piece, etc.), without the express written consent of ISPOR. Meeting graphics in multiple sizes will be made available for Exhibitor use in promotional materials announcing their participation at ISPOR EUROPE 2022. These banners should be hyperlinked to the ISPOR website www.ispor.org.

Photography and Video Recording

Any videography/photography is strictly prohibited in the exhibit hall unless ISPOR grants written permission in advance.

Attendee Data and Lead Retrieval

ISPOR respects the privacy of all its customers. ISPOR does not sell, rent, publish, or otherwise share contact information for its attendees, speakers, or exhibitors.

Lead Retrieval is available to Exhibitors through Cvent. The lead retrieval form is available in the Exhibitor Service Manual. ISPOR registration badges will contain a QR Code. By allowing an Exhibitor or Sponsor to scan their badges during the conference, Attendees are consenting to provide their contact information (Name, Title, Organization, Country, and Email only).

Amendment of Rules

ISPOR reserves the right to make changes, amendments, and additions to the terms and conditions, the Exhibitor Rules and Regulations, or other show requirements or rules at any time, and all changes, amendments, and additions so made shall be binding on the Exhibitor with the provision that all Exhibitors will be advised in writing of any such changes. Any matters not specifically covered are subject to the discretion of ISPOR.



EXHIBITOR CHECKLIST

Service	Send To	Deadline Date
ISPOR EUROPE 2022 Affiliate Meeting Room Requests	ISPOR	First come, first served. Limited availability
Hotel Information	BNetwork	See cancellation deadlines on ISPOR website
Exhibitor Certificate of Insurance (COI) Due	ISPOR	September 7, 2022
Early Bird Registration Deadline	ISPOR	September 29, 2022
Catering Deadline- Specialty Items -Specialty food items, beer tap, espresso machine	MOTTO Catering	October 6, 2022
-Exhibitor Appointed Contractor (EAC) Forms Due -Giveaway & Promotional Items Requests Due -Booth Renderings Due (200 sq ft or larger)	ISPOR	October 7, 2022
Shipping Order Deadline	DHL Trade Fairs & Events UK Limited	October 7, 2022
Lead Retrieval Advance Price Deadline	Cvent	October 9, 2022
Order deadline for <ul style="list-style-type: none"> • Rental Exhibits/Accessories • Signage • Carpet • Cleaning Services • Furniture, Tables, Chairs & Drapery • Booth Labor • Electric 	Stand out	October 14, 2022* Surcharge applies after this date
Audiovisual equipment and computers discount deadline	AV Professional	October 14, 2022
Exhibitor Registration Deadline	Survey Monkey submitted	October 21, 2022
Sponsored Ads due for Attendee Emails (if applicable)	ISPOR	October 21, 2022
Catering Order deadline	MOTTO Catering	October 21, 2022
Lead Retrieval On-Site Rates	Cvent	October 23, 2022
First-day advance freight received at warehouse	DHL Trade Fairs & Events UK Limited	October 24, 2022
Internet order deadline	H82	October 24, 2022
Last-day advance freight received at warehouse without a surcharge	DHL Trade Fairs & Events UK Limited	November 4, 2022
Exhibitor move-in begins at 0800 hours (8:00 am)	NA	November 6, 2022
Carpet/flooring must be installed by 1900 hours (7:00 pm)	Stand out	November 6, 2022
Exhibits must be fully installed by 0830 hours (8:30 am)	NA	November 7, 2022
Exhibits Open 0930 hours (9:30 am)	NA	November 7, 2022
-Exhibits Close at 0045 hours (12:45 pm) -Exhibitor material must be removed from facility by 1900 hours (7:00 pm)	NA	November 9, 2022



ISPOR EUROPE 2022 EXHIBITOR QUICK FACTS

The ISPOR Europe 2022 Conference will be held 6-9 November 2022 at the Austria Center in Vienna. The exhibit hall opens Monday, 7 November and closes Wednesday, 9 November. All exhibits are located on Level -2.

Austria Center Vienna

Bruno-Kreisky-Platz 1
1220 Wien
Vienna, Austria

EXHIBIT HALL SCHEDULE

Installation/Move-in Schedule

Sunday, November 6	800-1900 hours (8:00AM – 7:00PM)
Monday, November 7	700-800 hours (7:00AM – 8:00AM)

Exhibit Hall Hours Halls X1, X2, X3 *tentative*

Monday, November 7	930-1830 hours (9:30AM – 6:30PM)
Tuesday, November 8	930-1830 hours (9:30AM – 6:30PM)
Wednesday, November 9	900-1245 hours (9:00AM – 12:45PM)

Dismantle/Move-out Schedule

Wednesday, November 9	1245-1900 hours (12:45PM – 7:00PM)
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Please allow up to one hour for empty containers to be returned at the close of the show. All exhibitor materials must be removed from the exhibit facility by the Exhibitor Move-Out deadline.

Note: If you arrange your own transport, then you MUST book unloading slots with DHL for any vehicles arriving at the venue. This is mandatory whether or not you use their handling services. Please note that slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading. Please see DHL Shipping Guidelines in the exhibitor service manual for more information.

SERVICE INFORMATION

STAND EQUIPMENT

Shell Scheme

Each 3m x 3m stand includes a basic shell scheme with partition walls toward neighboring stands, fascia boards facing the gangways, company identification sign, and carpet (blue, green, red or dark grey). If your booth requires electric, lighting or daily cleaning, you can order through the exhibitor service manual.



The following package is included in all shell scheme exhibits purchased (inlines)

- Shell Scheme with white panels
- Fascia board with company name
- Carpet (Blue, Green, Red or Dark Grey)
- Initial cleaning prior to show open

Additional services for purchase

- Freight Services
- Custom Stands with graphics
- Electrical connection/spotlights
- Internet
- Daily stand cleaning
- Custom furniture

Space Only

Space only stands, including islands and premium booths/stands will NOT receive a shell scheme or included items. **Exhibitors with space only stands are responsible for providing carpeting and/or show management approved flooring for their own space.** If a shell scheme is desired for your space, please contact exhibit@ispor.org.

SERVICE CONTRACTOR CONTACTS/INFORMATION

EXHIBITOR SERVICES

ISPOR is working with the following official vendors:

Standout	general contractor/exhibitor services	wien@standout.eu
MOTTO Catering	Catering	Thomas Huszar
DHL	Shipping/logistics	Simon Latchford
AV Professional	Audio Visual	rental@avpro.at
H82	Internet	office@h82.eu
Cvent	Lead Retrieval	leadcapture@cvent.com
Rain Protection	Exhibitor Liability Insurance	Sales@rainprotection.net

EXHIBITOR SERVICE MANUAL

ISPOR Show Management will provide a complete PDF of order forms from official ISPOR Europe 2022 vendors to place orders for furnishings, graphics, AV, electrical, etc. if desired. Please print out the appropriate order form and send to the vendor contact listed above.

CATERING

MOTTO Catering is the exclusive catering partner of the Austria Center Vienna. Catering orders must be submitted through the [MOTTO Catering webshop](#). For questions please contact: [Thomas Huszar](mailto:Thomas.Huszar@motto.com)

Note: Catering orders containing alcoholic beverages for the evening receptions will need to be placed directly with MOTTO Catering. Please email Thomas Huszar at the address above.

SHIPPING

DHL is the official logistics contractor for ISPOR Europe 2022. **All necessary shipping forms and contact details will be included in the exhibitor service manual.** Be sure your carrier knows the company name and stand number when making arrangements for shipping at the close of the show. ***Please do not send any information to DHL until stand assignments are completed.***

The exhibitor is responsible for the transportation of exhibits and any stand construction materials to and from the premises at their own expense and risk. Deliveries must arrive shortly before scheduled unloading and must depart promptly after loading. If exhibition material is delivered by the exhibitor's own freight forwarding partner, the freight forwarder must contact IML upon arrival at Austria Center Vienna, as in-house delivery is only handled by IML.

HEIGHT RESTRICTIONS, RIGGING AND HANGING SIGNS

- Height limits for Inline, Linear and Premium booths is 2.45m (8'2")
- Height limits for Island spaces is 4.9m (16')
- ISPOR **does not permit** rigging or hanging signs

AFFILIATE MEETING ROOM REQUESTS

Meeting space in the Austria Center is extremely limited and reserved exclusively for ISPOR exhibitors and sponsors. [Please visit our affiliate meeting room link to fill out a meeting request form.](#)

ATTENDEE INFORMATION

Per GDPR policy, ***ISPOR will not provide exhibitors and sponsors with personal attendee data, including name and email.*** ISPOR does not sell, rent publish or otherwise share any of its attendee contact information. **Any emails or other outreach you receive from anyone claiming to represent ISPOR and offering to sell you a conference attendee list should be considered fraudulent.**

INSURANCE

Exhibitor shall, at its own expense, secure and maintain through the period of the Event, inclusive of move-in and move-out days, commercial liability insurance with combined single limit of at least \$1,000,000.00 each occurrence for bodily injury and property damage. Such insurance shall name the following: ISPOR, Austria Center Vienna and their respective members, officers, agents, and employees. Exhibitor shall provide ISPOR with Certificate of Insurance as evidence of coverage by September 7, 2022.

ISPOR is working with Rainprotection so that exhibitors can easily acquire this required coverage if not already in place. Order form is available in the exhibitor service manual.

EXHIBITOR ASSISTANCE

We look forward to a successful conference with your involvement! If we may be of assistance, please contact [ISPOR Show Management](#)



SHIPPING GUIDELINES



ISPOR Europe 2022 | Austria Center Vienna | 6 – 9 November 2022

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor for the 2022 ISPOR Europe Conference held at the Austria Centre in Vienna and as such is the only company providing handling, storage and customs clearance for this event.

Below you will find information on the services we offer and guidance as how to dispatch shipments to the event.

There will be a strict **Delivery schedule** in place to ensure that all goods will be lifted to stand within a set time frame and same again for break down.

All trucks must first report to AC West (see Map) IML Office where you will be registered by our company and where you will be giving a pass and unloading door where we will arrange unloading of your vehicle and the same process will apply for all reloading during dismantling period.

1. ESSENTIAL DATES

BUILD-UP	05 – 06 November 2022
OPENING HOURS	07 – 09 November 2022
DISMANTLING	09 November 2022

2. PRE-ADVISE / ORDER FORM

DEADLINE ORDER FORM	07 October 2022
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ALL PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:

DHL Trade Fairs & Events (UK) Limited
Unit 17 & 9, Second Exhibition Avenue
Birmingham B40 1PJ
United Kingdom

ATTN: Simon Latchford

E-Mail : simon@dhl-exh.com

www.dhl-exh.com

If you dispatch your shipment without preadvise to us you may occur delays and additional expenses.



SHIPPING GUIDELINES



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3. TRANSPORT-INSTRUCTIONS

AIRFREIGHT

CONSIGNEE AIRWAYBILL (AWB)

IML Messe Logistik GmbH
Bruno Kreisky Platz 1
A – 1220 Vienna
Tel: +43 1 9974133

Notify:

Exhibitor Name / Hall & Stand Number
ISPOR Europe 2022
Bruno Kreisky Platz 1
A – 1220 Vienna

AIRPORT OF DESTINATION	Vienna
DEADLINE	28 October 2022

ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”

ROAD FREIGHT

We can offer road freight solutions to and from venue offering you safest and most economic routing of your exhibits knowing that all management and control is in one hand. If you send us size and weight of your shipment on our order form, then we will send you a detailed charges specification so that you can budget your costs and then can make an informed decision.

If you arrange your own transport, then you **MUST** book unloading slots with our company for any vehicles arriving at the venue. This is mandatory whether you use our handling services. Please note that slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading.

We strongly recommend doing this as early as possible. Due to very limited space outside the hall, we can only allow a certain number of vehicles entering at the same time. All Vehicles need to report to the following address on arrival to receive access pass.

IML Messe Logistik GmbH
Bruno Kreisky Platz 1
A-1220 Vienna
c/o ISPOR 2022 (Stand name / Number)

DEADLINE ORDER FORM	7 October 2022
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SHIPPING GUIDELINES



ISPOR Europe 2022 | Austria Center Vienna | 6 – 9 November 2022

Courier Shipments

Any attempted deliveries to the Austria Center prior to the official build up dates will be re-routed to our onsite warehouse for acceptance and charged to exhibitor as per rates set out in the official logistics Tariff.

Please also note that couriers are not allowed to deliver direct to your stand during the Build-up period. Therefore, any courier shipments must be delivered to IML warehouse, or you must hand carry goods to the venue yourself.

Advanced Warehouse

If you prefer to Deliver your material prior to the official set up days, you can dispatch your shipment to our local Holding warehouse for us to receive cargo and transfer to venue & deliver to your stand at day and time of your requirement. Please view the official tariff for charges for this service. The delivery address is:

IML Messe Logistik Gmbh
Bruno Kreisky Platz 1
A-1220 Vienna
c/o ISPOR 2022 (Stand name / Number)

Contact: Wolfgang Unzeitig Tel +43 (0)1 9974133

For use of this service, please email details of your goods or completed order form and we arrange a full quotation.

Last date for receiving at Warehouse address is **Friday 4th November 2022**

3.4 CUSTOMS CLEARANCE

We can arrange customs clearance on permanent import into Austria. We strongly recommend use of Carnet ATA for any temporary import from outside the EU. Temporary import against invoice is possible but we would need documents sending to us by email prior to shipping to check.

4. Payment Terms And Rates

Unless freight is routed via one of our appointed agents, we will require payment of all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement needs to be made by either bank-transfer, MasterCard, VISA or Amex on receipt of our invoice accompanied by a secure payment link.

For all onsite handling rates please see our Official Logistics Tariff available in the Exhibitor Manual.



SHIPPING GUIDELINES



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5. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading. These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder. The forwarders custody liability ends with the delivery of the consignment to the exhibitor's stand even if the exhibitor or his representative is not present.

YOUR LOGISTICS PARTNERS FOR ISPOR EUROPE 2022

**DHL Trade Fairs & Events (UK) Limited
Unit 17 & 9 Second Exhibition Avenue
NEC Birmingham B40 1 PJ
United Kingdom**

Contact : Simon Latchford E-Mail : Simon@dhl-exh.com

We wish your company every success at ISPOR 2022 .



www.dhl-exh.com



ISPOR Europe 2022 | Austria Center Vienna | 6 – 9 November 2022

Pos.	Customs Clearance Formalities	€ EUROS					
1	Carnet ATA Clearance Import or Export Clearance	245.00					
2	Permanent Customs Clearance (includes 1 Tariff no)	285.00					
3	Additional Tariff no Charge per number	20.00					
4	Use Of Customs Brokers EORI Number (Brochures & Consumables Only) Vat and Duties will be charged as per outlay to customs plus 15 % outlay Fee	150.00					
5	T-Documents (Includes Issuing / Registration / Termination) Per Document	125.00					
Pos.	Lifting - Direct Handling at venue ex truck on to Stand or ex Stand onto truck	€ EUROS					
6	Lifting for Unloading or Reloading per 100 kgs Basis - 1 cbm = 333 kilos Minimum Full Trailer rate	25.00 345.00 1350.00					
Pos.	Storage	€ EUROS					
7	Collection/storage/and re-delivery of empty cases Per cbm	125.00					
8	Full goods storage Per cbm Minimum 2 cbm will apply	135.00					
Pos.	Labour (English speaking)	€ EUROS					
9	Labour Minimum 4 hours per man/per hour	75.00					
Pos.	Handling via warehouse or airport to or from venue inclusive lifting to stand	€ EUROS					
10	Handling via warehouse to stand Minimum Per 100 kgs (1 cbm = 333 kgs)	295.00 50.00					
11	Handling from collected airport to warehouse (excluding airline handling or AWB fee) Per kg (1 cbm = 333 kgs) For delivery ex warehouse to stand please calculate based on Pos 8 Handling via warehouse to stand	Min 250 kgs 2.95					
12	Courier - Via warehouse Receiving, storage and stand delivery all inclusive Charges apply for shipments up to 20 kgs - Above 20 kgs standard tariff will apply	150.00					
13	Timed Deliveries from Storage area within venue to stand / meeting rooms	175.00					
Pos.	Other Costs	€ EUROS					
14	Order Processing Service Charge Per Invoice	75.00					
Pos.	Surcharges - Add to Items:	6	9	10	11	12	13
	Monday - Friday (between 5pm - 8am) / Saturdays	50 %	50 %	50 %	50 %	50 %	50 %
	Sundays / Public Holidays	100%	100%	100%	100%	100%	100%
Important Notes							
<p>Charges are subject to local rate of VAT. Please supply your Vat Number on our order form.</p> <p>Any other services not covered by this tariff will be charged according to our expenses or by agreement.</p> <p>All services must be either prepaid or paid at venue. We accept VISA/MasterCard/ Amex for orders received on site at venue.</p> <p>All Business is transacted on BIFA Trading Conditions that exclude or limit the liability in certain Circumstances.</p> <p>A copy is available on request or can be downloaded via our web site.</p>							

Please indicate the services below which you require from the official freight & lifting contractor

- | | |
|---|----------------------|
| 1) Unloading from vehicle direct to stand | <input type="text"/> |
| 2) Reloading to vehicle direct from stand | <input type="text"/> |
| 3) Receiving & Delivery to / From Stand Via advanced Warehouse | <input type="text"/> |
| 4) Empty case Storage during event | <input type="text"/> |
| 5) Storage of full goods / products with supply and access during show | <input type="text"/> |
| 6) Labour for help on stand (i.e help in unpacking / repacking) Unskilled | <input type="text"/> |
| 7) Customs Clearance formalities for Export & Import | <input type="text"/> |
| 8) Symposium deliveries / storage / preparation / timed delivery within venue | <input type="text"/> |

If you require Transport from your premises to / from the Event, please Email us with the size / weight of your shipment and full collection address and we will quote based on your requests

Description of Exhibits / Cases - Please indicate the Length - Width - Height and Weight of each item:

Stand Details

Exhibitors Name: _____ Hall: _____ Stand Number: _____
Date Required on stand: _____ Time Required on Stand: _____
Stand Contact Name: _____ Stand Contact Number: _____

Invoicing Details

Invoicing Address: _____
City: _____ Postcode: _____
Email: _____ VAT Number: _____

Payment Terms

upon receipt of your order form you will receive a charges specification confirming all services and costs and upon your acceptance we will raise our invoice for payment either by bank transfer or secure credit card payment link. Please return completed order form to the following:

Contact: Simon Latchford Tel: 0044 796 662 3777 Email: simon@dhl-exh.com

Deadline for Return of Order Form:

7 October 2022

All our business is transacted under B.I.F.A conditions that may exclude or limit our liability in certain circumstances.

EXHIBITION MANUAL

Technical Guidelines and General Information



Version: February 2021



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The following technical guidelines shall apply as soon as the Contractual Partner has hired rooms and facilities for exhibition purposes. An exhibitor in the meaning of these technical guidelines shall mean every exhibitor who is active on the premises of Austria Center Vienna by reason of the event described in the Agreement Concerning the Event.

Where the exhibitor is not the Contractual Partner, the Contractual Partner is obliged to require each exhibitor and all involved subcontractors to comply with these technical guidelines. In case of any violation of these guidelines or resulting damages etc. the Contractual Partner will be held accountable.

1. DELIVERIES, IN-HOUSE TRANSPORTATION AND SHIPPING INSTRUCTIONS

1.1 TRANSPORT OF STAND CONSTRUCTION MATERIALS AND EXHIBITS TO AND FROM THE PREMISES

The exhibitor is responsible for the transportation of exhibits and any stand construction materials to and from the premises at their own expense and risk. Deliveries must arrive shortly before scheduled unloading and must depart promptly after loading. If exhibition material is delivered by the exhibitor's own freight forwarding partner, the freight forwarder must contact IML upon arrival at Austria Center Vienna, as in-house delivery is only handled by IML.

If the exhibitor is working with IML, companies delivering materials will be directly advised by them. If delivery is arranged by the exhibitor or by the exhibitor's exhibition stand builder themselves, the official set-up time for the event must be observed. The following access route should be used:

After entering the "Leonard-Bernstein-Strasse" continue to the end of the tunnel and turn right at the sign for "Saturn Tower" in front of a height barrier of 2,20m. You will then come to a goods vehicle parking area and the sign for the IML office (Tor 1/Gate 1). Delivery must be done via the IML delivery entrance (Tor 1/Gate 1) and must be announced in advance. In exceptional cases, delivery is also possible via the delivery entrance (Tor 4/Gate 4) on the other side of the building (height limit of 3,90m). Please request access for delivery with the according project manager of Austria Center Vienna through the congress organizer and respect the clearway around this entrance. Please be aware that loading/unloading at Gate 4 can only be handled by the exhibitor. Neither transport goods like pallet jacks nor staff can be provided.

Night-time noise regulations: About the use of Exhibition Halls X1, X2, X3, X4 and X5 attention is expressly drawn to the need for the Contractual Partner to comply strictly with the night-time noise regulations. Noise restrictions generally apply between 10pm and 6am.

Information on lorry driving bans can be found at: <https://www.asfinag.at/traffic/hgv-bus/lorry-driving-bans/>

For deliveries to Hall X5 vehicles may only use the access ramp to Bruno-Kreisky-Platz one at a time and with a gross vehicle weight of 38 tons. Austrian traffic regulations must be observed. It is forbidden to leave engines running. Exhibitors shall not be entitled to

compensation for any waiting times. Goods vehicles may only be parked on Austria Center Vienna's premises in exceptional cases, and with the written permission of Austria Center Vienna. Instructions given by Austria Center Vienna must be followed at all times.

Freight elevators are located at Gate 1, Gate 4 and downstairs below Hall X3 to deliver the goods to the correct level. IML should be contacted if forklift rental is required and for any other in-house transportation services, as well as for storage of empty crates.

1.2 USE OF FREIGHT ELEVATORS

The Austria Center Vienna has 6 freight elevators available. Four of them are located inside the building, two are in the exhibition halls leading from level -3 to Halls X3 and X4.

Exhibition materials may be brought into the freight elevators, each with a maximum payload of 3 tons. Two freight elevators allow delivery of materials directly to Halls X3 and X4 from the truck and vehicle parking area. Materials are brought into Halls X1, X2 and X3 also at street level. Freight elevators may not be used to transport people. Instructions given by Austria Center Vienna staff must be followed at all times. Austria Center Vienna accepts no liability in the event of any contravention of these regulations. All freight elevators inside the Austria Center Vienna and in the exhibition halls can only be operated from outside, with a key. The keys are available at Gate 4 and will be handed out after signing a form. All keys must be returned immediately after finishing all deliveries as there is only a limited amount available. Freight needs to be stored and secured within the yellow lines in the elevator. The elevator must be called from the level to which the freight needs to be delivered. All freight elevators have the following dimensions: 6.20m (length) x 3.20m (width) x 3.10m (height).

1.3 USE OF PASSENGER LIFTS AND ESCALATORS

Passenger lifts and escalators may not be used to transport heavy freight, goods or equipment.

1.4 STORAGE OF EMPTIES

Empties must be stored directly with IML, an external partner of Austria Center Vienna. The Austria Center Vienna does not provide any additional storage facilities.

1.5 VEHICLES AND FORKLIFTS

Vehicles and forklifts are not allowed inside exhibition areas. Only forklift trucks operated by IML are permitted within the loading bay. Only pallet jacks and trolleys are permitted in the exhibition areas. Halls X1, X2 and X3 are accessible at street level. Considering the limited number of delivery entrances, please respect the clearways and waiting times. All

exhibitors, including those that prefer to carry out unloading themselves, must apply for loading and unloading slots. Please contact IML directly for your loading and unloading slots. Exhibitors must respect and consider delays or waiting times if no slots are agreed with IML.

1.6 PARKING

Trucks and vehicles higher than 2m: parking spaces are available at the Parking lot West (located next to Gate 1) on a first come, first serve basis until further notice. Please also note that parking spaces cannot be reserved and therefore can be occupied. Also, trucks must always be placed in the most space saving manner and contact details of the drivers (Name, Phone number) must always be placed in the front shield.

All other vehicles and cars lower than 2m must use the Austria Center Vienna's parking garages.

Information regarding access and fees can be found online:

<https://www.acv.at/en/exhibit/arriving/>

(For detailed information and prices scroll down to our download area on our Website)

2. EXHIBITION AREA TECHNICAL SERVICES

2.1 GENERAL INFORMATION

Load-bearing capacity of the floor is 500kg/m² in all areas (incl. the forecourt). In exceptional cases that require the approval of the Austria Center Vienna and the engagement of a structural engineer, the costs of this must be borne by the exhibitor or the organizer.

In Halls X1, X2 and X3, power supplies and other utilities are supplied to stands via the ceiling, from the hall walls or along the pillars. In halls X4 and X5 it is a mix between ceiling and floor resp. along the four big pillars in X5, depending on the position.

Water connections are only available at a selected number of locations. The requested position must be announced well in advance and must be approved by the Austria Center Vienna.

The construction of double-story stands is permitted in Halls X3, X4 and X5, but subject to permission. Detailed stand drawings and structural reports are required. Roofs may be built on single-story stands provided that the roofing complies with the fire regulations.

For rigging the organizers as well as the exhibitors are obliged and required to use the venue's ceiling grid for the preparation of the rigging points which must be announced as early as possible. The Austria Center Vienna reserves the right to deny rigging requests in case the instructions and rules are not followed (please see separate rigging point information kit following this document). All exhibition halls have pillars – for exact positions and measurements please see the official floor plans. The exhibition halls have areas with limited daylight and areas with no daylight.

The floor in exhibition halls X1, X2, X3 and X4 is covered with asphalt and a grey sealing on top. The floor in hall X5 is mainly made of wooden boards. It is recommended that exhibition spaces are carpeted – especially in Hall X5. Tape used to fix carpet must be fully removable. If tape is used that is not fully removable or leaves traces, additional cleaning costs will be incurred.

Please find here a recommendation for a suitable tape:

3M™ Double Coated Tape 9195 (Producer: 3M Company) or **ORABOND® 1362** (Producer: ORAFOL Europe GmbH)

Oil, grease, paint and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it which is not completely removable. All additional costs for any kind of contaminations will be charged upon actual expenditure.

2.2 GENERAL INFORMATION ON STAND CONSTRUCTION

2.2.1 Build-up of stands – General

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

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

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

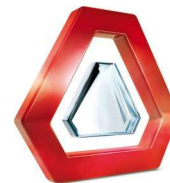
Austria Center Vienna accepts no liability for the safety of the design or construction of exhibition stands or the equipment contained therein. Any requirements for alterations to the structure, furnishings and equipment of the stand and any special operating requirements imposed in the interests of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

2.2.1 Maximum construction heights

IN THE EXHIBITION AREA INSIDE THE BUILDING:

Entrance Hall I/II/III:	2,80m/2,60m	Higher/lower area
Entrance Hall IV:	5,00m	
Halls E/F:	5,00m/2,50m	Higher/lower area
Halls D/G/K:	4,00m/2,50m	Higher/lower area
Foyers A/B/C:	2,80m	
Foyers D/G/K:	4,00m/2,00m	Higher/lower area
Corridors Level 1:	2,00m	
Corridor Foyer D/Hall X2:	2,50m	
Foyers E/F:	2,80m	
Corridor Level 2:	2,30m	
Gallery:	2,50m	
Foyers M/N:	2,80m	
Halls L 1-8:	2,80m	

***Please see ISPOR Europe 2022 Rules and Regulations for height restrictions. The information below is for reference only.**



AUSTRIA
CENTER
VIENNA

IN THE EXHIBITION HALLS:

Hall X1:	3,50m	
Hall X1:	2,50m	At smoke barrier
Hall X2:	3,50m	
Hall X2:	4,00m	front section towards Foyer D
Hall X3:	5,50m	
Hall X4:	6,50m	
Hall X5:	7,00m	

2.2.2 Stand assembly guidelines

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

2.2.3 Utilities

Special requirements for electrical, telecommunications and water connections can only be met where permitted by the official regulations and the technical services in the exhibition halls. Such services shall be provided at the exhibitor's expense. Requests must be made in writing. The installation of all such connections requires Austria Center Vienna's permission, and may only be undertaken by skilled personnel employed by Austria Center Vienna, or by approved Austria Center Vienna specialist subcontractors on behalf of and for the account of the exhibitor. No changes to such connections by the exhibitor are permitted. The exhibitor must comply with the rules and regulations of the Austria Center Vienna and the telecommunications, electricity and water companies. Austrian safety regulations must be complied with. Infringements of regulations will result in the immediate disconnection and removal of the connection, and the exhibitor shall not be entitled to claim damages. A three-phase power supply with approx. 3 x 400/230V and alternating current with 230V and 50Hz frequency with TN earthing are available. There are residual current circuit breakers in the exhibition halls. Austria Center Vienna shall not be liable for any loss or damage resulting from technical defects. In the event of non-compliance with these regulations and instructions Austria Center Vienna may, after expiry of due notice given for remedy of the breach, make any improvements or modifications it deems necessary, at the exhibitor's expense.

2.2.4 Approval of construction

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

2.2.5 Suspension points/rigging - general

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

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

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

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

Electrical installation work can be ordered from our external partners or from a licensed electrical firm of the exhibitor's choice, which must submit a report on the electrical wiring installed („Elektrobefund VD 390“) to the Austria Center Vienna staff on the last assembly day at the latest (see House Rules & Regulations), including details of all connections installed.

2.2.7 Assumption of liability

Self-constructed booths / different or separate stand builders:

All external stand builders have the possibility to order a distribution board via the ACV. In that case the distribution board will be provided and tested/measured from the ACV electricians.

All test and inspection records for the electrical installations on the booth must be valid and shown on the ACV's request.

If the stand builders do not order a distribution board via the ACV they are obliged to complete and return the attached document to the electrician on duty (the latest before the stand construction is completed / before the exhibition officially opens). Their test and inspection records must be shown on the ACV's request as well.

If none of the above is applicable (attached document not completed and returned / no test and inspection records onsite etc.) the ACV executes an obligatory onsite check for the electrical installations which will be charged upon actual expense (but at least one hour of electrical staff costs per exhibitor check).

If not returned electronically in advance, the attached document will be collected onsite. In any case the ACV electricians will do regular visual checks during the complete set-up period.

Standard Shell Scheme Stands through the Stand building partners of the Austria Center Vienna:

In case of hiring one of our stand building partners (StandOut or Syma) the ACV will handle and deal directly with the responsible project manager of the chosen stand building partner for the event and/or their electrical supplier. In that case the ACV will collect all forms from the stand building partner. The stand building partner is obliged to hand the form(s) to the ACV the latest before the opening of the exhibition.

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

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

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

2.2.8 Water

Water pipe installations to and from the service pipes may only be carried out by employees of the Austria Center Vienna. Water connections cannot be installed in areas with parquet flooring. In the entrance hall, the total number of water connections is limited to four, and these may only be along the walls of Halls E and F (two connections on each side). Water connections in the gallery are also limited to four connections along the walls. For both locations – Entrance hall and Gallery the positions for the water connections must be agreed with the Austria Center Vienna well in advance. The flat rate includes the costs of providing a connection, water supply costs and drainage connection charges for one device/tap at the stand. Connection of a sanitary fitting (e.g. sink) provided by the customer is possible upon request, by arrangement and on additional costs per device

connected. Repairs to equipment provided by the exhibitor will be charged additionally. Please be advised that such repair work cannot be performed on the last move-in day. The exhibitor is responsible to bring all the equipment, necessary siphons, fittings and materials for their devices etc. The Austria Center Vienna cannot guarantee for availability of different materials onsite. A flat rate per connection will be invoiced (for supply and drainage) for the duration of the event.

The fresh water is a ½" pipe/hose with a ball valve with a 3/8" external/outside thread and a 10mm copper pipe. The waste water is a 40mm / 1" plastic pipe/hose. We have our own pumps which we install/connect with the pipes. We cannot guarantee a certain pressure for each stand – the whole system pressure is 4-6bar. Depending on the number of stands we can evaluate a possible pressure, but not guaranteed as well. We cannot guarantee a single/dedicated line since we have an overall common supply system for the exhibition halls.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

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

PLEASE OBSERVE THE FOLLOWING IMPORTANT INSTRUCTIONS:

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

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

Inside Hall X5 it is highly recommended to use a raised floor of min. 40mm in order to reach the requested position for the water connection.

2.2.9 Compressed air

Compressed air connections (only possible in Halls X2, X3 and X4) cannot be guaranteed and therefore they are only provided upon request. The organizer or the exhibitor must provide detailed specifications and information for the devices which require compressed air as well as the stand sketch with exact position of the required connection.

2.3 DISMANTLING AND REMOVAL

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

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

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

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

2.4 CLEANING AND WASTE DISPOSAL

Cleaning of the aisles will be arranged by the venue once a day. Individual cleaning services for the stands are done by the Austria Center Vienna as well, but must be ordered separately.

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

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

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

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

2.5 DAMAGE AND INSURANCE

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



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

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

3.1 SCOPE

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

The term "decorations" applies to:

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

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

3.2 GENERAL PRINCIPLES

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

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

3.3 NOTE:

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

Based on this, the following standards currently apply:

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

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

Source: BRANDverhütung, March 2017 issue

1) Including floor, wall and ceiling coverings

2) Not applicable to floor coverings

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

3.4 REQUIREMENTS FOR DECORATIONS

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

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

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

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

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

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

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

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

ESCAPE ROUTES MUST BE FREE OF DECORATIONS OF ANY KIND.

3.5 SAFETY CERTIFICATE OR REPORT

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

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

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

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

3.5.1 Responsibility

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

3.6 MOTOR VEHICLES IN THE EXHIBITION AREA

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

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

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

3.7 SMOKING BAN

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

3.8 FLAMMABLE PRODUCTS

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

3.9 OPEN FIRE / PYROTECHNICS

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

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

3.10 HOT WORK / HEATING/COOKING

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

3.11 EMERGENCY EXITS

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

3.12 GOODS NOT ALLOWED

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

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

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

3.13 COMBUSTION ENGINES

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

3.14 STORAGE OF FLAMMABLE GOODS

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

4. RESPONSIBILITY

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



5. RIGGING POINTS – INFORMATION KIT FOR HALLS X1-X5

Rigging/suspension points are available in all five exhibition halls.

There are four different types of ceiling constructions and therefore also varying building heights and different kinds of rigging points in the halls.

Hall X1:

- Max. building height is 3,50m – below/around the smokescreen – 2,50m
- Eyelets mounted to the ceiling

Hall X2:

- Max. building height X2 (front section) is 4m – eyelets mounted on the ceiling
- Max. building height X2 (main area) is 3,50m
- Suspended grid of power and lighting rails – eyelets or shackles

Hall X3:

- Max. building height is 5,50m
- Suspended grid of power and lighting rails – eyelets or shackles

Hall X4 (excluding the Entrance foyer):

- Max. building height is 6,50m
- Ceiling construction completely consisting of different steel beams; therefore, the rigging points are mostly prepared with steel flex and shackles

Hall X5:

- Max. building height is 7m
- All standard rigging points are prepared with steel ropes and an O-ring. Depending on the requirements and feasibility aggravated rigging points will for example be prepared with a supporting truss.

Weight restrictions – max. allowed weight (WLL) per rigging point:

- **Hall X1:** max. 100 kg per eyelet
- **Hall X2:** max. 100 kg per eyelet (front section only)
- **Halls X2, X3:** max. 60kg per point and running meter
- **Hall X4:** max. 100 kg per point
- **Hall X5:** there are different weight limits (1000kg / 500kg / 250kg) – please check individually for the different points according to the layout provided

All above-mentioned weight limits are calculated for unloaded points without any supporting or pre-construction. As soon as there is a supporting or pre-construction needed the above-mentioned weight cannot be guaranteed anymore. All points must be re-calculated – in case of Hall X5 by the responsible rigging person of the ACV. For more complex structures with a high weight load it needs to be forwarded to a structural engineer and the costs will be forwarded to the organizer.

Important: Please be aware of the different transfer heights:

- **Hall X1:** Eyelets at 5m.
- **Hall X2:** Eyelets in the front part at 5m / Rails with pipes at 3,70m.
- **Hall X3:** Rails with pipes at 5,70m / next to both freight elevators at 4,90m.
- **Hall X4:** Steel flex with shackles between 6,0 and 7,0m.
- **Hall X5:** Steel flex with O-ring between 7,50m and 9,50m

That transfer height depends on the position of the stand inside the hall, the requirements and feasibility of rigging points (for example aircon installations in X5 at a height of about 8m etc.).

If the organizer specifies different building heights which changes the given transfer heights of the Austria Center Vienna, the Austria Center Vienna will not compensate that difference. All material work and staff needed to equalize those heights must be done and organized by the exhibitor.

5.1 PROCEDURE AND INFORMATION – VERY IMPORTANT:

Please send a complete (ideally also 3D) plan showing all the heights and booth elements etc.

Please indicate and plan your rigging points on/within the ceiling grid - the ACV reserves the right to deny any rigging points which are not on the ceiling grid due to safety and/or technical reasons.

The plan must include all necessary information like weight per rigging point and total overall weight, etc. The max. weight limitation per point/running meter must include all weights for any other material like hoists, PA, spots, cables, etc. Please note that the stand builder is obliged to provide all necessary safeties with steel inside or steel chains to affix your banner, structure and any technical equipment etc. displayed above audience – that will not be provided by the ACV.

The ACV does not provide any Pre-Riggs or other Trussing for your booth; therefore, please make sure that you/your stand builder bring/s the relevant connections,

assembling and suspension parts.

The whole construction with all material used must comply with the valid Austrian law and safety regulations. The material must be checked, and a valid inspection record/plate must be shown on the structural engineer's request. The ACV staff will not install any external structures or equipment. If, in this case, any assistance is needed it must be requested well in advance. Requests for mounting external equipment will be handled upon request and all possible expenditure will be charged accordingly.

The plan will be checked, and the final number of feasible rigging points will be confirmed by the ACV. Due to liability reasons it is not allowed for any external company/stand builder to hang or install anything in the basic ceiling structure of the building. All rigging points are prepared by ACV staff only.

A HAND DRAWN SKETCH OR LAYOUT WILL NOT BE ACCEPTED AS BASIS FOR APPROVAL!

Upon reconfirmation no further changes or additions of rigging points are possible, and the number of points will be invoiced to you by the organizer or exhibition service management company.

Based on the complex ceiling structure in Hall X5 all approval and re-calculation work will be charged upon actual expenditure (hourly rate) based on the valid prices. All Onsite Support Staff for any set-up or dismantling days must be ordered and paid in addition.

All suspended objects need to be inspected and approved by a structural engineer (at the organiser's expense) once mounting is completed. The appropriate date and time will be agreed between the Austria Center Vienna and the organizer.

PLEASE NOTE the strict deadline of 4 weeks in advance of the first set-up day!

Any orders placed after this deadline will be handled upon request, but preparation/installation in time cannot be guaranteed! Upon confirmation and installation of any late notice rigging points there will be a **surcharge of 15% on both** – material and staff.

Following some sample pictures for the ceilings as well as the rigging points provided by the venue:

HALL X1 AND FRONT SECTION OF HALL X2



HALL X2 (MAIN AREA) AND HALL X3



HALL X4



Hall X1 and front section of Hall X2 – Eyelets/Eyebolts (M12 and/or M16):

- eye is fixed directly into the ceiling
- outside diameter: 4.50-4.80 cm
- inner diameter: ca. 2.50 cm



Hall X2 and Hall X3 - metal pipes:

- diameter: 4.80 cm
- distance from ceiling: 15 cm
- distance between the 2 vertical fixings: ca. 25 cm



Hall X4 – sample with steel flex:



Serviceheft für **Mietelemente** 2022

Service forms for **rental elements**

STAND^{OUT}
be visible

Sehr geehrte/r Aussteller/In,

herzlichen Dank für Ihre Teilnahme an der Messe!
Wir freuen uns, Ihnen diese Servicemappe überreichen zu können. Sie finden darin wichtige Formulare, um Serviceleistungen und Equipment bestellen zu können. Darüber hinaus bieten wir Ihnen **Messestandarchitektur – kreatives Design** und umfassende **Projektentwicklung mit nureinem Ansprechpartner**. Ob in **Systembauweise** oder als **Individualstand** – wir realisieren Ihren Messeauftritt nach Ihren persönlichen Vorstellungen. Falls Sie spezielle Fragen oder Wünsche haben, bitten wir Sie, sich einfach telefonisch unter **+43 662 930 40** an unsere Mitarbeiter zu wenden, die Sie jederzeit gerne beraten und unterstützen.

Wir wünschen Ihnen einen erfolgreichen Messeauftritt!
Ihr **Standout** Team

Dear Exhibitor,

thank you for your decision to take part at the fair.
We take pleasure in giving you this service kit, which is intended to serve you as guide to your tenancy. Moreover we offer you **stand architecture – creative design** and comprehensive **project settlement up with only one counterpart**. Whether as a **system construction method** or as an **individual booth** – we realise your fair appearance according to your personal requirements. If you have any special questions or wishes, please do not hesitate to phone our staff – call no. **+43 662 930 40** – which is looking forward to advise and assist you.

We wish a successful fair appearance!
the **Standout** Team



INHALTSVERZEICHNIS / REGISTER

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Besprechungstische & Tische | Meeting tables & Tables

[04](#)

Tische & Stehtische | Tables & Hightables

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Couchtische & Barhocker | Couch tables & Barstools

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POS-Produkte | POS-products

ISPOR EUROPE 2022 - 06.-09.11.2022

Veranstaltungsname / Name of Event	Halle & Standnr. / Hall & Standno.	Standgröße in qm / Booth size in sqm
Firmenname / Company's name	Straße / Street	
Postleitzahl / Postal Code	Ort / Place	
Ansprechpartner / Responsible person	E-Mail / E-Mail	
Telefon / Phone	Fax / Fax	UID - Nr. / VAT-No.

Bitte unbedingt ausfüllen! / Please fill out!

Power connection

quantity	description	price in	quantity	description	price in €
<input type="checkbox"/>	Power connection without meter 1-phase 230V 2,2 kW incl. power consumption	EUR 302,50	<input type="checkbox"/>	Power connection with meter 3-phase 400/230V 10 kW incl. power consumption	EUR 924,20
<input type="checkbox"/>	Power connection without meter 3-phase 400/230V 10 kW incl. power consumption	EUR 731,30	<input type="checkbox"/>	Power connection with meter 3-phase 400/230V 20 kW incl. power consumption	EUR 1363,90
<input type="checkbox"/>	Power connection without meter 3-phase 400/230V 20 kW incl. power consumption	EUR 1049,50	<input type="checkbox"/>	Power connection with meter 3-phase 400/230V 40 kW incl. power consumption	EUR 2260,60
<input type="checkbox"/>	Power connection without meter 3-phase 400/230V 40 kW incl. power consumption	EUR 1710,30			

Obligatory electricity service fee will be charged as following:

<input type="checkbox"/>	up to 20 m ²	EUR 44,70
<input type="checkbox"/>	21 m ² - 70 m ²	EUR 73,80
<input type="checkbox"/>	from 71 m ²	EUR 102,80

Preise pro Verrechnungseinheit auf Messedauer exklusive gesetzlicher Steuern und Abgaben.

Prices per unit for the whole duration of the event excluding taxes and fees, which are legally in force at the time of the event.

Alle Preise verstehen sich für eine Messedauer bis zu 7 Tagen sowie exkl. MWSt., Transportkosten und 1% Bestandvertragsgebühr. Bei einer Dauer bis zu 10 Tagen 15% Aufschlag, zuzüglich etwaig anfallender Rechtsgeschäftsgebühren, Spesen und Transportgebühren. Preisänderungen bleiben vorbehalten. All prices are quoted for a period of up to seven days and are quoted exclusive VAT, transportation costs and 1% legal charges. For up to ten days, a 15% surcharge is added, plus contract fees, expenses and transportation costs incurred during that time. Subject to alteration of prices.

WICHTIG - BESTELLFRIST: Bei Bestellungen innerhalb der letzten 14 Tage vor Messebeginn muss ein Manipulationszuschlag von 25% verrechnet werden!
IMPORTANT - ORDER DEADLINE: For orders receiving during the last 14 days before fair opening a manipulation surcharge of 25% is charged!

Durch seine Unterschrift bestätigt der Auftraggeber unsere allgemeine Geschäftsbedingungen (abgedruckt am Ende dieses technischen Bestellheftes) zur Kenntnis genommen zu haben und deren Inhalt als verbindlich zu akzeptieren. Erfüllungsort und Gerichtsstand ist Wien.
By signing this document the customer acknowledges our general terms and conditions (printed on the last page of this technical order form) as noted and accepts it as binding. Place of jurisdiction is Vienna.

Retour/return to:

STANDout M: wien@standout.eu
F: +43 1 72 720 - 6109

DATUM
DATE

Ort, Datum
Place, date

STEMPEL
STAMP

Firmenstempel und rechtsverbindliche Unterschrift
Stamp and obligatory signature

ISPOR EUROPE 2022 - 06.-09.11.2022		
Veranstaltungsname / Name of Event	Halle & Standnr. / Hall & Standno.	Standgröße in qm / Booth size in sqm
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Postleitzahl / Postal Code	Ort / Place	
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Telefon / Phone	Fax / Fax	UID - Nr. / VAT-No.

 **Bitte unbedingt ausfüllen!** / Please fill out!

Ausstellerstromversorgung

Sämtliche Elektroarbeiten, welche Sie laut Serviceblatt Stromversorgung bestellen, werden vom Vertragselektriker des Veranstalters durchgeführt und von der Expoxx Messebau GmbH in Rechnung gestellt.

Um ausreichende Betriebssicherheit zu gewährleisten, kann die Einschaltung der Kojenstromkreise erst am Tag vor Messebeginn erfolgen.

Damit Sie Ihre bestellten Stromanschlüsse an der Stelle am Stand vorfinden, wo dieser benötigt wird, senden Sie uns bitte die ausgefüllte **Planskizze**.

Für den Stromanschluss ist ein Strompaket erforderlich. Bestellen Sie auf dem Serviceblatt jenen Stromanschluss (=Gesamtwert Ihrer Anschlüsse z.B. Geräte, Beleuchtung udgl.), welchen Sie für Ihren Messestand benötigen.

Für die Stromabrechnung „pauschaliert bis 6 kW“ ist der tatsächliche Anschlusswert maßgebend, welcher während der Veranstaltung durch den Inspektionselektriker festgestellt wurde.

Die Kojenstromversorgung wird 1 Stunde nach Messeschluss aus Sicherheitsgründen eingestellt. Falls Sie eine Stromversorgung für die gesamte Messedauer (Tag und Nacht) benötigen (z.B. für Computer, Kühlvitrinen udgl.), vergessen Sie bitte nicht, einen Dauerstromanschluss zu bestellen.

Elektro-Standinstallationen

Für die Standausstattung benötigte Elektroinstallationen können Sie direkt der Expoxx Messebau GmbH in Auftrag geben oder einer konzessionierten Elektrofirma Ihrer Wahl übertragen, welche über die elektrische Anlage einschließlich der Anschlüsse einen Elektrobefund (VD 390), spätestens am letzten Aufbau-tag entweder beim zuständigen Hallenmeister oder in der Betriebstechnik abzugeben hat (siehe Hausordnung).

Sämtliche Elektroinstallationen müssen den geltenden behördlichen Vorschriften entsprechen und unterliegen einer behördlichen Überprüfung anlässlich der jeweiligen Messekollaudierung (MA 36).

Connection to the electricity network

All power services which you order with service form **power supply** will be performed by the organisers' contract electrician: and invoiced by **Expoxx Messebau GmbH**.

For safety reasons, stand wiring circuits cannot be switched on until the day before the start of the event.

Please make a sketch of the ordered power connections on service sheet **technical layout** to ensure that you will find the taps at the place needed.

You need a power package for power connection. Please use the order form to inform us of the type of connection required (=total load of your connections e.g. electrical devices, lightning etc.).

In the case of power charged at flat rates up to 6 kW the cost is determined by the actual installed load which is recorded by the inspecting electrician in the course of the event.

The stand power supply is discontinued 1 hour after the end of the event day for safety reasons. Please do not forget to order separate continuous power connections for refrigerators, cold display cabinets, computers, etc.

Electrical installation work:

You can order the electrical installation work either from our contract electricians or from a licensed electrical firm of your choice, which must submit a report on the electrical wiring installed („Elektrobefund VD 390“), including the connections, to the hall manager at least on the last assembly day (see House Rules & Regulations).

All electrical installations must meet the legal regulations and will be examined by the authorities involved (MA 36). GmbH.

ISPOR 2022 - 06.-09.11.2022	
Veranstaltungsname / Name of Event	Halle & Standnr. / Hall & Standno. Standgröße in qm / Booth size in sqm
Firmenname / Company's name	Straße / Street
Postleitzahl / Postal Code	Ort / City
Ansprechpartner / Contact	E-Mail / E-Mail
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Bitte unbedingt ausfüllen! / Please fill out!

Menge quantity	Bezeichnung description	Preis in € price in €	Menge quantity	Bezeichnung description	Preis in € price in €
<input type="text"/>	Grundreinigung / basic cleaning einmalig vor Messebeginn (gereinigt werden Messestand, Fussboden & Mobiliar - ausgenommen Exponate) once before fair starts (booth exponates, floor & furniture will be cleaned - except exponates)	3,00	<input type="text"/>	Müllentsorgung / Waste disposal Zur Beachtung: Wir möchten Sie darauf hinweisen, dass die Ablagerung jeglichen Mülls auf dem Messegelände verboten ist und gegebenenfalls in Rechnung gestellt wird! Please note: We would like to point out that it is not allowed to deposit waste of any kind on the fair premiss. Non-compliance with this rule will result in a fine! Ihre ARA - Mitgliedsnummer: Your ARA - Membership number:	
<input type="text"/>	Standreinigung / stand cleaning Grundreinigung (wie o.a.) und tägl. Reinigung nach Messeschluß (Tische feucht abwischen, Papierkörbe entleeren, Hartbodenbeläge nass wischen, Teppich saugen) Basic Cleaning and daily cleaning after end of fair (tables will be wiped, bins emptied, hard flooring wiped wet, carpet vacuumed)	5,00	<input type="text"/>	Müllcontainer 1.100 l, leihweise ohne Entleerung für Waste Container 1.100 l, loan for use, no disposal, for: <input type="checkbox"/> Aufbau / assembly <input type="checkbox"/> Abbau / dismantling <input type="checkbox"/> Messe / fair Müllentsorgung: Disposal of Waste:	88,80
<input type="text"/>	Klebereste etc. nach Aufwand / Stunde Glue residue etc. based upon working time/hour	32,50	<input type="text"/>	Mischmüll mixed waste	207,20

Anmerkung: ab 51 m² Standfläche 5 % Nachlass, ab 101 m² Standfläche 10 % Nachlass.

Notice: for stand areas of 51 sqm and above you will receive a 5 % discount, for stand areas of 101 sqm and above a 10 % discount.

Alle Preise verstehen sich für eine Messedauer bis zu 7 Tagen sowie exkl. MWST., Transportkosten und 1 % Bestandsvertragsgebühr. Bei einer Dauer bis zu 10 Tagen 15 % Aufschlag, zuzüglich etwaig anfallender Rechtsgeschäftsgebühren, Spesen und Transportgebühren. Preisänderungen bleiben vorbehalten. All prices are quoted for a period of up to seven days and are quoted exclusive VAT, transportation costs and 1% legal charges. For up to ten days, a 15 % surcharge is added, plus contract fees, expenses and transportation costs incurred during that time. Subject to alteration of prices.

WICHTIG - BESTELLFRIST: Bei Bestellungen innerhalb der letzten 14 Tage vor Messebeginn muss ein Manipulationszuschlag von 25 % verrechnet werden!
IMPORTANT - ORDER DEADLINE: For orders receiving during the last 14 days before fair opening a manipulation surcharge of 25 % is charged!

Durch seine Unterschrift bestätigt der Auftraggeber unsere allgemeinen Geschäftsbedingungen (abgedruckt am Ende dieses technischen Bestellheftes) zur Kenntnis genommen zu haben und deren Inhalt als verbindlich zu akzeptieren.
Erfüllungsort und Gerichtsstand ist Salzburg Stadt.
By signing this document the customer acknowledges our general terms and conditions (printed on the last page of this technical order form) as noted and accepts it as binding. Place of jurisdiction is the city of Salzburg.

Retour/return to:

STANDout M: salzburg@standout.eu

DATUM
DATE

Ort, Datum
Place, date

STEMPEL
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Besprechungstisch "Chrom 1" / Table "Chrome 1"



€ 38,90

Stk. /pc.

Platte weiß / tabletop white
Fußgestell chrom / legs chrome
L x B x H = 80 x 80 x 72 cm

Tisch "Chairman" / Table "Chairman"



€ 240,20

Stk. /pc.

Platte Makassar dekor / plate makassar decor
Gestell Aluminium / frame aluminium
L x B x H = 180 x 90 x 74 cm

Besprechungstisch "Chrom 2" / Table "Chrome 2"



€ 48,30

Stk. /pc.

Platte weiß / tabletop white
Fußgestell chrom / legs chrome
L x B x H = 120 x 70 x 72 cm

Tisch "Business" / Table "Business"



€ 46,10

Stk. /pc.

Platte weiß / tabletop white
Fußgestell chrom / legs chrome
ø 70 cm, H = 72 cm

Tisch "Kaffeehaus" / Table "Coffee house"



€ 57,50

Stk. /pc.

Platte weiß-beige / tabletop white-beige
Fußgestell schwarz / legs black
ø 60 cm, H = 72 cm

Tisch "Florence" / Table "Florence"



€ 44,30

Stk. /pc.

Platte lichtgrau / tabletop lightgrey
Fußgestell chrom / legs chrome
ø 70 cm, H = 72 cm

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Tisch "Salzburg" / Table "Salzburg"



€ 44,80

Stk. /pc.

Platte lichtgrau / tabletop lightgrey
Fußgestell chrom / legs chrome
L x B x H = 80 x 80 x 70 cm

Stehtisch "Veneto" / High table "Veneto"



€ 69,30

Stk. /pc.

Glasplatte 8 mm / tabletop glass, 8 mm
Fußgestell verchromt / legs chromium
ø 60 cm, H = 103 cm

Tisch "Lifestyle" / Table "Lifestyle"



€ 57,00

Stk. /pc.

Platte weiß hochglanz / tabletop white
Gestell niro / leg niro
L x B x H = 80 x 80 x 74 cm

Stehtisch "Business" / High table "Business"



€ 51,50

Stk. /pc.

Platte weiß / tabletop white
Fußgestell chrom / legs chrome
ø 70 cm, H = 110 cm

Stehtisch "Lifestyle" / High table "Lifestyle"



€ 69,30

Stk. /pc.

Platte weiß hochglanz / tabletop white
Gestell niro / leg niro
L x B x H = 65 x 65 x 110 cm

Stehtisch "Florence" / High table "Florence"



€ 49,80

Stk. /pc.

Platte lichtgrau / tabletop lightgrey
Fußgestell chrom / legs chrome
ø 70 cm, H = 110 cm

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Couchtisch "Cosa" / Couch table "Cosa"



€ 55,40

Stk. /pc.

Couchtisch "Cosa" / Couchtable "Cosa", Holz / wood
Farbe / colour: Birke / birch schwarz / black
L x B x H = 55 x 55 x 45 cm

Barhocker "Standard" / Barstool "Standard"



€ 34,70

Stk. /pc.

Gestell chrom / frame chrome
Polster schwarz / upholstery black
H = 80 cm

Couchtisch "Milano" / Couch table "Milano"



€ 74,30

Stk. /pc.

Glasplatte / tabletop glass
Gestell chrom / frame chrome
L x B x H = 65 x 65 x 38 cm

Barhocker "Zeta" / Barstool "Zeta"



€ 40,00

Stk. /pc.

Gestell chrom / frame chrome
Polster schwarz / upholstery black
H = 80 cm

Couchtisch "Napoli" / Couch table "Napoli"



€ 66,90

Stk. /pc.

aufgelegte Glasplatte / tabletop glass, L x B x H = 45 x 45 x 45 cm
Unterteil Lederhocker "Napoli" / leathertable "Napoli"
Farbe / colour: weiß / white schwarz / black

Barhocker "Florence" / Barstool "Florence"



€ 49,80

Stk. /pc.

Gestell chrom / frame chrome
Polster schwarz / upholstery black
H = 72 cm

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Barhocker "Capri" / Barstool "Capri"



€ 58,00

Stk. /pc.

Gestell chrom / frame chrome, Sitz ABS Kunststoff / seat plastics
H = 60-81 cm, verstellbar / adjustable
Farbe / colour: weiß / white silber / silver
 rot / red schwarz / black

Bürodrehstuhl / Office chair



€ 53,40

Stk. /pc.

Gestell schwarz / frame black
Polster schwarz / upholstery black

Barhocker "Prato" / Barstool "Prato"



€ 67,50

Stk. /pc.

Gestell chrom / frame chrome
Sitz Kunststoff / seat plastics, H = 60 - 74 cm
Farbe / colour: weiß / white schwarz / black

Sessel "Tosca" / Chair "Tosca"



€ 22,40

Stk. /pc.

Gestell chrom / frame chrome
Sitz Kunststoff dunkelgrau / plastic seat dark-grey
Reihenverbindung / with row-connection

Barhocker "Lifestyle" / Barstool "Lifestyle"



€ 70,60

Stk. /pc.

Gestell chrom / frame chrome
Polster Leder / upholstery leather, H = 70 cm
Farbe / colour: weiß / white schwarz / black

Sessel "Alice" / Chair "Alice"




€ 36,00

Stk. /pc.

Gestell chrom / frame chrome
Sitzfläche Leder, schwarz / leather seat, black

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Sessel "Disco" / Chair "Disco"



€ 35,30

 Stk. /pc.

Gestell chrom / frame chrome
Polsterung schwarz / upholstery black

Sessel "Kaffeehaus" (Geflecht) / Chair "Kaffeehaus" (Weave)

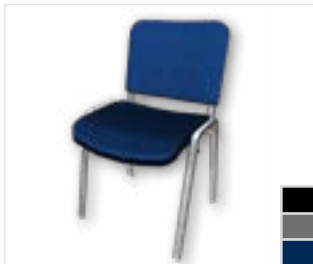


€ 36,60

 Stk. /pc.

Gestell Stahlrohr schwarz / frame steel black
Sitzgeflecht beige / seat mashwork beige

Sessel "Comodo" / Chair "Comodo"



€ 35,30

 Stk. /pc.

Gestell chrom / frame chrome
Sitzfläche Polster / upholstered seat
Farbe / colour: blau / blue grau / grey schwarz / black

Sessel "Kaffeehaus" (Holz) / Chair "Kaffeehaus" (Wood)



€ 38,20

 Stk. /pc.

Gestell Holz, schwarz / frame wood, black
Sitz schwarz / seat black

Sessel "Salzburg" / Chair "Salzburg"



€ 36,00

 Stk. /pc.

Gestell anthrazit / frame anthracite
Sitzfläche Buche / seat beech

Sessel "Lifestyle" / Chair "Lifestyle"




€ 38,30

 Stk. /pc.

Gestell chrom / frame chrome
Sitzfläche weiß / seat white

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Sitzbank "Napoli" / Bench "Napoli"



€ 91,10

Stk. /pc.

Polster Leder / upholstery leather
B x H x T = 90 x 45 x 45 cm
Farbe / colour: weiß / white schwarz / black

Lederfauteuil "Cosa" / Leatherchair "Cosa"



€ 130,00

Stk. /pc.

Polster Leder / upholstery leather
B x H x T = 70 x 78 x 61 cm
Farbe / colour: weiß / white schwarz / black

Hocker "Napoli" / Stool "Napoli"



€ 60,70

Stk. /pc.

Polster Leder / upholstery leather
B x H x T = 45 x 45 x 45 cm
Farbe / colour: weiß / white schwarz / black

Ledercouch "Cosa" / Leathercouch "Cosa"



€ 232,20

Stk. /pc.

Polster Leder / upholstery leather
B x H x T = 126 x 78 x 61 cm
Farbe / colour: weiß / white schwarz / black

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Set "Tosca" / Set "Tosca"



€ 90,50

Stk. /pc.

3 Stk. Sessel "Tosca" / 3 pcs chair "Tosca"
1 Stk. Tisch "Chrom1" / 1 pc table "Chrome1"

Set "Alice" / Set "Alice"



€ 136,80

Stk. /pc.

3 Stk. Sessel "Alice" / 3 pcs chair "Alice"
1 Stk. Tisch "Florence" / 1 pc table "Florence"

Set "Standard" / Set "Standard"



€ 128,20

Stk. /pc.

3 Stk. Sessel "Comodo" / 3 pcs chair "Comodo"
1 Stk. Tisch "Chrom1" / 1 pc table "Chrome1"
Farbe / colour: grau / grey blau / blue schwarz / black

Set "Zeta" / Set "Zeta"



€ 143,70

Stk. /pc.

3 Stk. Barhocker "Zeta" / 3 pcs barstool "Zeta"
1 Stk. Stehtisch "Business" / 1 pc high table "Business"

Set "Salzburg" / Set "Salzburg"



€ 137,40

Stk. /pc.

3 Stk. Sessel "Salzburg" / 3 pcs chair "Salzburg"
1 Stk. Tisch "Salzburg" / 1 pc table "Salzburg"

Set "Florence" / Set "Florence"



€ 179,60

Stk. /pc.

3 Stk. Barhocker "Florence" / 3 pcs barstool "Florence"
1 Stk. Stehtisch "Florence" / 1 pc high table "Florence"

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Set "Kaffeehaus" / Set "Kaffeehaus"



€ 151,80

Stk. /pc.

3 Stk. Sessel "Kaffeehaus" / 3 pcs chair "Coffee house"
1 Stk. Tisch "Kaffeehaus" / 1 pc table "Coffee house"
Farbe / colour: schwarz / black

Set "Napoli 2" / Set "Napoli 2"



€ 388,90

Stk. /pc.

2 Stk. Sitzbänke, 2 Stk. Hocker / 2 pcs benches, 2 pcs stools
2 Stk. Couchtisch, 2 pcs couch tables
Farbe / colour: weiß / white schwarz / black

Set "Lifestyle 1" / Set "Lifestyle 1"



€ 151,80

Stk. /pc.

3 Stk. Sessel "Lifestyle" / 3 pcs chair "Lifestyle"
1 Stk. Tisch "Lifestyle" / 1 pc table "Lifestyle"

Set "Cosa" / Set "Cosa"



€ 403,70

Stk. /pc.

3 Stk. Fauteuil "Cosa" / 3 pcs leatherchair "Cosa"
1 Stk. Couchtisch "Cosa" / 1 pc couch table "Cosa"
Farbe / colour: schwarz / black

Set "Lifestyle 2" / Set "Set Lifestyle 2"



€ 217,40

Stk. /pc.

1 Stk. Stehtisch "Lifestyle" / 1 pc high table "Lifestyle"
3 Stk. Barhocker "Capri" / 3 pcs barstool "Capri"
Farbe / colour: weiß / white silber / silver
rot / red schwarz / black

Set "Napoli 1" / Set "Napoli 1"




€ 500,40

Stk. /pc.

2 Stk. Sitzbänke / 2 pcs benches, 2 Stk. Hocker 30° / 2 pcs stools 30°
2 Stk. Hocker 60° / 2 pcs stools 60°, 2 Stk. Couchtisch / 2 pcs couchtables
Farbe / colour: weiß / white schwarz / black

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Wandkleiderhaken / Wall coat hook



€ 26,50

Stk. /pc.

dreiteilig / three-piece
silber / silver

Rollspiegel / Rolling mirror



€ 196,50

Stk. /pc.

H = 183 cm, B = 50 cm

Kleiderstange / Clothes rack



€ 36,90

Stk. /pc.

(ohne Kleiderbügel / without clamp)
höhenverstellbar / height adjustable
L = 100 cm 150 cm 200 cm

Hängespiegel 150 / Hanging mirror 150



€ 61,90

Stk. /pc.

B x H = 50 x 150 cm

Konfektionskleiderständer / Tailor's clothes rack



€ 71,70

Stk. /pc.

L x H = 145 x 155 cm

Garderobenständer / Coat rack



€ 42,80

Stk. /pc.

H = 183 cm, Ø 50 cm
Farbe / colour: weiß / white schwarz / black

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Prospektständer A4 / Leaflet dispenser A4



€ 76,20

 Stk. /pc.

3 Stk Fächer A4 / 3 pc. shelves A4
H x B x T = 130 x 35 x 30 cm

Wandregal / Shelf unit



€ 100,30

 Stk. /pc.

4 Stk. Einlegeplatten / 4 pc panels
H x B x T = 198 x 100 x 50 cm

Prospektständer / Leaflet dispenser



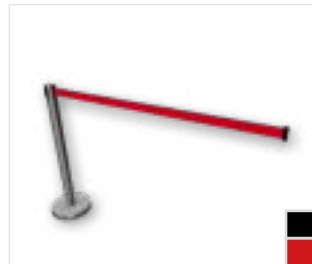
€ 96,00

 Stk. /pc.

3 Stk Fächer A4 / 3 pc. shelves A4
H x B x T = 135 x 32 x 52 cm

Farbe / colour: beton / concrete weiß / white

Absperrband / Barrier



€ 76,10

 Stk. /pc.

ausziehbar bis / extendible up to 150 cm
H = 100 cm

Farbe / colour: rot / red schwarz / black

Kaffeevollautomat / Coffee machine



€ 313,50

 Stk. /pc.

ohne Bohnen / without beans
1,3 kW / 230 V / H x B x T = 39 x 38 x 32 cm

Papierkorb / Waste paper basket



€ 9,60

 Stk. /pc.

ø 28 cm, H = 34 cm

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Kühlschrank / Refrigerator



€ 103,40

Stk. /pc.

140 L, 0,1 kW / 230 V
H x B x T = 85 x 50 x 55 cm

Spüler/ Dishwasher



€ 713,40

Stk. /pc.

GläserSpüler / Dishwasher for glass
H x B x T = 70 x 45 x 55 cm - 2,2 kW / 230 V
Geschirrspüler / Dishwasher professional
H x B x T = 93 x 60 x 60 cm - 5,4 kW / 400 V

Messeküche / Fair kitchen



€ 366,40

Stk. /pc.

ohne Anschluss / without connection
Kühlschrank, Abwasch und Kochplatte / Refrigerator, sink and plate
H x B x T = 90 x 90 x 60 cm - 4,5 kW / 230 V

Beistellschrank weiss / Sideboard white



€ 108,40

Stk. /pc.

1 Fach, Auflageplatte, versperbar / 1 shelf, support plate, lockable
H x B x T = 85 x 97 x 44 cm

Spüle / Sink unit



€ 236,00

Stk. /pc.

ohne Anschluss / without connection
inkl. Unterschrank und Kleinspeicher / incl. cupboard unit
and water heater, H x B x T = 90 x 80 x 53 cm - 2,2 kW / 230 V

Beistellschrank "Standard" weiss / Sideboard "standard" white



€ 97,90

Stk. /pc.

1 Fach, versperbar / 1 shelf, lockable
H x B x T = 85 x 97 x 44 cm

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Vitrine "Standard 1" / Showcase "Standard 1"



€ 260,70

Stk. /pc.

Schiebeglas versperbar / sliding glass lockable
H x B x T = 248 x 99 x 49,5 cm

Barpult / Bar desk



€ 123,20

Stk. /pc.

weiß / white
H x B x T = 98 x 99 x 49,5 cm, inkl. Fach / incl. shelf

Vitrine "Standard 2" / Showcase "Standard 2"

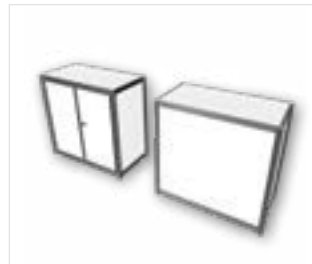


€ 295,40

Stk. /pc.

Schiebeglas versperbar / sliding glass lockable
Korpus mit Schiebetür / corpus with sliding door
H x B x T = 248 x 99 x 49,5 cm

Infopult / Information desk



€ 145,50

Stk. /pc.

versperbar, weiß / lockable, white
inkl. Fach / incl. shelf
H x B x T = 98 x 99 x 49,5 cm

Tischvitrine versperbar / Table display case lockable



€ 195,00

Stk. /pc.

Glasteil 20 cm hoch / Glass unit 20 cm high
H x B x T = 100 x 100 x 50 cm, weiß / white

Barpult m. Board / Bar desk with board




€ 174,70

Stk. /pc.

H x B x T = 90 | 110 x 100 x 60 cm
weiß / white inkl. Fach / incl. shelf

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PC-Pult "Pisa" / PC-desk "Pisa"



€ 172,70

Stk. /pc.

H x B x T = 60|95|115 / 70 / 60 cm

Segmentbar "D-2500" / Round bar "D-2500"



€ 447,00

Stk. /pc.

H = 90|120 cm, B = 190 cm
inkl. Fach / incl. shelf

Bar "Future" / Bar "Future"



€ 209,20

Stk. /pc.

H x B x T = 90|110 x 75 x 100 cm
inkl. Fach / incl. shelf

Bar "Maxima" / Bar "Maxima"



€ 188,30

Stk. /pc.

H x B x T = 90|110 x 60 x 100 cm
inkl. Fach / incl. shelf

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Wichtig / Important:
Aus Gründen der Statik und Sicherheit werden notwendige Wandabstützungen nach Bedarf angebaut und verrechnet!
Referring to the static and security of the booth, necessary wall support is built and invoiced as required!

Bitte unbedingt ausfüllen! / Please fill out!

Wand weiß / Wall white

einseitig nutzbar / usable single sided



€ 48,10

Stk. /pc.

3 mm Homogenplatte / 3 mm panels,
inkl. Steher und Zargen / incl. poles and frames
H x B = 248 x 99 cm

Flügeltür "Stuttgart" / Wing door "Stuttgart"



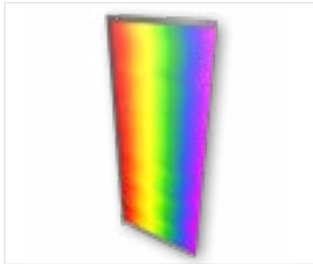
€ 196,90

Stk. /pc.

versperrbar / lockable
H x B = 248 x 99 cm

Wand färbig / Wall coloured

einseitig nutzbar / usable single sided



Farbauswahl / choose colour:



€ 66,80

Stk. /pc.

3 mm Homogenplatte / 3 mm panels,
inkl. Steher und Zargen / incl. poles and frames,
H x B = 248 x 99 cm

Falttüre "Business", weiß / Folding door "Business", white



€ 177,90

Stk. /pc.

versperrbar / lockable
H x B = 248 x 99 cm

Lochwand weiß / Perforated wall white

einseitig nutzbar / usable single sided



€ 94,80

Stk. /pc.

Hartfaserplatte 3 mm, HDK weiß beschichtet / hardboard 3 mm
HDK white covered, inkl. Steher und Zargen / incl. poles and frames
H x B = 248 x 99 cm

Vorhang lichtgrau / Curtain lightgrey



€ 83,70

Stk. /pc.

inklusive Blende / including trim
H x B = 248 x 99 cm

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Einschubblende weiß / Infill fascia white



€ 33,90

Stk. /pc.

3 mm Platte / 3 mm panels
Schriftfeldhöhe 28 cm / fascia 28 cm high
H x B = 38 x 99 cm

Fach (Höhe variabel) / Shelf (variable height)



max. Belastung 5kg / Fach
max. weight 5kg / shelf

€ 32,90

Stk. /pc.

L x T = 99 x 30 cm, weiß / white
waagrecht / horizontal
10° 25° 45° 60° schräg / angular

Einschubblende färbig / Infill fascia coloured



Farbauswahl / choose colour:



€ 81,10

Stk. /pc.

3 mm Platte / 3 mm panels
Blendenhöhe 28 cm / fascia 28 cm high
H x B = 38 x 99 cm

Podest / Platform



€ 93,80

Stk. /pc.

99 x 99 x 48 cm 99 x 49,5 x 48 cm
andere Abmaße (Aufpreis auf Anfrage) /
other dimensions (surcharge on request)

Fachwerkblende / Frame-work fascia



€ 41,70

Stk. /pc.

grau / grey
H x B = 38 x 99 cm

Vitrinenglasfach / Shelf for show



€ 35,80

Stk. /pc.

L x B = 97 x 47,5 cm
max. Belastung 15kg / Fach
max. weight 15kg / shelf

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Steher / Pole



€ 15,60

 Stk. /pc.

Aluminium / aluminium
H = 248 cm

Kombidecke mit / Ceiling grid with:



€ 47,70

 Stk. /pc.

Einlegeplatte / Slide in panel
H x B x T = 17,5 x 99 x 99 cm

Zarge / Frame



€ 14,60

 Stk. /pc.

Aluminium / aluminium
H x B x T = 17,5 x 95 x 1,6 cm

Kombidecke mit / Ceiling grid with:



€ 47,70

 Stk. /pc.

Lochblech / perforated metal sheet
H x B x T = 17,5 x 99 x 99 cm

Rasterdecke / Ceiling grid




€ 27,40

 Stk. /pc.

Felder offen / fields open
H x B x T = 17,5 x 99 x 99 cm

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Teppichfliesen / Carpet tiles

leihweise, inkl. Verlegung / loan for use, incl. laying, L x B = 50 x 50 cm

- | | | | |
|---|--|----------------------|---------------------------------|
|  | rot / red | <input type="text"/> | € 16,00
m ² / sqm |
|  | grün / green | <input type="text"/> | € 16,00
m ² / sqm |
|  | dunkelgrau / dark grey | <input type="text"/> | € 16,00
m ² / sqm |
|  | berber / berber | <input type="text"/> | € 16,00
m ² / sqm |
|  | schwarz / black | <input type="text"/> | € 16,00
m ² / sqm |
|  | Folienabdeckung / Sheet covering
inkl. Verlegung & Entsorgung
incl. laying & disposal | <input type="text"/> | € 2,60
m ² / sqm |






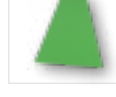




Laminatboden / Laminate floor

leihweise, auf Verlegeplatten, inkl. Alukanten / loan for use, laying on shifting plates, incl. alu edges

- | | | | |
|---|---------------------------------|----------------------|---------------------------------|
|  | Nuss / walnut | <input type="text"/> | € 44,60
m ² / sqm |
|  | Eiche / oak | <input type="text"/> | € 44,60
m ² / sqm |
|  | Eiche natur / oak nature | <input type="text"/> | € 44,60
m ² / sqm |
|  | Eiche grau / oak grey | <input type="text"/> | € 44,60
m ² / sqm |

Bahnteppeich / roll carpet

inkl. Verlegung u. Folienabdeckung / incl. laying and sheet covering

- | | | | |
|---|----------------------------------|----------------------|---------------------------------|
|  | orange / orange | <input type="text"/> | € 16,50
m ² / sqm |
|  | signalrot / light red | <input type="text"/> | € 16,50
m ² / sqm |
|  | bordeaux / dark red | <input type="text"/> | € 16,50
m ² / sqm |
|  | azur / middle blue | <input type="text"/> | € 16,50
m ² / sqm |
|  | blau / dark blue | <input type="text"/> | € 16,50
m ² / sqm |
|  | hellgrün / light green | <input type="text"/> | € 16,50
m ² / sqm |
|  | flaschengrün / dark green | <input type="text"/> | € 16,50
m ² / sqm |
|  | grau / grey | <input type="text"/> | € 16,50
m ² / sqm |
|  | dunkelgrau / dark grey | <input type="text"/> | € 16,50
m ² / sqm |
|  | schwarz / black | <input type="text"/> | € 16,50
m ² / sqm |

Alle Preise verstehen sich für eine Messedauer bis zu 7 Tagen sowie exkl. MWSt., Transportkosten und 1 % Bestandsvertragsgebühr. Bei einer Dauer bis zu 10 Tagen 15 % Aufschlag, zuzüglich etwaig anfallender Rechtsgeschäftsgebühren, Spesen und Transportgebühren. Preisänderungen bleiben vorbehalten. All prices are quoted for a period of up to seven days and are quoted exclusive VAT, transportation costs and 1% legal charges. For up to ten days, a 15 % surcharge is added, plus contract fees, expenses and transportation costs incurred during that time. Subject to alteration of prices.


 **WICHTIG - BESTELLFRIST: Bei Bestellungen innerhalb der letzten 14 Tage vor Messebeginn muss ein Manipulationszuschlag von 25 % verrechnet werden!**
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Erfüllungsort und Gerichtsstand ist Salzburg Stadt.
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Retour/return to:

Standout

M: salzburg@standout.eu

 **DATUM**
DATE

Ort, Datum
Place, date

 **STEMPEL**
STAMP

Firmenstempel und rechtsverbindliche Unterschrift
Stamp and obligatory signature

Veranstaltungsname / Name of Event	Halle & Standnr. / Hall & Standno.	Standgröße in qm / Booth size in sqm
Firmenname / Company's name	Straße / Street	
Postleitzahl / Postal Code	Ort / City	
Ansprechpartner / Contact	E-Mail / E-Mail	
Telefon / Phone	UID - Nr. / VAT-No.	

Bitte unbedingt ausfüllen! / Please fill out!



Beschriftungs-Messe-Package inkl. Blende und 20 Buchstaben

per Stk./pc.

112,60

Lettering trade fair package incl. fascia and 20 letters

Schriftart / Font: Futura Arial Times

Farbe / Colour: schwarz / black



gewünschte Schriftart & Farbe / preferred font & colour:



Beschriftung auf / lettering on:

Trapezblende / trapezoid trim 1924 x 300 mm

Ihr Text / your text:



Einschubblende / slide-in trim 1940 x 280 mm

Art.Nr.: x

Regiearbeiten für Datenaufbereitung / labour for data preparation

per Std./hr.

134,0

Zusätzlicher Buchstabe / additional letter

per Stk./pc.

3,60



Datenübertragung / data transfer:

Druckdaten müssen im Format 1:10 eine Auflösung von mindestens 600dpi haben, Schriften müssen vektorisiert, im CMYK Farbraum angelegt und als druckoptimiertes pdf gespeichert sein / Printing data: use scale 1:10; Printing data has to have a resolution of at least 600 dpi at a the scale 1:10. Convert all fonts into vectorized paths, color sheme should be CMYK, the pdf has to be print optimized.



Richtlinien für motivzusammenhängende Großformatdrucke / Guidelines for art work printed on several panels:

Bei Grafiken die über mehrere geteilte Flächen gedruckt werden, bitten wir Sie, uns eine Datei mit der gesamten Grafik zu senden. Sollte das aus technischen Gründen nicht möglich sein, bitten wir bei motivzusammenhängenden Großformatdrucken einen Überfüller von 10 mm an allen 4 Seiten jeder Datei mit Schnittmarken außerhalb des Sujets anzulegen / If your art work is printed on several panels, we kindly ask you to provide one file with one continuing graphic. If this is not possible for technical reasons, please provide the motif contiguous large format artwork with an over filler of 10mm and crop marks on all 4 sides of each artwork file.



Farbverbindliche Vorgaben / Colour-use regulations:

Abhängig von Produktion und verwendetem Material können gedruckte Farben variieren. Um sicherzugehen, dass wir Ihren Farbvorstellungen entsprechend drucken, benötigen wir eine farbverbindliche Vorlage (PROOF). Ein PROOF muss immer auf dem selben Medium wie der Druck erstellt werden. Wird das Proof nicht rechtzeitig vor Druck bereitgestellt, sind Reklamationen ausgeschlossen / Colours can vary due to different materials. To ensure that we are able to print to your satisfaction, please provide a colour proof. A conventional colour copy is not accurate enough. If no representative colour proof (on used material) is provided, no subsequent complaints regarding colour variations can be accepted. If the proof does not reach us in time, there is no reclamation possible.



Adobe Photoshop CS 6 / Adobe Photoshop CS 6: TIFF und EPS Daten können am besten verarbeitet werden. Dateien müssen im CMYK Modus angelegt werden / We can process TIFF and EPS data the best. Do not send compressed JPG data. Please set up files in CMYK-Code.



Adobe Illustrator CS 6 / Adobe Illustrator CS 6: Bitte immer alle Schriften als Vektordaten senden / Please convert all fonts into vectorized paths.



Adobe Indesign CS6 / Adobe Indesign CS6: Bitte als druckoptimiertes PDF-File abspeichern / Please save as print optimized file.



Adobe Acrobat X Professional / Adobe Acrobat X Professional: Bitte druckoptimiert abspeichern / We request you to save print data optimized.



Den Link zum Filedrop erhalten Sie von Ihrem Projektleiter / You will receive the [filedrop link](#) from your project manager!



E-Mail: an den zuständigen Projektleiter (Achtung: max. 10 MB / Mail) / E-Mail has to be send to the project manager (max. 10 MB / E - Mail)



Postweg / post adres: System Standbau GMBH | Am Messezentrum 7 | 5020 Salzburg | z.Hd. des Projektleiters / attn. to the responsible project manager

Firmenschriftzüge, Logos, individuelle Beschriftung und Sonderwünsche auf Anfrage / Company lettering, logos, individual lettering and special designs on request!

! WICHTIG: Preise gelten bei Bereitstellung von druckfertigen Grafikdaten. Erforderliche nachträgliche Druckdatenaufbereitung wird nach Aufwand verrechnet!

! IMPORTANT: The prices are valid if the data sets are complete. Necessary additional corrections are quoted on demand!

Alle Preise verstehen sich für eine Messedauer bis zu 7 Tagen sowie exkl. MWSt., Transportkosten und 1 % Bestandsvertragsgebühr. Bei einer Dauer bis zu 10 Tagen 15 % Aufschlag, zuzüglich etwaig anfallender Rechtsgeschäftsgebühren, Spesen und Transportgebühren. Preisänderungen bleiben vorbehalten. All prices are quoted for a period of up to seven days and are quoted exclusive VAT, transportation costs and 1% legal charges. For up to ten days, a 15 % surcharge is added, plus contract fees, expenses and transportation costs incurred during that time. Subject to alteration of prices.



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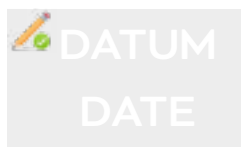
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Ort, Datum
Place, date



Firmenstempel und rechtsverbindliche Unterschrift
Stamp and obligatory signature

The logo features the words "STAND OUT" in a white, sans-serif font. The word "STAND" is larger and positioned to the left of "OUT". Below "STAND" is the tagline "be visible" in a smaller, lowercase font. The entire logo is centered within a large, light gray circular graphic that has a thick border and a smaller, semi-transparent circle in the center.




STAND OUT
be visible

ISPOR Europe 2022 – Opaque fabric on shell scheme booths

Dimensions and graphic requirements

Graphic requirements

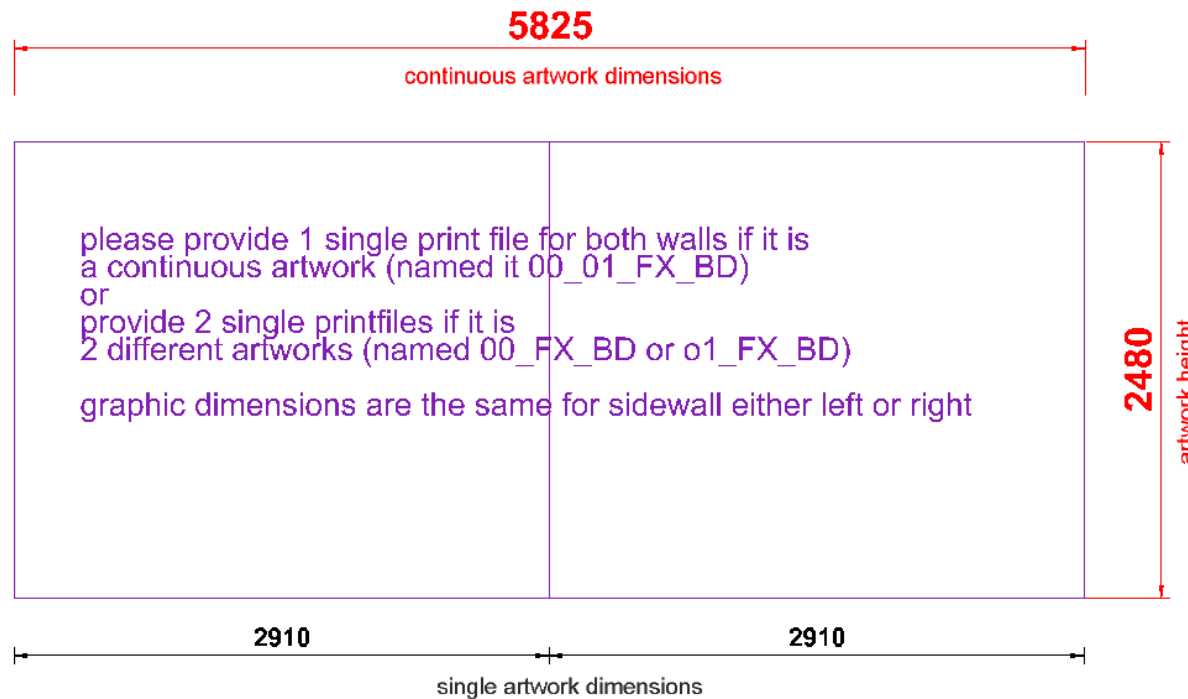
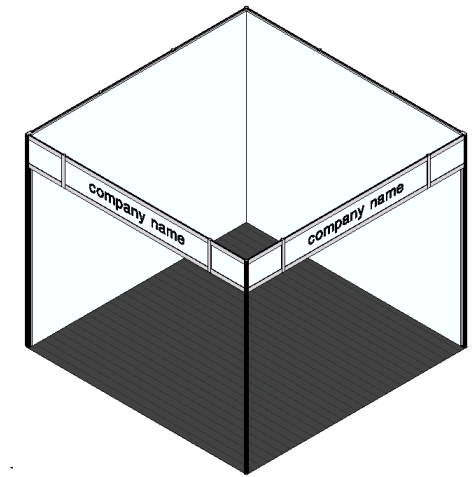


GRAPHIC DATA SHEET		STAND ^{OUT} be visible
data transfer	Download data to the server of your project manager , you find the link in the email signature: https://share.messe.at/filedrop/name.surename@standout.eu	
format	1:10 without cut and edge markers	
overcrowd	20mm all sides	
resolution	min. 600dpi	
color	CMYK - in case of binding color specifications we can offer a proof on various materials	
fonts	vectorized	
partial pictures	In case of graphics that are printed over several areas, the entire graphic has to be created as ONE file	
file formats		
	Adobe Photoshop CC - TIFF or EPS data in CMYK	
	Adobe Illustrator - all fonts vectorized	
	Adobe Acrobat - print optimized	

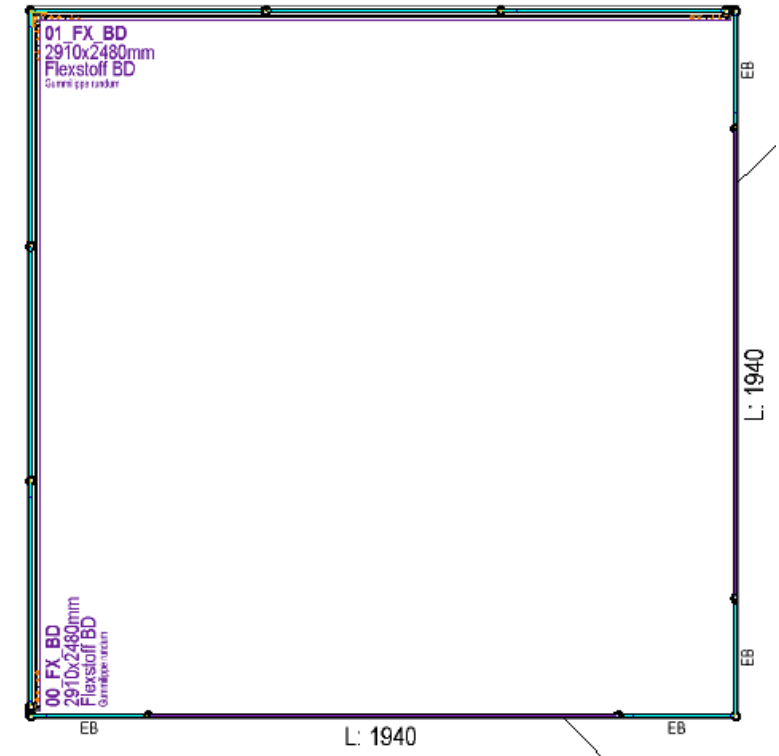
In order to be able to **assign the data**, the individual files have to be **named according to the designations** in the graphic plan provided.
The processing of **incorrect data will be charged** with an hourly rate of EUR 100,-

3x3m corner booth

Print on 6x2,5m wall (3+3 panel), quantity = 15 sqm of print

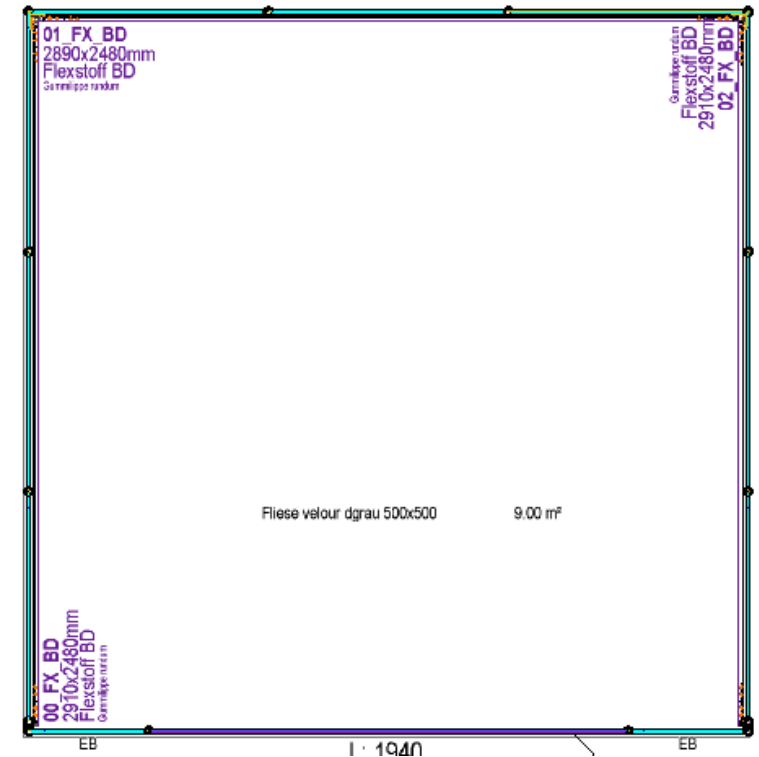
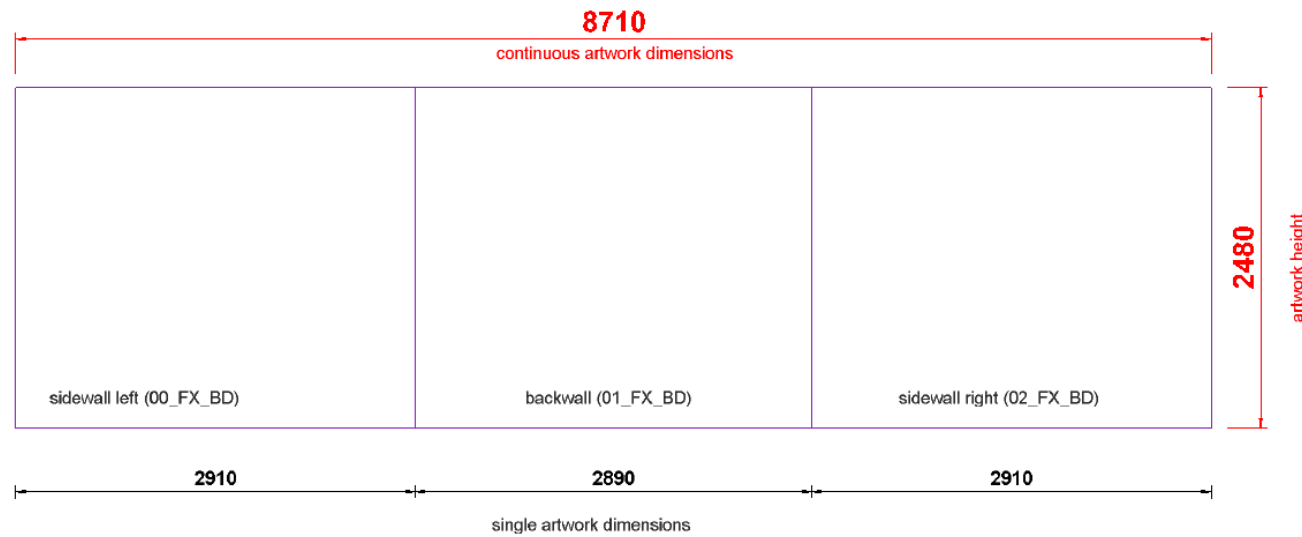
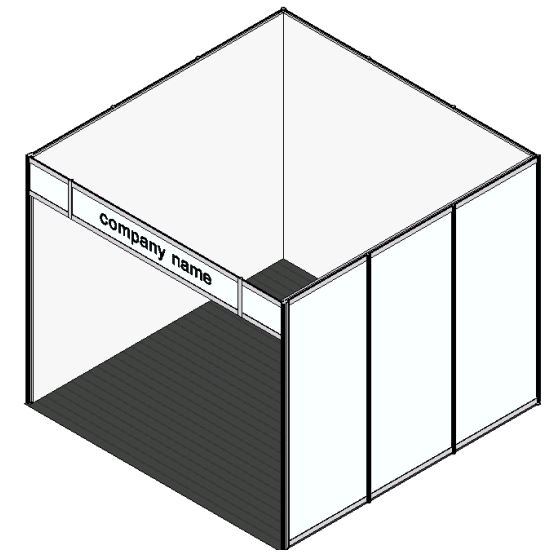


all dimensions in mm



3x3m row booth

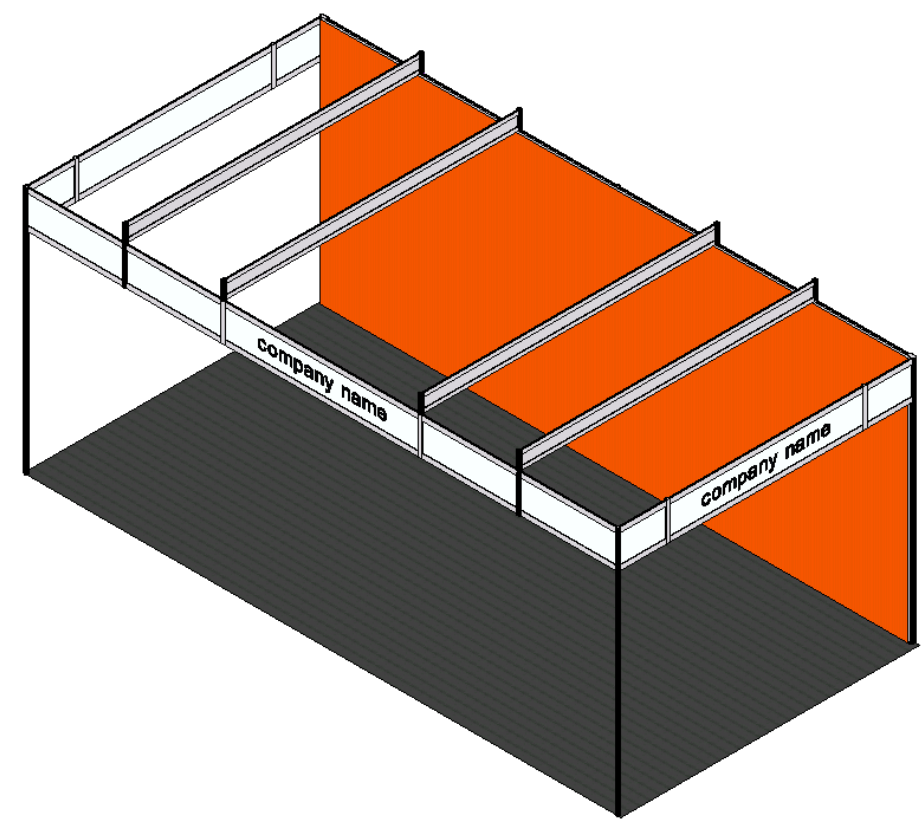
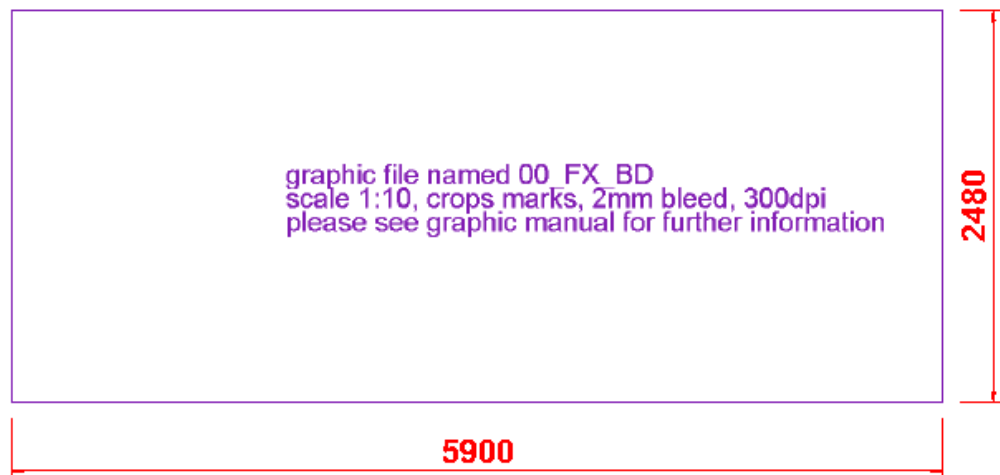
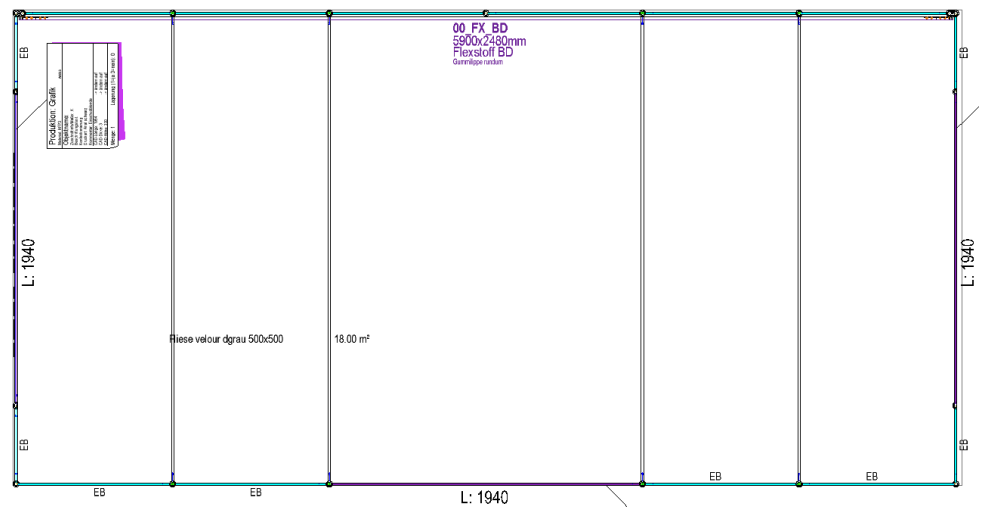
Print on 9x2,5m wall (3+3+3 panel) // quantity = 22,5 sqm of print



all dimensions in mm

3x6m head booth (backwall only)

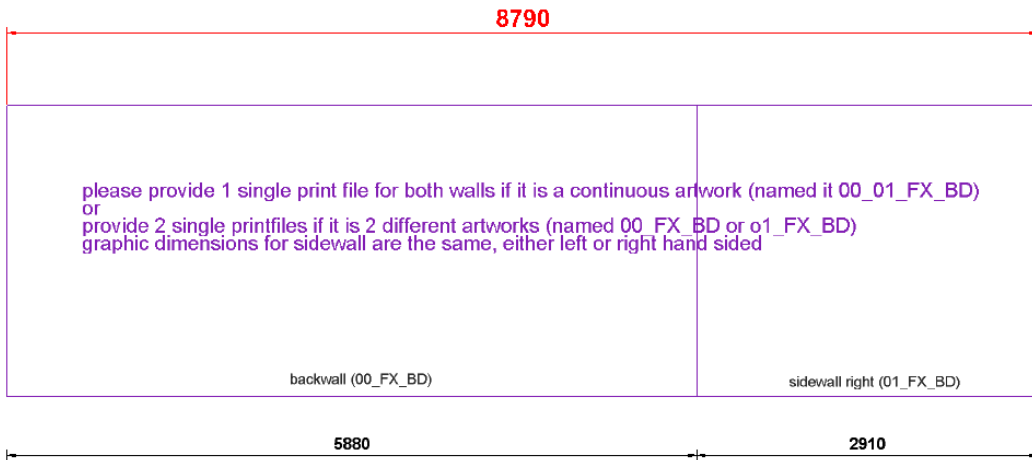
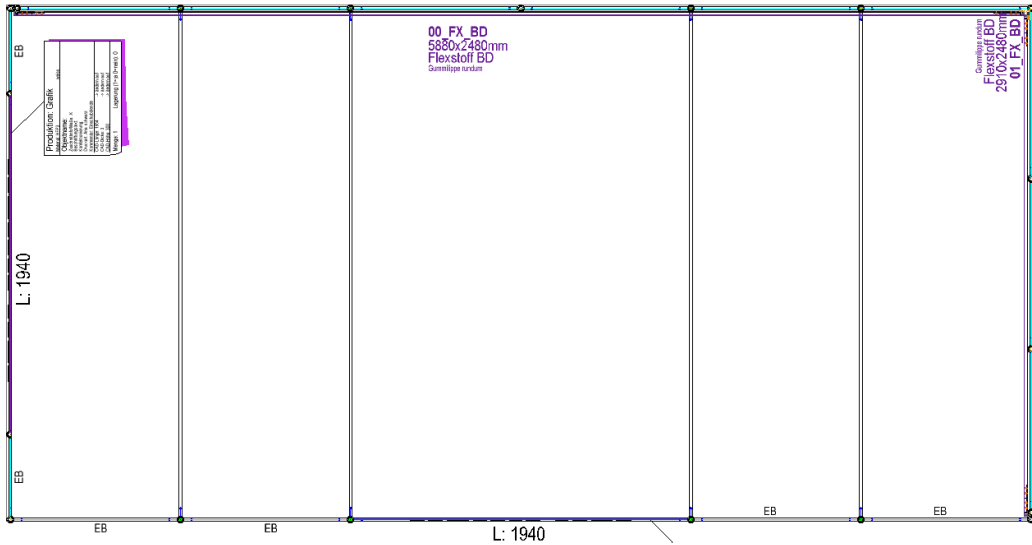
6x2,5m backwall; quantity = 15 sqm of print



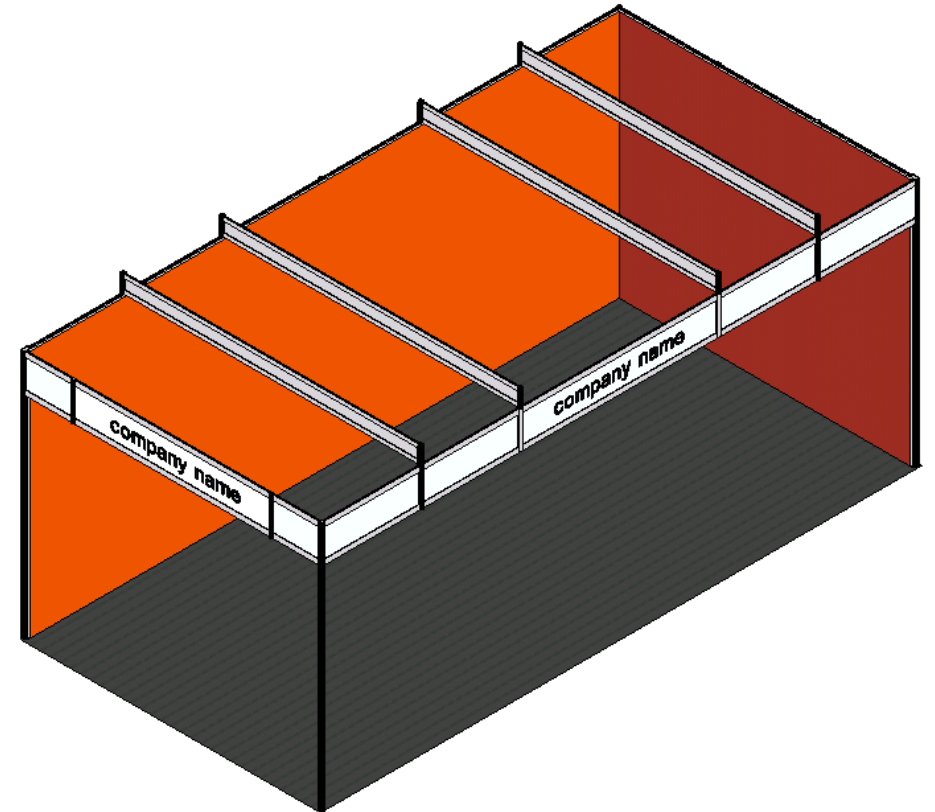
all dimensions in mm

3x6m corner booth

9x2,5m (6+3 panels), quantity = 22,5 sqm of print



2480

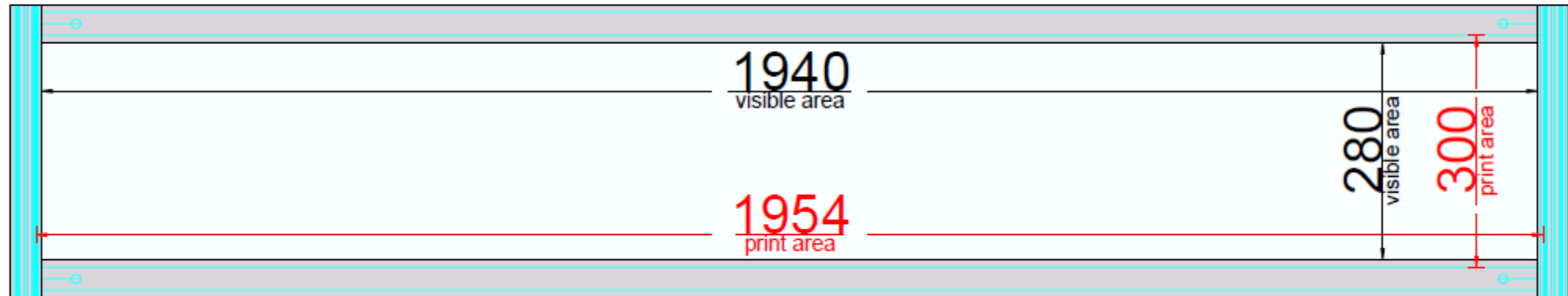


all dimensions in mm

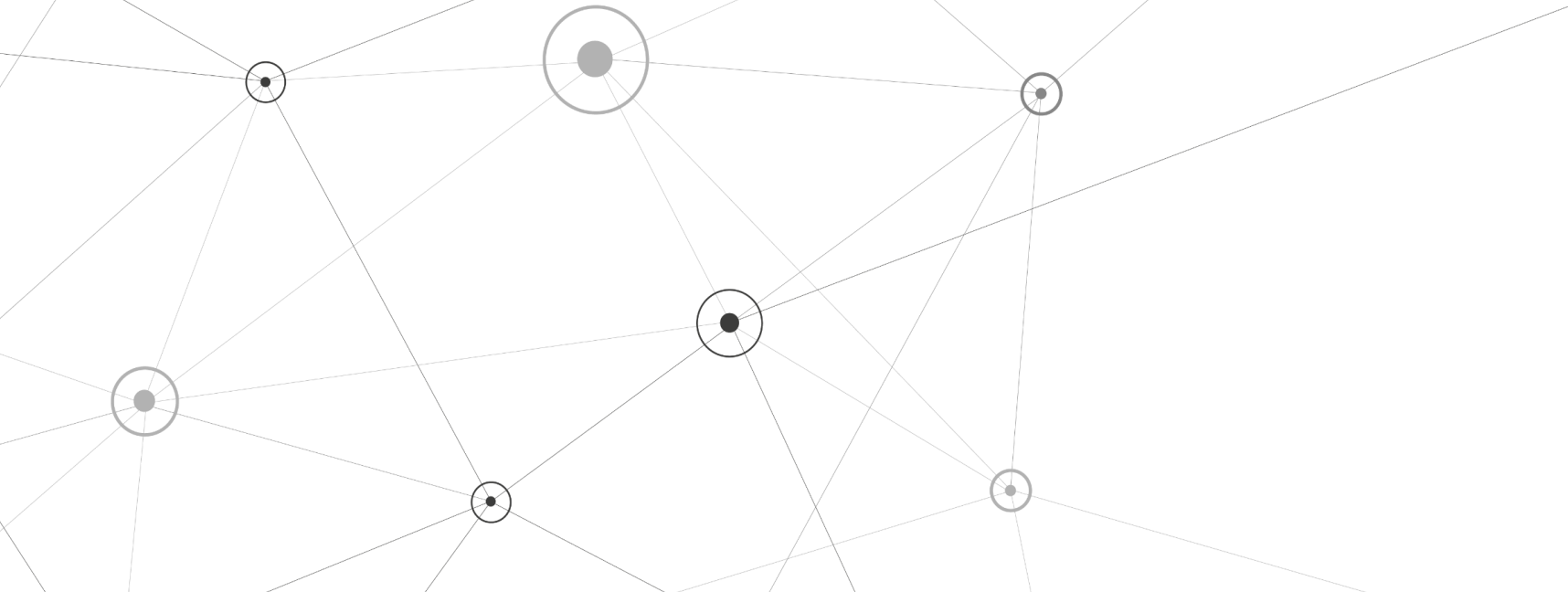
Company logo on fascia

Digital print on hardboard filling of fascia - surcharge

facia board



all dimensions in mm



For further information please contact your designated project manager: Estelle Romano (estelle.romano@standout.eu)
Martin Moser (martin.moser@standout.eu)

• Vienna, 28.09.2022



STAND^{OUT}
be visible

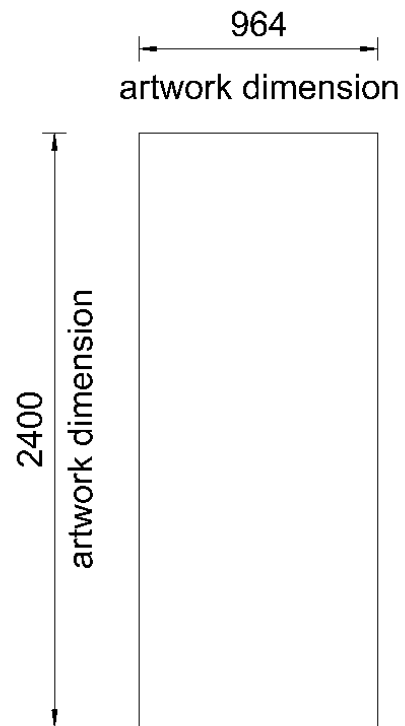
Maße für Druck auf HFP

Dimensions for print on hardboard

Grafik für 1 Wandpanel

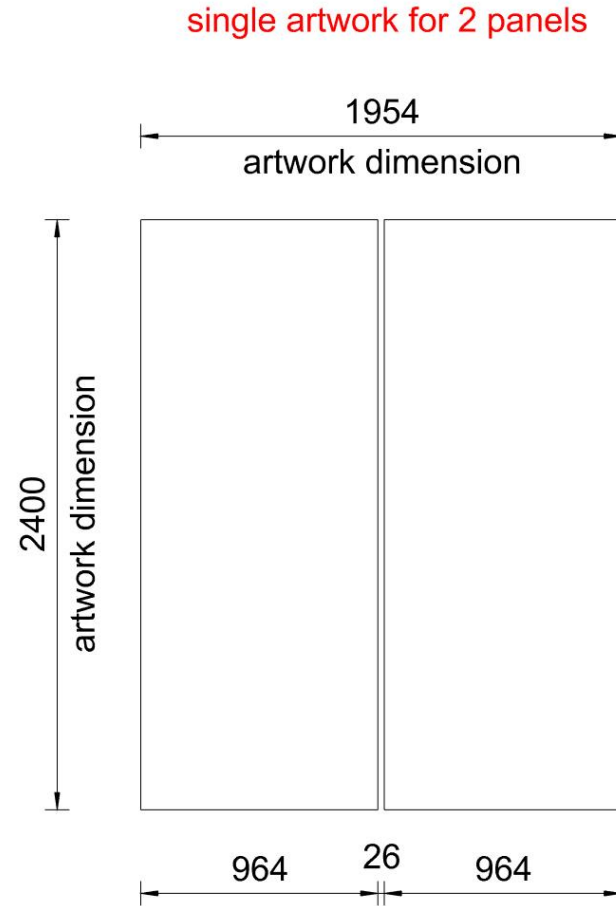
Single artwork for 1 panel

single artwork for 1 panel



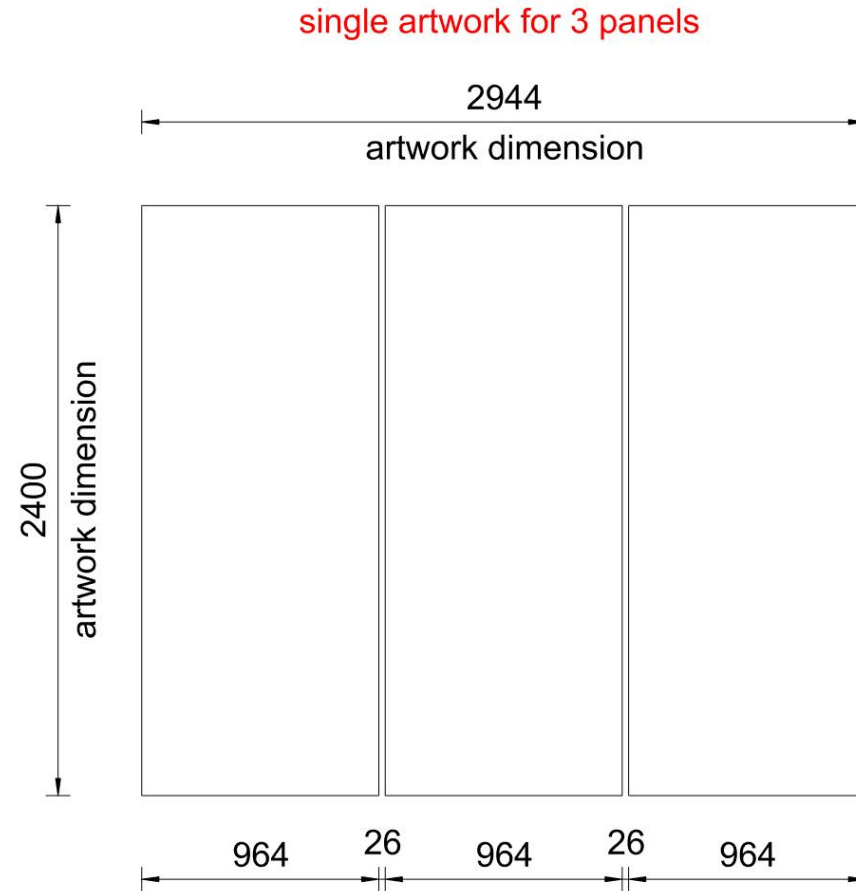
Grafik für 2 Wandpaneele

Single artwork for 2 panels



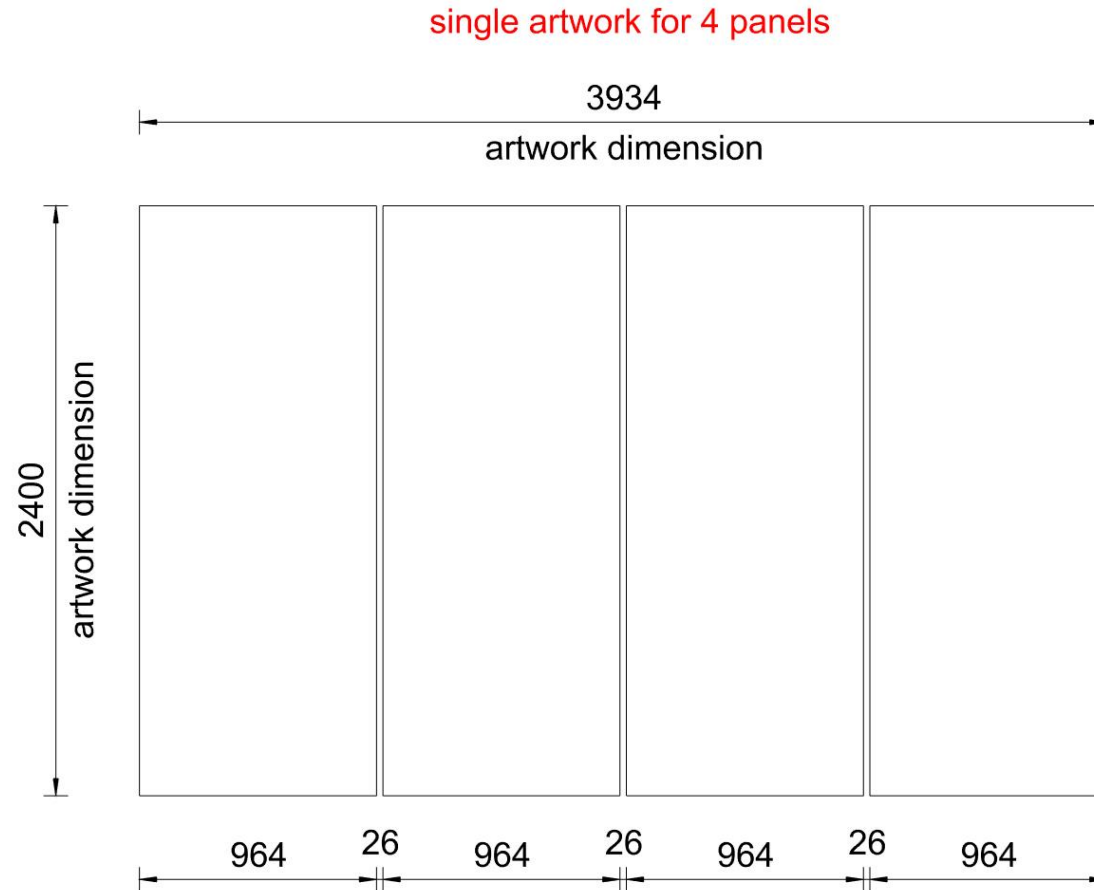
Grafik für 3 Wandpaneele

Single artwork for 3 panels



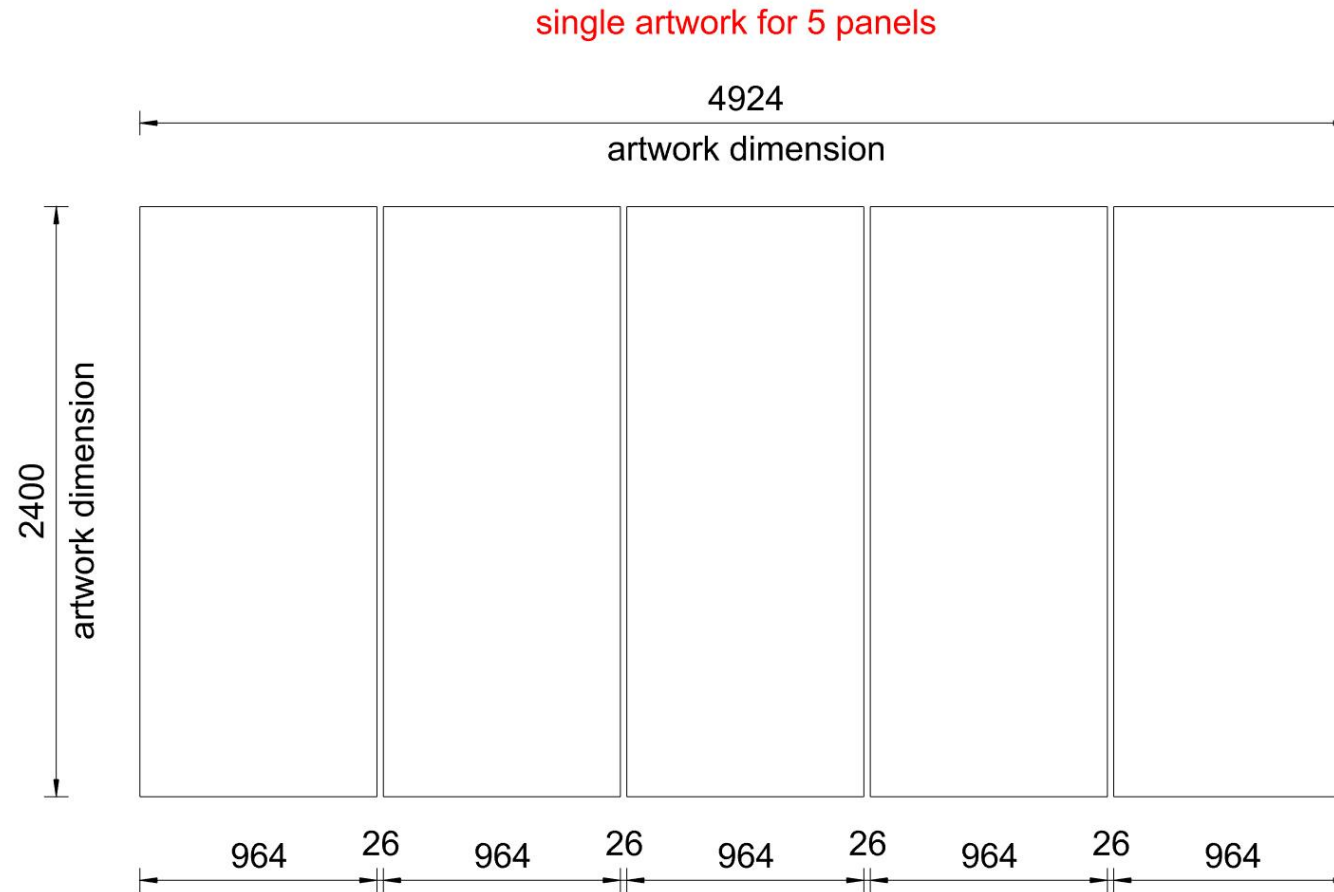
Grafik für 4 Wandpaneele

Single artwork for 4 panels



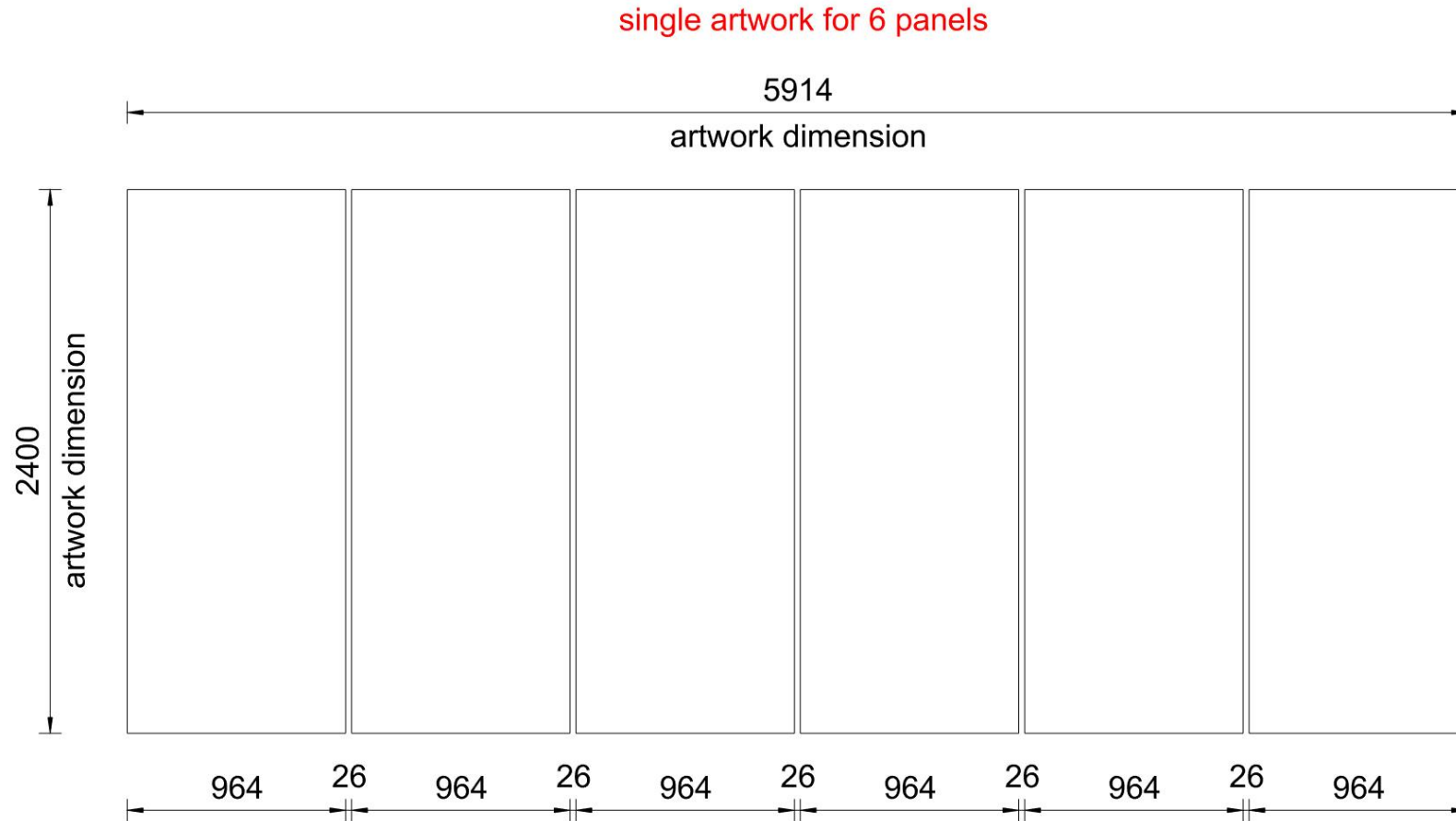
Grafik für 5 Wandpanele

Single artwork for 5 panels



Grafik für 6 Wandpanele

Single artwork for 6 panels



ISPOR EUROPE 2022 - 06.-09.11.2022		
Veranstaltungsname / Name of Event	Halle & Standnr. / Hall & Standno.	Standgröße in qm / Booth size in sqm
Firmenname / Company's name	Straße / Street	
Postleitzahl / Postal Code	Ort / Place	
Ansprechpartner / Responsible person	E-Mail / E-Mail	
Telefon / Phone	Fax / Fax	UID - Nr. / VAT-No.

 **Bitte unbedingt ausfüllen! / Please fill out!**

Ficus / Ficus



€ 55,60

Stk

bis 150 cm / up to 150 cm

Ficus / Ficus



€ 79,10

Stk

bis 200 cm / up to 200 cm

Palme / Palm

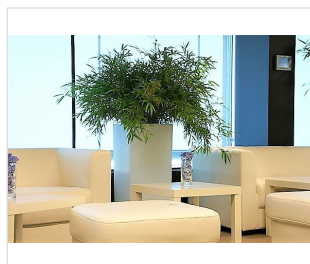


€ 55,60

Stk

bis 160 cm / up to 160 cm

Bambus / Bamboo

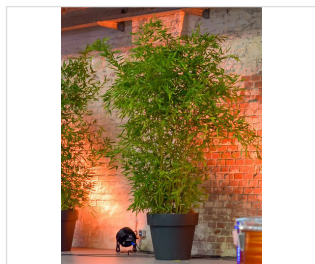


€ 60,70

Stk

bis 90 cm / up to 90 cm

Bambus / Bamboo



€ 104,90

Stk

bis 200 cm / up to 200 cm

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Ansprechpartner / Responsible person	E-Mail / E-Mail	
Telefon / Phone	Fax / Fax	UID - Nr. / VAT-No.

 **Bitte unbedingt ausfüllen!** / Please fill out!

Blumenkiste / Flower pot

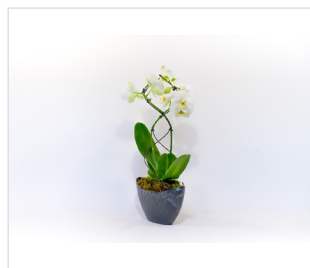


€ 60,40

Stk

bis 100 cm / up to 100 cm

Blumenschale / Flower bowl



€ 43,30

Stk

Ø 30 cm

Blumenschale / Flower bowl

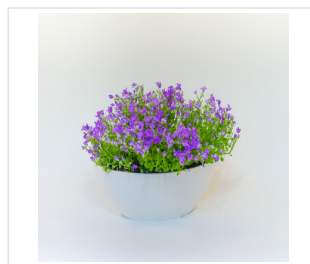


€ 30,30

Stk

Ø 20 cm

Blumenschale / Flower bowl



€ 36,60

Stk

Ø 25 cm

Blumenschale / Flower bowl



€ 43,30

Stk

Ø 30 cm

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Stamp and obligatory signature

ALLGEMEINE GESCHÄFTSBEDINGUNGEN („AGB“) DER Standout GMBH („Standout“)

I. ALLGEMEINER TEIL

- Anbot/Vertragsverhältnis:** Für sämtliche Vertragsverhältnisse zwischen Standout und Auftraggeber (nachstehend „Kunden“) kommen ausschließlich diese AGB zur Anwendung. Entgegenstehende oder abweichende Bedingungen von Kunden gelten nur soweit Standout diesen ausdrücklich schriftlich zugestimmt hat. Bei Miete oder Kauf gelten zusätzlich die besonderen Bestimmungen des II. und III. Abschnittes. Die Bestellung des Kunden ist für diesen verbindlich und nicht widerruflich. Sie kann von Standout binnen 30 Tagen durch Erfüllung oder durch Übersendung einer schriftlichen Bestätigung oder einer Akontorechnung gemäß Punkt 13. angenommen werden. Hat der Kunde eine Lieferung zu einer bestimmten Messe bestellt und ist der Auftrag bis 1 Woche vor Veranstaltungsbeginn von Standout nicht angenommen worden, so hat der Kunde dies Standout unverzüglich mitzuteilen. Eine Verpflichtung von Standout, die Bestellung des Kunden anzunehmen, besteht nicht. Anbote der Standout an den Kunden sind unverbindlich und freibleibend.
- Mitwirkung des Kunden:** Mit der Bestellung verpflichtet sich der Kunde auch, die für die ordnungsgemäße Ausführung der Bestellung nötigen Unterlagen (etwa Pläne, Modelle, Genehmigungen, Richtlinien für die Ausführung etc.) gemäß den Terminvorgaben von Standout zeitgerecht zur Verfügung zu stellen. Diese Unterlagen müssen so beschaffen sein, dass eine einwandfreie Ausführung der Bestellung gewährleistet ist. Insbesondere hat der Kunde für sämtliche für die Ausführung der Bestellung erforderlichen Genehmigungen auf seine Kosten Sorge zu tragen. Ausführungen und Materialmuster, die Standout dem Kunden zur Begutachtung vorlegt, müssen von diesem fristgerecht schriftlich bestätigt und retourniert werden; Andernfalls gelten sie als „ohne Korrektur“ genehmigt.
- Leistungsumfang:** Sofern nicht anders angegeben, schuldet Standout dem Kunden nur die Lieferung der bestellten Gegenstände an den Ort der Übergabe. Montageleistungen und andere zusätzliche Leistungen muss der Kunde mit Standout gesondert vereinbaren.
- Ort der Übergabe:** Der Ort der Übergabe ist grundsätzlich die vom Kunden in der Bestellung angegebene Lieferadresse. Bestellt der Kunde eine Lieferung zu einer bestimmten Messe, so ist Ort der Übergabe der vom Kunden angegebene Stand in der vom Kunden bezeichneten Halle am Ort der betreffenden Messe.
- Zeitpunkt der Lieferung:** Der Zeitpunkt der Lieferung wird grundsätzlich von Standout festgelegt und dem Kunden bekannt gegeben. Nach Möglichkeit wird Standout hierbei Wünschen, die der Kunde in der Bestellung äußert, nachkommen oder sonst ein Einvernehmen mit dem Kunden herstellen. Bestellt der Kunde eine Lieferung zu einer bestimmten Messe, so hat die Lieferung jedenfalls während der vom betreffenden Messeveranstalter in seinen öffentlich zugänglichen allgemeinen Anmeldeunterlagen für Aussteller vorgegebenen Aufbauzeiten zu erfolgen, sofern mit dem Kunden nichts anderes vereinbart wird. Ansonsten muss Standout die Lieferung spätestens 30 Werktage nach Annahme der Bestellung ausführen.
- Übergabe/Gefahrtragung:** Der Kunde hat dafür Sorge zu tragen, dass er selbst oder eine zur Übernahme der gelieferten Gegenstände befugte Person zum Zeitpunkt der Lieferung am Ort der Übergabe anwesend ist. Ist dies nicht der Fall, ist Standout berechtigt, die an den Kunden zu liefernden Gegenstände am Ort der Lieferung zurückzulassen. Standout ist nicht verpflichtet, die Legitimation der auf dem Stand bei Anlieferung des Mietgutes angetroffenen Personen zu überprüfen. Die von Standout an den Kunden zu liefernden Gegenstände sind übergeben, wenn der Kunde sie unbeanstandet entgegennimmt oder Standout sie – im Falle der Abwesenheit zur Übernahme befugter Personen – zum abgesprochenen Zeitpunkt der Lieferung am Ort der Übergabe zurücklässt. Mit der Übergabe geht die Gefahr des zufälligen Untergangs auf den Kunden über.
- Urheberrechte:** Sämtliche im Zuge der Anbieterstellung oder Vertragsdurchführung von Standout oder deren Bediensteten erstellten Unterlagen (insbes. Entwürfe, Pläne und Modelle) bleiben mit allen Rechten Eigentum der Standout und dürfen ohne vorherige Genehmigung weder Dritten zugänglich gemacht, noch veröffentlicht oder vervielfältigt werden. Sie dürfen vom Kunden ausschließlich für den vereinbarten Zweck verwendet werden und sind für den Fall, dass ein Vertragsverhältnis nicht zustande kommt oder wieder storniert wird, unverzüglich an Standout zurückzustellen.
- Datenschutz:** Die Verarbeitung personenbezogener Daten durch Standout erfolgt in Einklang mit den geltenden datenschutzrechtlichen Bestimmungen. Details zur Verarbeitung Ihrer Daten, insbesondere zu den konkreten Verarbeitungszwecken und Rechtsgrundlagen entnehmen Sie bitte der Datenschutzerklärung für Aussteller, die unter www.standout.eu/privacy-policy abrufbar ist. Gibt der Kunde bei der Bestellung oder im Zuge der Vertragsabwicklung personenbezogene Daten Dritter (insbesondere Daten von Vertretern, Ansprechpartnern, Sachbearbeitern oder sonstigen Mitarbeitern seines Unternehmens) bekannt, ist er verpflichtet, die betroffenen Personen hierüber unverzüglich zu informieren und ihnen die Datenschutzerklärung der Standout zur Kenntnis zu bringen. Der Kunde haftet für jegliche Nachteile, die Standout aus einem Verstoß gegen diese Verpflichtung entstehen.
- Zustimmungserklärung gemäß § 107 TKG:** Der Kunde erteilt seine ausdrückliche Einwilligung dazu, dass Standout, Reed Messe Salzburg GmbH, Reed Messe Wien GmbH und Reed CEE GmbH ihm von Zeit zu Zeit E-Mails mit Informationen, Werbung und Umfragen zu eigenen Angeboten, Veranstaltungen und Leistungen sowie mit Informationen zu Produkten oder Leistungen anderer Unternehmen mit Bezug auf Messeveranstaltungen oder ähnliche Events („E-Mail-Newsletter“) zusenden oder ihn telefonisch zur Durchführung von Umfragen zu eigenen Veranstaltungen und Leistungen kontaktieren. Diese Einwilligung kann jederzeit per E-Mail an dataprotection@reedexpo.com widerrufen werden.
- Werbeerlaubnis:** Der Kunde erteilt weiters seine Zustimmung, dass Standout sowie die verbundenen Unternehmen die Kundendaten, Firmenwortlaut und Firmenlogo des Kunden, sowie Abbildungen des von Standout oder vom Kunden nach den Plänen von Standout errichteten Standes für eigene Werbezwecke (etwa durch Aufnahme in Referenzlisten, Darstellung im Internet, in Kundenzeitschriften oder in anderen Werbemitteln) verwenden.
- Rücktritt:** Für den Fall, dass (a) der Kunde mit Zahlungen an Standout (aus diesem Auftrag oder anderen Aufträgen) oder mit Zahlungen an Verbundene Unternehmen im Verzug ist, oder (b) ein Insolvenzverfahren gegen ihn eröffnet wurde bzw. droht, hat Standout das Recht, von diesem Vertrag zurückzutreten bzw. ungeachtet der Zahlungsverpflichtung des Kunden die eigene Leistung zurückzubehalten. Im Falle des Rücktritts durch Standout schuldet der Kunde eine Stornogebühr in Höhe des vereinbarten Entgelts.
- Preise:** Sämtliche Preise verstehen sich netto zuzüglich Umsatzsteuer in der jeweiligen gesetzlichen Höhe und zuzüglich aller sonstigen mit Abschluss und Durchführung des Auftrages verbundenen Steuern und Gebühren (z.B. Rechtsgebühren [siehe Punkt 24] oder Werbeabgabe). Die Preisangaben beziehen sich auf Lieferungen und Leistungen im Messezentrum Salzburg und Wien, die Verkaufspreise gelten ab Lager Salzburg bzw. Lager Wien. Bei anderen Leistungsorten werden Spesen, Diäten, Bearbeitungs- und Transportkosten separat verrechnet. Zusätzliche, nicht im Anbot enthaltene Leistungen, werden nach tatsächlichem Aufwand in Rechnung gestellt. Wird eine Rechnung von Standout über Wunsch des Kunden neu ausgestellt, etwa im Falle von Änderungen der Rechnungsanschrift oder anderer auf der Rechnung anzuführender Angaben des Kunden, so wird dafür ein pauschales Entgelt von € 76,60 exkl. USt. in Rechnung gestellt.
- Zahlungsbedingungen:** Standout hat das Recht, dem Kunden nach Erhalt der Bestellung eine Akontozahlung in Höhe von 50% des Auftragswertes in Rechnung zu stellen. Bei Kunden, die ihren Wohnsitz im Ausland haben, bei Neukunden oder bei Kunden, die bei früheren Bestellungen bereits mit Zahlungen im Verzug waren oder bei denen Zweifel an der Bonität bestehen, kann Standout Vorauszahlung von 100% des Auftragswertes verlangen. Lieferungen zu einer bestimmten Messe, die der Kunde erst eine Woche vor oder während der Veranstaltung bei Standout bestellt (maßgeblich ist das Einlangen der Bestellung bei Standout), werden nur gegen Vorauszahlung durchgeführt. Rechnungen sind nach Erhalt netto ohne Abzug zahlbar. Bei Zahlungsverzug schuldet der Kunde Verzugszinsen in Höhe von 12% p.a.. Der Kunde ist nicht berechtigt, wegen Gegenforderungen welcher Art auch immer aufzurechnen oder fällige Zahlungen zu verweigern.
- Tarifänderungen:** Bei Tarifänderungen (etwa Transport-, Versand- oder Energiepreise) erfolgt die Verrechnung auf Basis der jeweils zum Leistungszeitpunkt geltenden Tarife.
- Stornobedingungen:** Die Stornierung bestehender Verträge bzw. der Rücktritt von einer Bestellung ist nur hinsichtlich der für eine bestimmte Messe gemieteten bzw. gekauften Gegenstände zulässig und nur (a) gegen Bezahlung einer Stornogebühr sowie (b) sofern diese Gegenstände nicht von Standout für diesen Auftrag selbst produziert oder von Dritten erworben werden und (c) nur durch schriftliche Erklärung des Kunden, sofern diese bei gemieteten Gegenständen spätestens bis 2 Wochen und bei gekauften Gegenständen spätestens 4 Wochen vor Veranstaltungsbeginn bei Standout einlangt. Bei gemieteten Gegenständen beträgt die Stornogebühr bei Stornierung bis längstens 4 Wochen vor Veranstaltungsbeginn 30%, bis längstens 2 Wochen vor Veranstaltungsbeginn 50%, danach 100% des Netto-Auftragswertes, jeweils zuzüglich 1% Rechtsgeschäftsgebühr (bezogen auf den gesamten Mietzins). Bei gekauften Gegenständen beträgt die Stornogebühr bei Stornierung bis längstens 4 Wochen vor Veranstaltungsbeginn 50%, danach 100% des Netto-Auftragswertes. Zusätzlich zur Stornogebühr hat der Kunde der Standout alle im Zeitpunkt der Stornierung bereits entstandenen bzw. unvermeidbaren Kosten und Auslagen im Zusammenhang mit dem stornierten Auftrag zu ersetzen, falls diese Kosten den Betrag der Stornogebühr übersteigen. Wird die bestellte Ware nicht zum vereinbarten Zeitpunkt abgenommen bleibt der Kunde zur Bezahlung des vollen Preises verpflichtet.
- Schriftlichkeit:** Soweit nach diesen AGB auf die Schriftform abgestellt wird, wird diesem Formerfordernis auch mit Erklärungen (ohne eigenhändige Unterschrift) Genüge getan, die per E-Mail von und an maßgebliche E-Mail-Adressen übermittelt werden. Maßgebliche E-Mail-Adressen im Sinne dieser Bestimmung sind: 16 a. für den Kunden: jene E-Mail-Adresse, mit der er für den von Standout betriebenen Online-Shop registriert ist, oder die er im Rahmen einer Bestellung (im Bestellformular) angegeben hat. 16 b. für Standout: die E-Mail-Adresse salzburg@standout.eu.
- Rechtswahl:** Es gilt österreichisches Recht unter Ausschluss der Verweisungsnormen und des UN - Kaufrechts. Erfüllungsort und Gerichtsstand ist Salzburg Stadt.
- Haftungsbeschränkung:** Standout haftet nur für vorsätzlich oder grob fahrlässig verursachte Schäden und beschränkt auf den positiven Schaden.

II. BESONDERE BESTIMMUNGEN FÜR MIETE

- Mietdauer:** Bestellt der Kunde einen Mietgegenstand für eine bestimmte Messe, so entspricht die Mietdauer der Dauer der Messe (inklusive der vom Messeveranstalter für den Aufbau vorgesehenen Zeiten) sofern diese nicht mehr als 7 Tage beträgt. Eine längere Mietdauer muss der Kunde mit Standout jeweils gesondert vereinbaren.
- Verwendung:** Mietgegenstände dürfen ausschließlich für den vereinbarten Zweck verwendet und nicht Dritten überlassen werden. Sie sind unter möglichster Schonung der Substanz zu verwenden und dürfen ohne vorherige Zustimmung von Standout nicht verändert werden. Insbesondere dürfen besondere Kennzeichnungen auf dem Mietgut nicht entfernt und das Mietgut darf nicht beklebt, genagelt, gestrichen oder sonst wie beschädigt werden.
- Haftung und Rückgabe:** Das Mietgut ist unmittelbar nach Veranstaltungsende abholbereit zur Verfügung zu stellen. Gerät der Kunde in Verzug, so ist Standout berechtigt, die Gegenstände auf Kosten und Gefahr des Kunden für den Abtransport vorzubereiten. Das Einverständnis des Kunden wird hierzu vorausgesetzt. Der Kunde haftet verschuldensunabhängig für Verlust oder Beschädigung der Mietgegenstände ab Übergabe bis zur Rückgabe. Bei Beschädigungen oder Verlust ist Standout berechtigt, die fehlenden bzw. beschädigten Gegenstände dem Kunden zum Neupreis in Rechnung zu stellen. Von Standout festgestellte Mängel am rückgelieferten Mietgut werden dem Kunden angezeigt. Die Feststellungen gelten als anerkannt, wenn der Kunde nicht innerhalb einer Woche nach Zugang schriftlich widerspricht.
- Reklamationen / Gewährleistung:** Mietgegenstände werden in der Regel mehrfach verwendet und sind daher nicht neuwertig. Kleinere Abweichungen in der Ausführung, den Maßen und Farben gelten nicht als Mängel. Der Kunde hat bei Übergabe den ordnungsgemäßen Zustand und die Vollständigkeit des Mietgutes zu prüfen. Mit dem Empfang bestätigt der Kunde den mangelfreien Zustand der ihm überlassenen Sachen, es sei denn er erhebt unverzüglich eine schriftliche Mängelrüge. Hat der Kunde zu Recht die Mängelrüge erhoben, so ist die Gewährleistungspflicht von Standout auf Verbesserung beschränkt, soweit es sich bei der mangelhaften Sache um eine bereits gebrauchte handelt.
- Mietpreise / Zuschläge:** Für Lieferungen von Mietgegenständen zu einer bestimmten Messe, die später als 2 Wochen vor Messebeginn bei Standout bestellt werden (maßgeblich ist das Einlangen der Bestellung bei Standout), wird ein Last-Minute Zuschlag von 25% auf die Listenpreise verrechnet. Alle Preise gelten für eine Mietdauer von max. 7 Tagen. Bei einer Mietdauer von bis zu 10 Tagen wird ein Zuschlag von 15% verrechnet. Bei einer Mietdauer von mehr als 10 Tagen werden individuelle Preisvereinbarungen getroffen. Bei verspäteter Rückstellung von Mietgegenständen werden dem Kunden die der Standout durch die Verspätung tatsächlich entstandenen Schäden, mindestens aber 15% des gesamten Auftragswertes in Rechnung gestellt.
- Vergebührung:** Mietverträge unterliegen einer Rechtsgebühr von 1%. Bemessungsgrundlage ist das Mietentgelt einschließlich Umsatzsteuer sowie des Entgelts für mit der Miete zusammenhängende Leistungen. Die Vergebührung erfolgt durch Standout. Die Rechtsgebühr wird dem Kunden von Standout in Rechnung gestellt. Die Rechtsgebühr ist vom Kunden auch im Falle einer Stornierung zusätzlich zum Stornoentgelt zu bezahlen.

III. BESONDERE BESTIMMUNGEN FÜR VERKAUF

- Eigentumsvorbehalt:** Die gelieferte Ware bleibt bis zur vollständigen Bezahlung des Kaufpreises sowie sämtlicher zum Zeitpunkt der Lieferung bestehender Forderungen Eigentum von Standout. Forderungen aus der Weiterveräußerung der gelieferten Ware tritt der Kunde schon jetzt im Voraus an Standout ab. Der Kunde hat seinen Abnehmern von der Abtretung Mitteilung zu machen und diese aufzufordern, nur noch direkt an Standout Zahlung zu leisten. Ersatzweise ist eine Bankgarantie in der Höhe des Auftragswertes vorzulegen. Die Kosten der Bankgarantie trägt der Kunde.
- Preise bei Drucksachen:** Bei Bestellung von Drucksachen gelten die angegebenen Preise nur bei Bereitstellung von druckfertigen Grafikdaten durch den Kunden. Allfällig erforderliche nachträgliche Druckdatenaufbereitung wird gesondert nach Aufwand in Rechnung gestellt.
- Verpackung und Versand:** Verpackungs- und Versandkosten werden gesondert verrechnet. Standout versendet nur auf Rechnung und auf Gefahr des Kunden. Eine Haftung ist ausgeschlossen. Beschädigungen muss sich der Empfänger sofort bescheinigen lassen und dem Transporteur melden.
- Reklamationen:** Mängel sind vom Kunden bei sonstigem Verlust jeglicher Mängelhaftung innerhalb von 2 Tagen nach Übernahme schriftlich anzuzeigen.

GENERAL TERMS AND CONDITIONS ("terms") OF Standout GMBH (Standout)

I. GENERAL CONDITIONS

- Offers and contractual relationships:** All contractual relations between Standout 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 Standout. 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. Standout 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 Standout by 1 week before the beginning of the event, the customer shall be obliged to inform Standout of this fact immediately. There shall be no obligation on the part of Standout to accept an order placed by a customer. Quotes or offers provided by Standout shall be non-binding.
- 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 Standout. 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 Standout 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".
- Scope of services:** If not stated otherwise, Standout 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 Standout for assembly/dismantling and other additional services.
- 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.
- Time of delivery:** As a general principle the time of delivery shall be determined by Standout and announced to the customer. When possible Standout 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, Standout shall be bound to complete service provision within 30 working days after acceptance of the order at the latest.
- 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 Standout shall be entitled to leave the goods intended for handover to the customer at the agreed point of delivery. Goods to be delivered by Standout 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, Standout 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. Standout is not obliged to inspect the accreditation of people present at the stands when the goods for rent are delivered.
- Copyrights:** All documents and drafts produced by Standout 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 Standout and may not be made accessible to third parties, published or copied without receiving prior permission from Standout. 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 Standout immediately.
- Data Protection:** The processing of personal data by Standout takes place in accordance with the applicable data protection rules and regulations. For details on the processing of your data, in particular for the specific processing purposes and legal basis, please refer to the data privacy policy for exhibitors, which is available at www.Standout.eu/privacy-policy. If the customer notifies Standout of personal data of third parties (in particular data of representatives, contact persons, agents or other employees of his company) within the order or in the course of the contract, he is obliged to inform the persons concerned without any delay and to provide them with the data privacy policy of Standout. The customer is liable for any disadvantages incurred by the organiser in breach of this obligation.
- Consent according to Section 107 TKG:** The customer expressly consents to Standout, Reed Messe Salzburg GmbH, Reed Messe Wien GmbH and Reed CEE GmbH sending him emails from time to time containing information, advertising and surveys on our own offers, events and services, as well as information about other companies' products or services related to trade show events or similar events ("email newsletter"), or contacting him by phone to conduct surveys on own events and services. This consent can be revoked at any time by email to dataprotection@reedexpo.com.
- Permission to advertise:** Furthermore, the customer shall permit Standout and its associated companies to use customer details, company names and corporate logos, as well as pictures of stands erected by Standout, or erected according to plans made by Standout or the customer for Standout'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).
- Rescission:** If (a) the customer is in arrears with payments to Standout 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, Standout 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 Standout choose to withdraw from the contract the customer shall be liable to pay the agreed cancellation fee.
- 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 or Vienna. 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 Standout 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 € 76.60 (plus VAT).
- Conditions of payment:** Standout 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, Standout 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 Standout from a week before the fair up to during the fair itself, (the valid time of receipt being the date upon which Standout officially received the order), will only be completed after a full advance payment. The customer is at no point entitled to set off or withhold due payments against counterclaims of any kind.
- 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.
- Cancellation terms:** The cancellation of an existing contract or order shall only be permitted for items hired or purchased for a particular trade fair, and only if (a) a cancellation fee is paid, (b) these items were not produced by Standout, or ordered from a third party by Standout for this contract, and (c) only if notification is submitted by the customer in writing, and received by Standout no later than 2 weeks prior to the beginning of the event for hired items, and 4 weeks prior to the beginning of the event for purchased items. As regards hired items, the fee for a cancellation received at the latest 4 weeks prior to the beginning of the event shall be 30% of the net order value. For a cancellation received at the latest 2 weeks prior to the beginning of the event this percentage shall rise to 50%, thereafter 100%. In each case, this will also be subject to payment of an additional 1% of the total rental fee to cover legal transactions. As regards purchased items, the fee for a cancellation received at the latest 4 weeks prior to the beginning of the event shall be 50% of the net order value, thereafter 100%. In addition to the cancellation fee, the customer shall be obliged to compensate Standout for all costs, unavoidable expenditure and financial outlay by Standout in the context of the cancelled contract/order up to the time of cancellation, to the amount to which they exceed the total amount of the cancellation fee. If the item ordered is not picked up at the date and time agreed, the customer shall be obliged to pay the full price for the item.
- 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 e-mail address with which he/she is registered with the online shop run by Standout, or the one that has been given in the course of placing an order (using the order form) and b. for Standout: the following e-mail address: salzburg@standout.eu.
- 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.
- Limited liability:** Standout shall only be held liable for damage caused by deliberate or grossly negligent behaviour and only for positive damage.

II. SPECIAL RENTAL CONDITIONS

- 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 Standout in a separate agreement.
- 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 Standout. 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.
- 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 Standout 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 Standout shall be entitled to invoice the customer for the price of brand new replacements for missing or damaged objects. Any faults identified by Standout 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.
- 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, Standout's obligation to honour warranty rights shall be limited to rectification of the fault(s) as regards items that have already been used.
- Rental prices / surcharges:** As regards deliveries of hired objects to a specific trade fair, which have been ordered from Standout later than 2 weeks before the trade fair commences (the valid time of receipt being the date upon which Standout 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 Standout for all actual resultant costs or losses. A minimum of 15% of the full order value shall be charged in such cases.
- 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. Standout issues the billing. The customer will be invoiced for the legal fee by Standout. 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

- Retention of title:** The goods delivered shall remain the property of Standout 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 Standout. The customer shall be obliged to inform his/her customer of this cession and to demand the said customer pay directly to Standout 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.
- 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.
- Packaging and forwarding:** Packaging and forwarding costs are invoiced separately. Standout only delivers on account and at the risk of the customer. No liability shall be accepted on the part of Standout. The recipient must certify all cases of damage immediately and report them to the forwarding agent.
- 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.

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How It Works:

- Scan badges to gather lead information
- Score leads and takes notes
- Export leads to any database on demand

APP LICENSE

Purchase an app license to download the Cvent LeadCapture app on your own Android or iOS device. Use the app to scan leads and capture relevant qualifying information.

\$299

BEST VALUE

3-Pack LeadCapture License

\$249

Single
LeadCapture License

\$149

Additional
LeadCapture License

DEVICE RENTAL LICENSE

Purchase a Device Rental license to pick up a Handheld Infrared Laser Scanner onsite for faster and seamless scanning – price includes app access license!

\$299

Order Before
9 OCTOBER

\$349

Order Between
9-23 OCTOBER

\$399

Order After
23 OCTOBER

LeadCapture for ISPOR Europe 2022



1 FINISH SETTING UP YOUR EXHIBITOR ACCOUNT

- [Click here](#) - Enter your details and click **Create Account**.
- You will soon receive the email “Welcome to ISPOR Europe 2022” from exhibit@ispor.org” Click **Log In** within the email.
- Don't remember your password? Click on “**Forgot?**” to set up your password. You will soon receive the email “Reset your Onsite Solutions Password”
 - If you have LeadCapture login credentials from past events, log in with your email and previously created password. Once logged in, click **Switch Event** (top left) and click Join Event. Search the Event Code: 1E9E5D4C7C9C and add ISPOR Europe 2022 to the list of events you're exhibiting at.

2 LOGGING BACK IN TO YOUR EXHIBITOR PORTAL

- Log back in to your Portal with [this link](#). Do not click **Add your company**.
- Use this Portal to:
 - *Purchase additional LeadCapture licenses, if necessary*
 - *Assign licenses to registered onsite staff*
 - *Create lead-qualifying questions*
 - *Export your leads after the event*

SUPPORT

New to LeadCapture or want additional help? [This how-to](#) is all you need to get set up. Questions? Email leadcapture@cvent.com with any general LeadCapture questions.



Congress Date:

2022

Company Name :	
Contact Name:	Stand No. :
Adress :	
Tel.:	prefered delivery date/time:
E-Mail:	Fiscal/VAT Nr.:
Signed:	Date

Rental Equipment List:

All prices are including, installation, service, insurance and **excl. 20% VAT**

Nr.	Description	Quantity	unit price €	amount €
	Video			
1	LCD Screen 32" Samsung DB32D Diagonal 81cm, nativ resolution 1920x1080 HDMI, DVI, VGA in <input type="checkbox"/> wall mount bracket <input type="checkbox"/> ground support design 145cm high please choose !		421.00	
2	LCD Screen 43" Samsung QBN43 Diagonal 108cm nativ resolution 3840x2160 HDMI, DP <input type="checkbox"/> wall mounting bracket or <input type="checkbox"/> ground support design 145cm high please choose !		467.00	
3	LCD Screen 55" Samsung DB55D Diagonal 140 cm nativ resolution 1920x1080 HDMI, DVI, VGA in incl. <input type="checkbox"/> wall mounting bracket or <input type="checkbox"/> ground support design 145cm high please choose !		605.00	
3	LCD Screen 55" Samsung DB55D Touch Diagonal 140 cm nativ resolution 1920x1080 HDMI, DVI, VGA in incl. <input type="checkbox"/> wall mounting bracket or <input type="checkbox"/> ground support design 145cm high please choose !		835.00	
4	LCD Screen 65" Samsung DM65D Diagonal 165 cm nativ resolution 1920x1080 HDMI, DVI, VGA in incl. <input type="checkbox"/> wall mounting bracket or		973.00	

ground support design 150cm



5	LCD Screen 82" Samsung DM82D Diagonal 165 cm nativ resolution 1920x1080 HDMI, DVI, VGA in incl. <input type="checkbox"/> wall mounting bracket or <input type="checkbox"/> ground support design 145cm high please choose !		1,479.00	
6	LCD Screen 98" Panasonic TH-98LQ70W Diagonal 249 cm nativ resolution 3840x2160x1080 Incl. motorised stand, wall mount bracket on request		3,450.00	
7	Laptop Dell Latitude 5591 15" Win 10, Office 2016, FHD, I7-8400, 16 GB RAM , 512GB SSD,		242.00	
8	TFT Monitor 21,5", VGA, HDMI,DVI only table support		148.00	
9	Videoprojector LCD, 4500 Ansilumen WUXGA		365.00	
10	Screen 286x170 Frontprojektion		194.00	
11	Set: Projektor 1 Chip DLP 12000 Ansilumen 16/9 Full HD Projektor, selectable lenses		1,985.00	
Audio				
11	Soundsystem with 2 speakers 1 x Mackie 1402 audiomixer, Sabine GraphIQ, incl. cables and rigging equipment,CD Player		500.00	
12	Soundsystem with 4 speakers 1 x Mackie 1402 Audiomixer, Sabine GraphIQ, incl. cables and rigging equipment, CD Player		717.00	
13	Microphone wireless handheld or headset Sennheiser Evolution 500 G3, incl. batteries		194.00	
14	Microfon cable with table tripod Shure MX 418		69.40	

All items are including transport, setup, troubleshooting, cables, dismantling, insurance.



If you need any technical details or other equipment, our address:

AV Professional GmbH

A-1230 Wien, Brunnerstraße 63/23 Segro Business Park Hall 4N

Contact: Mr. Robert Ranzinger

Telefon 0043 1 25210

Telefax 0043 1 25210-10

E-Mail rental@avpro.at

Payment:

Money transfer by Bank.

Creditcard:

Visa

Mastercard

Dinersclub

Bank Details:

Name of Beneficiary (as per bank record): AV Professional GmbH

Address of Beneficiary: Brunnerstraße 63/23 Segor Business Park

A-1230 Vienna, Austria

Account Number: AT83 1200 0228 1245 8000

Swift Code / IBAN : BKAUATWW

Favoring Bank: Bank Austria

Bank Address: Sparkassaplatz 1, 2100 Stockerau, Austria

ISPOR Europe 2022

6-9 November 2022

Vienna, Austria and Virtual



Internet & Network - Orderform

H82 medientechnik GmbH

Techgate Vienna

A-1220 Wien, Donau-City-Strasse 1

Tel. +43(0)1 494 15 44

Fax: +43(0)1 494 15 45

e-mail: office@h82.eu



Company:

Booth Nr.:

Contact name:

phone:

Fax:

e-mail:

VAT Nr.:

	<i>Item and Description</i>	<i>Price per item in €</i>	<i>Total in €</i>
	<u>Network & Internet</u>		
x	1MBit symm. wired Internetline - public IP	335.00	
x	2MBit symm. wired Internetline - public IP	402.30	
x	4MBit symm. wired Internetline - public IP	712.80	
x	10MBit symm. wired Internetline - public IP	1696.00	
x	15MBit symm. wired Internetline - public IP	2420.50	
x	20MBit symm. wired Internetline - public IP	3455.50	
x	8 Port Switch 10/100/1000 autosensing	30.00	
x	24 Port Switch 10/100/1000 manageable	60.00	
x	Wireless Lan Router	60.00	
x	Network setup on request, charged per hour	90.00	
	<u>Services</u>		
1	Delivery & basic setup & dismantling (mandatory per booth)	70.00	70.00
x	Technician, per hour	90.00	

please return this ordersheet to: H82 medientechnik GmbH, office@h82.eu

Please add 20% VAT to these prices if not based in the European Community.

Reverse Charge Reglementation can only be applied with valid VAT Nr. **All orders have to be payed prior to the event.**

Date

Signature

Company stamp

Wir akzeptieren Kreditkarten / **acceptance of credit cards:**

VISA / MASTERCARD

Abl / *exp date*

Kartennr. / *card no:*

Karten Inhaber / *card holder:*

Bank / *bank wire to:* H82 medientechnik GmbH – Volksbank Wien AG, BIC:VBOEATWW IBAN: AT18 4300 0421 1281 0009



Exhibitor Liability Insurance

As a standard requirement for all of our show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance coverage is not optional.

This insurance must be in force during the lease dates of the event, November 4-10, 2022, naming International Society for Pharmacoeconomics and Outcomes Research (505 Lawrence Square Blvd South Lawrenceville, NJ 08648) as the certificate holder. The following must be listed as additional insured: International Society for Pharmacoeconomics and Outcomes Research and Austria Center Vienna.

If you do not have this coverage in place, ISPOR has made arrangements so that exhibitors can easily acquire this coverage at significant savings from Rainprotection Insurance.

Purchase Your Liability Insurance

Click on the link below and fill out the online form.
Your cost will be just GBP 185 (plus any local taxes)

Please write the name of this show on the first page of the application in the box that states: *"Please provide a description of the event you are attending"*

Click the link below to purchase your liability insurance then choose "Online Form":
<https://www.worldwidespecialrisks.co.uk/exhibitor-stallholder-insurance>

Already have coverage? Please submit your proof of insurance to Exhibit@ispor.org

Please feel free to direct all insurance questions to Rainprotection Insurance:

Sales@rainprotection.net | (800) 528-7975 | www.Rainprotection.net



Exhibitor Appointed Contractor Notification Form

Exhibitors wishing to designate a contractor other than the official Service Contractor (Standout to install or dismantle an exhibit booth OR a contractor other than any official included in the Exhibitor Service Kit, must submit this form and agree to the guidelines listed below to obtain approval to utilize non-official contractors.

Complete this form and email to ISPOR Exhibits: exhibit@ispor.org **DEADLINE DATE: OCTOBER 7, 2022**

Show Name: ISPOR EUROPE 2022 | 6-9 November 2022

Exhibiting Company Name: Stand #:

Exhibiting Company Contact Name:

Phone: Email Address:

Exhibitor Appointed Contractor Name:

EAC Address:

EAC Supervisor Onsite:

Phone #: Email Address:

Type of Service to be Performed:

All Exhibitor Appointed Contractors must send a copy of their General Liability Insurance Certificate by October 7, 2022 or they will not be permitted to service your exhibit. Email certificates to exhibit@ispor.org.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and policies of this event.

- Exhibitor appointed contractors must agree to abide by all rules and regulations of the meeting.
- Exhibitor appointed contractors must follow all Health and Safety guidelines set forth by the Austria Center Vienna (ACV).
- The exhibitor will be liable for any expense or damage caused by, or as a result of, its appointed contractors.
- Exhibitor-appointed contractors are not allowed to set-up service desks on the show floor or in any booth.
- All decorator employees and or contracted staff must check in at the X2 entrance and receive a wristband that must be worn at all times while on property. They must present a valid Government issued ID. Each day of installation and dismantle will require checking in for a new wristband.
- No contractor shall use any public space for breaks, resting or eating.
- All external stand builders have the possibility to order a distribution board via the ACV. In that case the distribution board will be provided and tested/measured from the ACV electricians.
- Proper decorum is expected while working in our facility. No yelling or use of profanity will be tolerated.
- THIS IS A NO SMOKING PROPERTY: Smoking is prohibited in all indoor areas of the Austria Center Vienna, including private areas of exhibition space.
- Trucks and vehicles higher than 2m: parking spaces are available at the Parking lot West (located next to Gate 1) on a first come, first serve basis.
- Empties must be stored directly with IML, an external partner of Austria Center Vienna. The Austria Center Vienna does not provide any additional storage facilities. Our shipping partner, DHL will work with IML to handle empty storage.

Provide to ISPOR no later than October 7, 2022: General Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate naming the International Society for Pharmacoeconomics and Outcomes Research (505 Lawrenceville, NJ 08648) as the certificate holder. The following must be listed as additional insured: International Society for Pharmacoeconomics and Outcomes Research and Austria Center Vienna.

I have read, understand, and agree to the terms and guidelines regarding Exhibitor Appointed Contractors for this event.

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

Title

Date

* Signed by official exhibiting company representative as indicated on Exhibit Contract