



EVENING EVENTS AT THE EXHIBITION STAND



YOUR CONTACT PARTENER/ FAX ORDER TO ORDER

Mag. Sabine Brenner-Nerat, Messe Wels GmbH
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until 05. February 2025

1. time frame

Evening events or stand parties at your own stand must be registered by **05. February 2025** at the latest using the enclosed form. and **require the written approval** of Messe Wels.
The events may begin from 5.30 p.m. each day **from 05 to 08 March 2025** and must be completed by 10.30 p.m. at the latest.
Up to 11.00 p.m. there is the possibility to carry out necessary clean-up work on the stand area.
Guests and staff must leave the exhibition grounds by 10.30 p.m. at the latest.

2. musical performances (AKM)

Musical performances at the trade fair stand (from sound recordings or live) are only permitted from 5.30 p.m. onwards.
The maximum noise level of acoustic or audiovisual performances at the exhibition stand must not exceed 60 dB(a), measured at the stand boundary. The consent of AKM must be obtained for this (see Trade Fair Service Booklet - AKM).

3. security and regulatory service

During the event, it must be ensured that **emergency exits are not obstructed and that aisle areas and neighboring stand areas are not included in the activities**. Set-up for the evening event may only take place at the exhibitor's own stand before 5.30 p.m., so that the trade fair can be completed undisturbed for the other exhibitors and for visitors. In order to protect the neighboring stand area from unauthorized entry, damage, etc., **Messe Wels will schedule a sufficient number of security personnel** and order them at the organizer's expense (see flat-rate fee). The organizer of the evening event is liable for any damage or contamination caused by your event. The instructions of the assigned security and order services must be followed.

4. costs incurred

During the evening event, Messe Wels will provide for the opening of the toilet facilities, possible coat racks, possible heating, lighting as well as for the necessary security service in the exhibition halls and, if necessary, in the foyer of the halls. The costs for this will be charged to you with the final invoice and amount to:

- ◆ Evening event from 5.30 p.m. to 10.30 p.m., cleaning flat rate (e.g. aisles, WC facilities) incl. the above-mentioned ancillary costs (heating, security service, etc.) up to 100 persons **€ 780.00** (if this is exceeded, security staff will be charged additionally on an hourly basis) from 100 persons **€ 1.015.00**

5. entrance for the vehicles

Entry into the exhibition grounds for catering vehicles, event technology or music bands is permitted from approx. 5.30 p.m. and is only possible with the appropriate authorization from Messe Wels.
The vehicle and its occupants must be able to prove their identity by means of an entry permit. Please note that all vehicles must leave the exhibition grounds by 24.00 hrs at the latest. Vehicles that remain on the exhibition grounds after 24.00 hrs will be removed for security reasons and a fee will be charged. We ask for your understanding that only delivery and transport vehicles may enter the exhibition grounds. In particular, cars and passenger transport vehicles please drive directly to the designated parking areas.

6. access for service personnel

If you expect external service personnel for your evening event, please send us a list of names by March 01, 2024 at the latest. On the day of the event, the personnel you have registered will receive the required admission authorization at the assigned entrance.

7. access for your guests

Please send us the invitation so that we can inform the security personnel accordingly.

8. contact person for questions

If you have any questions regarding the organization of your evening event, please do not hesitate to contact Sabine Brenner-Nerat (see above for contact details).

The team of Messe Wels wishes you and your guests already today much pleasure and a successful course of your evening event.

Place, Date	Company stamp and legally binding signature



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until 05. February 2025

PLEASE FILL IN **FIELDS MARKED IN RED ARE MANDATORY**

Company name:	<input type="text"/>	E-Mail / Internet:	<input type="text"/>
Contact person:	<input type="text"/>	E-mail invoice dispatch:	<input type="text"/>
Street/P.O.Box:	<input type="text"/>	Hall/ outdoor area / stand number:	<input type="text"/>
Country/postal code/town:	<input type="text"/>	Customer number:	<input type="text"/>
Phone/fax/mobile:	<input type="text"/>		

We are planning the following event during the fair:

Date: Time from: to:

title/type of event:

Group of participants (press, visitors) :

Planned number of people:

Music : Yes No Catering: Yes No

For musical performances please note the AKM registration (see service booklet)

Notice:
Depending on the size of the event, the exhibitor will incur costs for additional security personnel (mandatory) and for additional services such as: Barriers, personnel for provision of sanitary facilities, checkroom, medical service, etc.
Your contact person will coordinate the details with you in writing. Guests who enter the fairgrounds before the end of the fair require a **valid admission ticket**. **Guests who enter the exhibition grounds after the trade fair has closed require an original written invitation from the inviting exhibitor. Without this invitation, the security service cannot admit the guests.** The event is only permitted in the assigned areas. If necessary, the event area will be cordoned off. Exits may not be blocked by refurbishing for the event and must be kept clear at all times. This also applies to companies commissioned by the event organizer (such as catering companies, musicians, beverage stations, etc.).

Performing and participating companies

Music	name and address: <input type="text"/>
Catering	name and address: <input type="text"/>

OR CONTACT DIRECTLY OUR CATERING PARTNER AT THE FAIRGROUND:
Livingbistro event und messecatering GmbH , Messeplatz 2, 4600 Wels.
Managing Director: Gerald Leingartner Tel. +43(0)664/4863553

Please note that events are subject to registration and fees (see page 10). Events on the stand are possible from 5.30 p.m. to 10.30 p.m.

By signing, we declare that we agree with the rules and instructions for evening events at the exhibition stand.

<input type="text"/>	<input type="text"/>
Place, Date	Company stamp and legally binding signature

Errors and misprints excepted.

