



# GENERAL GUIDELINES



## LOCKOUT HOUR

Please note that on trade fair days the halls must be vacated by 7:00 p.m. at the latest in order to ensure optimum security.

## CO-EXHIBITORS AND SUB-EXHIBITORS

Messe Wels GmbH refers to point 4. of the Exhibition Regulations, which clearly states that subletting of the stand space, whether for a fee or free of charge, is not permitted.

In the interest of those exhibitors who have decided to participate in the fair, we would like to point out that only products may be exhibited which are listed in the sales program according to the fair registration (see fair regulations points 2., 15. and 16.) of the exhibitor. We ask for your understanding.

## DISCLAIMER

Exhibitors are liable for damages that are within their scope. Therefore, please be sure to check whether you are covered by public liability insurance for this eventuality. We also recommend that you take out trade fair insurance against theft, damage, etc. The exhibition grounds are guarded, but theft does occur from time to time. The organizer accepts no liability whatsoever in the event of loss of or damage to exhibition goods or stand equipment brought in or left behind by the exhibitor.

## SELF-PROPELLED WORK EQUIPMENT

For legal and liability reasons, the use or operation of self-propelled equipment (e.g. forklifts, lifting platforms, etc.) is prohibited on the entire grounds of Messe Wels. The only exceptions to this rule are equipment belonging to Messe Wels and its authorized forwarding partners. This is exclusively the company Schenker & Co AG.

## VEHICLE INSERTION

Entry is only possible via the North Entrance (Maria-Theresia-Straße).

Entry to the halls will take place during the official set-up time and will be coordinated via a security service.

## WASHPLACES

Washing areas for motorhomes & caravans are located in Block E and behind Hall 21.

## PARKING AREA FOR TRUCK/TRAILER

Parking space for trucks / trailers in the exhibition area are set up and are to be ordered by means of the order form **in the service booklet**. (See plan in the service booklet)

## TECHNICAL GUIDELINES STAND CONSTRUCTION HALLS 19, 20, 21

**The construction height is set at a maximum of 5 m (row, corner, head and island stands).** If the construction height exceeds the normal dimension of 5 m, as well as for all two-storey stand constructions, a plan submission (floor plan, front and side view) to the trade fair management is absolutely necessary. Company logos, company names may only exceed this construction height with the approval of Messe Wels GmbH and the agreement of the neighboring stand owners.

Attention! For two-storey stand structures (only possible in Halls 19, 20 and 21) a sprinkler system is mandatory.

## DEPARTURES

**Suspensions are only possible in halls 19, 20 and 21.**

For legal and organizational reasons, suspensions (please see form in this exhibition service booklet) from the hall ceiling may only be made **after consultation with Messe Wels GmbH**. Timely submission is absolutely necessary.

## FIRE REGULATIONS

Fire alarms, fire extinguishers or hydrants may not be installed - provided they are in the area of your stand location. This will be checked during commissioning before the start of the trade fair. The fire regulations must also be complied with during stand construction.

## PRESENTATION VEHICLES

Please note that for exhibition vehicles, the tanks must be drained and the battery disconnected.

**PLEASE NOTE THAT FOR PRESENTATION VEHICLES, THE TANKS MUST BE DRAINED AND THE BATTERY DISCONNECTED.**

The current hygiene regulations can be found on our website [www.messe-wels.at](http://www.messe-wels.at) under the navigation point "For company - Food Law".

The following must be ensured by the exhibitor

- Sufficient cooling facilities for perishable food.
- Protection of the goods offered for sale or stored against dust, dirt, droplet infection by coughing and the like, sun, rain, etc.
- Sufficient supply of hand washing facilities and washing facilities for equipment, supply of water in drinking quality, appropriate drainage for waste water.
- Sufficient hygiene of the sales personnel

## INFORMATION ON WASTE DISPOSAL

We make every effort to dispose of waste in an environmentally sound manner and have provided appropriate waste separation bins/containers for this purpose. Please assist us in this regard.

- Materials left behind will be disposed of at the exhibitor's expense for a fee without verification of value.
- Waste brought to the event that is not related to the event duration, set-up or dismantling may not be brought onto the premises.
- Please note: we would like to point out that the dumping of any waste on the exhibition grounds is prohibited and will be charged!

## INFORMATION ON EXTERNAL STAND CLEANING

If you hire another, external cleaning company, we request that you inform Messe Wels GmbH of this (company name and number of cleaners) in order to be able to guarantee safety in the exhibition halls!

## PERMISSION FOR EVENING EVENTS

Please note that evening events are subject to registration and fees. Please see the pages "Evening events at the exhibition stand". For details, please contact Ms. Sabine Brenner-Nerat.at - Phone. +43 (7242) 9392-6618 or at [s.brenner-nerat@messe-wels.at](mailto:s.brenner-nerat@messe-wels.at).

## ABSOLUTE SMOKING BAN

Please note that according to the legal regulations, since 1.1.2009 there is an absolute smoking is absolutely prohibited in the exhibition halls. The smoking ban applies not only during the trade fair, but also during set-up and dismantling times. We kindly ask you to take this into consideration.



## ENTRY

As a general rule, vehicles are not permitted to enter the halls. Please observe our trade fair regulations, which were also sent to you with your registration.

## WEDESIGN EXHIBITION STAND CONSTRUCTION

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## DEMONSTRATION EXHIBITS

When exhibited machines (moving parts) or fired furnaces are demonstrated or put into operation, the danger zone (at least 1 meter) must be marked and secured by the operator by means of barriers. In case of non-observance, it is at the discretion of the authorities or Messe Wels to prohibit these demonstrations.

## CIRCULATION OR DISTRIBUTION OF ADVERTISING MATERIAL

The circulation or distribution of magazines or printed matter containing advertising for a third-party event (in the case of magazines, cover page, U4, flap, banderole or similar) is not permitted. Messe Wels GmbH reserves the right to withdraw permission for distribution or circulation in such cases and to remove the printed matter.