

# BOOKING FORM for EXHIBITION SPACE

Please return the filled in form to MAW  
E-Mail: [maw@media.co.at](mailto:maw@media.co.at), FAX: (+43/1) 535 60 16

EXHIBITOR: \_\_\_\_\_

**Invoice Recipient:**

(company name and address) \_\_\_\_\_

PO No.: \_\_\_\_\_ VAT Reg. No.: \_\_\_\_\_  
(if required) (obligatory for EU countries)

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

We hereby order:

**Floor Space:** \_\_\_\_\_ sqm (desired space: \_\_\_\_\_ m long x \_\_\_\_\_ m deep) per sqm € 600.--  
(floor space only, without partitions)

**Minimum Registration: 6 sqm**

Notes: \_\_\_\_\_  
(do not use for ordering additional services)

Confirmed exhibitors will receive the time schedule, further detailed information and order forms for additional services in due time. **Orders for additional services will only be accepted by submitting the respective order forms.**

Measurements are outside measurements; space booking only in full and half meters.  
Proportionate basic cleaning costs are obligatory and at extra cost.

For information – please check:

- we will set up our own pre-constructed stand (approval of stand design by MAW required)
- we will bring a folding/umbrella stand
- we will order a standard rental booth at extra cost (by submitting the respective order form)

**Conditions of payment and cancellation:**

Prices are net. For companies with Austrian VAT Reg. No.: + 20% VAT + 1% contract fee. For all other countries: net prices – the tax liability lies with the benefit recipient. After submitting the "Booking form for Exhibition Space" the exhibitor will receive a confirmation of the booking as well as the 50% part-payment invoice which is payable on receipt. The final invoice will be issued 2-3 months prior the start of the congress and is again payable on receipt. For all bookings which are submitted less than 3 months before the start of the congress, the exhibitor will receive a confirmation of the booking as well as the invoice for the whole rental fee (100%) which is again payable on receipt. Bank transfer to the "MAW" account at UniCredit Bank Austria AG, Schottengasse 6-8, 1010 Vienna, Austria, account no. 00256807900, bank code 12000, BIC: BKAUATWW, IBAN: AT55 1100 0002 5680 7900. All charges shall be covered by the sender. Cancellation fee: 50% of total space if rental is cancelled or reduced up to three months prior to the congress, 100% thereafter. Place of jurisdiction: Vienna, Austria.

**Congress Venue:** Hofburg Vienna, Heldenplatz, 1010 Wien/Vienna, Austria

Booth allocation will consider sponsoring activities, booth size, date of application and payment date of part-payment invoice.

**By signing this contract we accept the enclosed conditions for participation in the exhibition.**

\_\_\_\_\_  
Place / Date

\_\_\_\_\_  
Stamp of Company / Signature of Official Representative

## Conditions for Participation in the Exhibition

**1. Contract – Exhibition Dates:** Mailing or delivering this Registration Form does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are constituted first when MAW (subsequently the Exhibition Management) sends written acceptance of the exhibitor to the exhibition. Any registration to an exhibition can be refused by the Exhibition Management without giving cause. The registration form must be filled in, signed with a legally competent signature and delivered to us on time. Special wishes regarding placement of the stands will be given all possible consideration, but placement demands as a condition of registration on the part of the exhibitor cannot be recognised; furthermore the requested floor space may be reduced by the Exhibition Management. The Exhibition Management has the right to revise the location and time of the exhibition, to shorten the time of the exhibition and to cancel the exhibition. Any change in the length or time of the exhibition does not entitle the exhibitor to cancel the contract nor to request lowering of fees nor to put forward a claim to damages incurred thereby. In case of cancellation of the exhibition, the Exhibition Management will return the part payments received less the sum equivalent to the costs which have arisen for the Exhibition Management up to the time of cancellation; the registration fee will not be returned.

**2. Purpose of the Exhibition – Advertising:** The stands may be used only for exhibiting and advertising the exhibitor's own products, not however for the sale of any products. Any orders for products which are taken must be in accordance with laws covering such orders. Advertising materials may be distributed only within the stand. During exhibition hours all stands must be continually staffed. The exhibition rooms are to be used only during the usual opening hours. For the presentation of advertising lectures, advertising films, slide projection, for the distribution of samples, drinks or foodstuffs it is necessary to obtain written permission from the Exhibition Management. Companies which are not exhibitors are forbidden to advertise in any way in the exhibition hall or in the entrances to the exhibition hall. Any kind of promotion outside of your exhibition space is forbidden (such as Working Acts, Flyers etc.)

**3. Setting up stands – Maintenance of stands:** Before setting up their stands, exhibitors must contact the Exhibition Management and reconfirm the placement of the stand as well as inform themselves of any special regulations relating to their stand. Side and back walls of stands are to be 2,5 (2 and a half) metres high; for any variation from this norm (2,5 metres) specific permission must be obtained from the Exhibition Management. For any changes in the size or structure of the floor space or for any changes to the rented objects specific written permission must be obtained. Stands must be set up and completely fitted during the announced time; stands which are not finished can be rented to another applicant; in such case the exhibitor is responsible for costs arising from cancellation and all attempts to put forward a claim to damages are invalid. An exhibitor or advertising company contracted by the exhibitor who wishes to set up a stand or exhibit of their own design and construction must submit sketches and plans with a statement of colour schemes of such a stand or exhibit to the Exhibition Management. The Exhibition Management reserves the right to demand changes in such stands or exhibits if safety regulations, technical requirements or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Exhibition Management, should so require. The side and back walls of all stands should be finished on the outsides as well as the insides. All directives and instructions of the Exhibition Management with regard to the use of stands, the decoration of them, the use of self-designed and self-constructed stands, and fitting and furnishings of the stands, must be obeyed so that the exhibition may take place with as few complications as possible. If an exhibitor does not follow the directives of the management or does not carry out such directives punctually, the Exhibition Management reserves the right to take the necessary steps at the cost of the exhibitor. The Exhibition Management reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another place in the exhibition hall if necessary even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired stands and hired furnishings. Hired stands and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or unmarred flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors. The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from the Exhibition Management. It is not permitted to drive nails or hooks in the walls of the exhibition hall nor to install electric wiring nor to cut or drill holes in the walls of the rented stands. Empty containers and packing materials must be disposed of at any cost of the exhibitor before the exhibition begins; cleaning the stand is in the responsibility of the exhibitor. No part of an exhibition stand may be hung from the ceiling. No structure of an exhibit or stand may project on any side beyond the limits of the stand location. No signs may project beyond the delimiting walls of the stand and each exhibitor must avoid hindering the view or entrance way of neighbouring stands. Special care must be taken to avoid lights or spot lights which are annoying to visitors or neighbouring stands. Decorating materials which are used by the exhibitor must be fire-proof and written credible proof of this must be presented to the Exhibition Management upon request. Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.

**4. Electrical Installations – Power consumption:** The Exhibition Management arranges for the installation of a 230 Volt ring main supply at the cost of the exhibitors. The exhibitors agree to use this installation for all electric power requirements. The Exhibition Management however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply. The costs incurred for the installation of the ring main supply are carried equally by all the exhibitors; the cost of the electricity for each exhibitor is calculated according to the wattage of the electric equipment in his stand; this cost will be invoiced to each exhibitor according to a separate price not included in the rental prices. The exhibitor is responsible for the cost of electrical installations within the stand, however these installations may be carried out only by an electrician appointed by the Exhibition Management.

**5. Subleasing – Access permission:** Partially or wholly subleasing or otherwise relinquishing a stand to a third party as well as private agreements for exchange of stands or floor space between two exhibitors is prohibited. The Exhibition Management reserves the right to enter any stand at any time.

**6. Dismantling of stands:** The exhibitor must dismantle the stand within the allotted time and return the hired furnishings on time. The exhibitor must leave the stand area cleared and the floor cleaned. Stored materials, empty containers and packing materials must be disposed of. Items for which no arrangements have been made for removal and storage at the cost of the exhibitor and which are left behind, become the property of the Exhibition Management and no reimbursement will be made for such items. The Exhibition Management can demand that exhibitors restore the exhibition area to the original condition at the exhibitor's expense. The rented items which were accepted as satisfactory for rental by the exhibitor are to be returned in satisfactory and undamaged condition. All rented items are considered to be in a satisfactory condition unless a written notation signed by the Exhibition Management is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs or of necessary cleaning of rented items. If the exhibitor does not dismantle and clear away his exhibit punctually, this will be removed by the Exhibition Management at the cost of the exhibitor. The exhibitor is liable for the actual cost incurred by the Exhibition Management in such removals of abandoned exhibits.

**7. Liability:** The exhibitor is liable for all damages caused by himself, by his staff, by his visitors and clients and by any agent acting for him; the exhibitor indemnifies the Exhibition Management in all such cases. The Exhibition Management recommends that the exhibitors take out an insurance policy to cover damage, loss or theft of their furnishings and fittings during entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as the Exhibition Management is not liable for personal or property damage nor loss or theft.

**8. Payments – Breach of contract:** The given dimensions of floorspace, stands and rented items are approximate. The Exhibition Management reserves the right to change the dimensions in order to use the available exhibition area most efficiently and in order to adjust the stands to the blueprints of the exhibition hall. Prices charged are however based on the actual dimensions; if more floorspace than was ordered is later allotted and actually used, the fee for it is to be paid immediately. The exhibitor bears the costs of the Contract Fee which is one per cent (1 %) of the rental costs, as well as all other taxes, fees or official charges on the rental sum. In case of delayed payment ten per cent (10 %) interest per annum is charged. If a company wishes to give up all claim to taking part in an exhibition after having contracted to do so, the following cancellation fees apply: 50% of total space costs if rental is cancelled or reduced up to three months prior to the congress, 100% thereafter.

**9. Final Stipulations:** Any company which disobeys the directives of the Exhibition Management can be excluded immediately from the exhibition by the Exhibition Management. Such companies are liable for the whole rental sum, for the registration fee and for all incidental expenses including the legal value added tax. In cases in which the Exhibition Management is indebted to the exhibitor, the exhibitor may demand compensation instead of cash payment only with permission of the Exhibition Management. The exhibitor gives up all claim to contestation of the contract especially in cases of mistakes and in cases in which the value of the contract exceeds or falls short of half the true value. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation. In all cases of litigation it is agreed to by the exhibitor that the competency of the duly authorised court in Vienna, Austria is recognised. Electively the Exhibition Management may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian law is to be used.