

# Information for Trade Exhibitors at the 13<sup>th</sup> ESMATS, Vienna, 23<sup>rd</sup> – 25<sup>th</sup> September 2009

Dear ESMATS Exhibitor

You have indicated that you wish to exhibit at the 13<sup>th</sup> ESMATS event to be held in the Palais Ferstel between 23<sup>rd</sup> – 25<sup>th</sup> September 2009.

These instructions are provided to you so that you can plan your exhibition needs. The organisation of the exhibition area will be undertaken by Palais Ferstel.

## Shipping

If you wish to ship exhibition equipment to the venue before the event (please do that as very close as possible to the event to avoid long storage on-site), please ensure that your packages are clearly marked '**For ESMATS Conference**' and addressed for the attention of

Peter Ortmayr  
Palais Events Veranstaltungen GmbH  
Strauchgasse 4  
A-1010 Wien  
Tel (+43.1) 533 37 63 39  
Fax (+43.1) 533 37 63 38  
[Peter.ortmayr@palaisevents.at](mailto:Peter.ortmayr@palaisevents.at)

## Contacts at Palais Ferstel

Key contact: **Peter Ortmayr**

Tel (+43.1) 533 37 63 39  
Fax (+43.1) 533 37 63 38  
[Peter.ortmayr@palaisevents.at](mailto:Peter.ortmayr@palaisevents.at)

## Installation & Removal of Your Display Equipment

You will only be able to gain access to the exhibition area to set up your stand on Wednesday morning, 23<sup>rd</sup> September, from 8.00 to 09.00hrs. It will not be possible to gain access for installation of your display stand at other times, so please ensure arrangements are in hand for these times. Trade displays can be dismantled AFTER 13.00hrs on 25<sup>th</sup> September 2009. All items must be removed from the Palais by 17:00hrs. Please consider to carry yourself only (no on-site help is available) your boxes within a fairly large building complex (from the storage room to the exhibition area).

## Your Stand

You have space only for your exhibition stand either within the Kleiner Ferstel Saal or in the Portico. Display materials cannot be fixed to any of the Palais wall fabrics. Any damage caused to the fabric of the hotel will be the responsibility of the exhibitor and will be charged accordingly.

All personnel present must have been registered for ESMATS. Your space will include 2 pinboards size 115 x 145 cm, a table 180 x 90 cm and a minimum electrical connection and a 220 V, AC /1000W/5amp socket outlet. Premium rates

will be applied to electrical sockets ordered on the build up day. If you intend to use equipment on your stand that requires more than 5 amps of electricity, please contact us immediately.

To comply with fire regulations, all equipment and display items must be contained within the perimeter of your stand. Stands will be open on three or four sides, depending on its location. The annex includes a layout of the conference and exhibition area and the allocation to exhibitors which was made on a 'first-come, first-served basis'. You will be expected to supply your own plug adaptors, etc.

### **No Smoking**

A strict 'No Smoking' policy will operate in the exhibition area and in all public areas throughout the Palais.

### **Organisers**

If you have any queries during the build up or on the day of the exhibition, the organiser will be available at the main reception area.

### **Security & Safety**

Fire exits in the Palais will be clearly marked. You are responsible for the security of your own property/equipment. Electrical supplies may only be installed, repaired or altered by the official exhibition contractor.

### **Insurance**

It is your responsibility to ensure that you, your staff and your equipment are adequately insured for any loss, damage, theft or injury to any person or properties in respect of the exhibition or the venue. You should ensure your insurance cover indemnifies the Organisers and their Agents for and against any such liability arising in connection with your participation in the exhibition.

### **Refreshments**

Refreshments for exhibitors will be the same as the ESMATS refreshments.

**Please Note** - Full payment must be sent when placing order along.

**Please return by fax to Claudia Weigl by 1<sup>st</sup> August 2009**

**FAX +43 1 80199 / 6950**

**MISCELLANEOUS ORDERS**

**ESMATS Conference 23<sup>rd</sup> – 25<sup>th</sup> September 2009**

**Photography**

**Please contact me to discuss**

**Other Requirements**

**Please contact me to discuss the following (please specify)**

<b>Name</b>			
<b>Company Name</b>			
<b>Telephone No</b>		<b>Date</b>	
<b>Email</b>			
<b>Address</b>			