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ADVANCING SCIENCE.**

**2-5 JUNE VIENNA, AUSTRIA**

*MESSE WIEN EXHIBITION & CONGRESS CENTER*

**slas  
europe  
2020**

**CONFERENCE  
& EXHIBITION**

# EXHIBITOR MANUAL

SLAS Europe 2020

2-5 June 2020

Vienna, Austria



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## Key Contacts

*We strongly advise that you keep [europa2020@slas.org](mailto:europa2020@slas.org) in Cc in all email communication with the venue, stand services and freight forwarder.*

Venue		
<b>Messe Wien Exhibition Congress</b> <a href="http://www.messecongress.at">www.messecongress.at</a> +43 1 72720 2316	Entrance during setup : <b>Messe Wien Exhibition Congress Centre</b> GATE 1, Trabrennstraße 5, 1020 Vienna See more <a href="#">here</a>	Entrance during conference days: <b>Messe Wien Exhibition Congress Centre</b> Messeplatz 1, Entrance C 1021 Wien, Austria +43 1 727200 <a href="http://www.messe.at/">http://www.messe.at/</a>
Stand Services		
<b>Stand Building: Standout</b> Orders and questions related to stand services. (Furniture, Cleaning, Lighting, Electricity, Signage, Water connection, Stand constructions, Floral decoration, Floor covering, Graphics)	Karin Beuchert <a href="mailto:Karin.beuchert@standout.eu">Karin.beuchert@standout.eu</a> +43 1 72720 6225	
<b>Audio Visual: Steiner</b> For all orders and questions related to sound, lightning, projection, technicians	Mischa Volavšek <a href="mailto:m.volavsek@steinerlive.com">m.volavsek@steinerlive.com</a> +43 664 9602023	
<b>IT: Kapsch</b> For all orders and questions related to internet connection, laptop, LAN points.	Willi Jeckel <a href="mailto:Willi.jeckel@kapsch.com">Willi.jeckel@kapsch.com</a> +43 5081 15785	
<b>Rigging: Standout</b>	Marin Ortner Katherina Fischbacher <a href="mailto:rigging@standou.eu">rigging@standou.eu</a>	
<b>Freight Forward: DHL</b>	Thomas Hausmeister <a href="mailto:Thomas.hausmeister@dhl.com">Thomas.hausmeister@dhl.com</a> +43 1 72831 608700	Patrycja Jablonka <a href="mailto:Patrycja.jablonka@dhl.com">Patrycja.jablonka@dhl.com</a> +43 1 72831 608712
Registration		
<b>Event Registration</b> Questions relating to conference registration.	Registration Customer Service +1.508-743-8572 (Monday–Friday 9am–5pm US EASTERN) <a href="mailto:SLASeurope@xpressreg.net">SLASeurope@xpressreg.net</a>	
Conference Organisers		
<b>SLAS Europe</b> General conference queries.	<a href="mailto:Europe2020@slas.org">Europe2020@slas.org</a> +32 2 320 2535	
<b>Exhibition and Sponsorship Manager</b> Exhibition and sponsorship queries.	Emily Sutton <a href="mailto:Esutton@slas.org">Esutton@slas.org</a> +32 2 320 2472	
<b>Conference Manager</b>	Caroline Dubreucq <a href="mailto:Europe2020@slas.org">Europe2020@slas.org</a> +32 2 320 2455	



## Exhibitor Checklist

Key deadlines and dates to be **respected** by exhibitors

We advise you to submit all required forms within the given deadlines and to **register your staff before the event in order to avoid queues on site**. Orders sent after the deadline may be subject to a surcharge applied by the different suppliers.

Please find the *Technical Regulations of the Messe and Exhibitions* [here](#). This **must be followed and respected**.

For any questions, please contact Emily Sutton at [europe2020@slas.org](mailto:europe2020@slas.org)

Checkbox	Deadline	Action	Contact/Link
	Within 30 days of reservation	<b>Payment deposit due</b>	<a href="#">Emily Sutton</a>
	ASAP	<b>Complete Company Profile</b>  Use link and instructions received via email to complete interactive floorplan.	<a href="#">Online floorplan</a> <a href="#">Emily Sutton</a>
	ASAP and continuously	<b>Promote Your Company:</b> Exhibitor Marketing Toolkit  Engage with your customers and SLAS on Facebook, Twitter, Instagram and LinkedIn	<a href="#">Marketing Toolkit</a> <a href="#">Facebook</a> – <a href="#">Twitter</a> – <a href="#">Instagram</a> – <a href="#">LinkedIn</a>
	ASAP	<b>Upgrade your Sponsorship</b>  Explore options & customize your package.	<a href="#">Genco Türkmen</a>
	ASAP	<b>Submit Visa Application</b> (if applicable): Visa support letters are available as part of the event registration form (online).	<a href="#">Austrian Embassy</a>
	<b>Before 6 April 2020</b>	<b>Company Logo Due to SLAS / For onsite signage</b> (eps, ai or PDF high definition)  Signage design due to SLAS Deadline 6 April to ensure your listing is included in printed signage and promotional materials.  <b>Ensure you respect the technical information received.</b>	<a href="#">Emily Sutton</a>
	<b>Before 6 April 2020</b>	<b>Exhibitor Tutorial Details Due to SLAS</b> SLAS to promote your tutorial accordingly. <ul style="list-style-type: none"> <li>• Description</li> <li>• Content</li> <li>• Timetable</li> <li>• Practical information</li> </ul> Deadline to be included in printed signage and promotional materials.	<a href="#">Emily Sutton</a>
	6 April 2020	<b>Pocket Guide Content Due to SLAS</b>	<a href="#">Emily Sutton</a>



		If applicable, please provide ½ or a full page advertising	
	20 April 2020	<b>Early Bird Registration Discount</b> Registration discount applies.	<a href="#">Registration</a>
	22 April 2020	<b>Final Stand Rendering to SLAS</b>	<a href="#">Emily Sutton</a>
	29 April 2020 <i>After this day, price increase by 25%</i>	<b>Booth Services Orders Due</b> <ul style="list-style-type: none"> <li>• Furniture</li> <li>• Cleaning</li> <li>• Lighting</li> <li>• Electricity</li> <li>• Signage</li> <li>• Water connection</li> <li>• Stand constructions</li> <li>• Floral decoration</li> <li>• Floor covering</li> <li>• Graphics</li> </ul>	<a href="#">Standout Webshop</a>
	29 April 2020 <i>After this day, prices may increase</i>	<b>Food and Beverage Orders Due</b>	For stand catering <a href="#">F&amp;B Webshop</a>  For Tutorial catering <a href="#">Webshop F&amp;B Tutorial</a>
	29 April 2020 <i>After this day, prices may increase</i>	<b>IT Orders Due</b>	Kapsch <a href="#">IT Webshop</a>
	29 April 2020 <i>After this day, prices may increase</i>	<b>Audio Visual Orders Due</b>	Steiner <a href="#">AV webshop</a>
	29 April 2020	<b>Onsite Staff Orders Due</b> <ul style="list-style-type: none"> <li>• Hostess</li> <li>• Stewards</li> </ul>	TBC
	29 April 2020 <i>After this day, prices increase</i>	<b>Advance Lead Retrieval Orders Due</b> <ul style="list-style-type: none"> <li>• Scanners</li> <li>• Data collection system</li> </ul>	<a href="#">CDS Registrations</a>
	6 May 2020	<b>Tote Bag Insert and/or Seat Drop Due to SLAS</b> (if applicable) Compulsory – for approval	<a href="#">Emily Sutton</a>
	11 May 2020	<a href="#">Walking Gala Dinner</a> Purchase your tickets.	<a href="#">Registration</a>
	22 May 2020	<b>Tote Bag Inserts Due to DHL</b> (if applicable) <i>Clearly state on the box 'BAG INSERT SLAS' + name of your company.</i>	<a href="#">Thomas Hausmeister</a> +43 (0)172831608700 <a href="#">Patrycja Jablonka</a> +43(0)172831608712 <a href="#">DHL Information</a>
	22 May 2020	<b>App Push Notification Text Due to SLAS</b>	<a href="#">Emily Sutton</a>
	27 May 2020	<b>Delivery Arrival Deadline</b>	<a href="#">Thomas Hausmeister</a>



		All deliveries should arrive at DHL's warehouse by this date.	+43 (0)172831608700 <a href="#">Patrycja Jablonka</a> +43(0)172831608712 <a href="#">DHL Information</a>
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## Exhibitor Registration

[Click here for more registration information and fees.](#)

Exhibitor registration will open in March 2020.

Sponsors and exhibitors are entitled to a certain number of complimentary badges according to their corresponding packages. All badges will be assigned using the SLAS Europe 2020 exhibitor registration system.

Badge Allotments	9 sqm	18 sqm	27 sqm	36 sqm	54 sqm
Complimentary Booth Personnel Badge	5	10	15	20	30
Complimentary Exhibitor Full Conference Participant Badge	1	2	3	4	6
Complimentary Exhibition Only Badge	3	6	9	12	18

*All sponsors and exhibitors must register online in advance of the event.*

### Exhibitor Booth Personnel Badge

Exhibitor booth personnel badges grant access to the exhibition hall only. These badges do require advance registration and badge pick up onsite at the conference venue.

Exhibitor booth personnel badges grant access for the duration of the event, including access 1 hour before and after public opening hours for set-up and dismantling. For security reasons, exhibitors are always required to wear their badges. **These badges are meant to be used for your company's staff.**

### Exhibitor Full Conference Participant Badge

Exhibitor Full Conference Participant badges grant access to the scientific/education sessions as well as early access to the exhibition hall for set up/dismantle. **These badges are meant to be used for your company's staff.**

### Exhibition Only Badge

If your package includes complimentary registrations, an email will be sent separately to you with the process and the code to use to register. **These badges are meant to be issued to your valued customers.**

### Additional Badges

**Additional full conference badges** may be ordered through the exhibitor registration system. Fees will apply.

**Additional booth personnel badges** may be requested by contacting SLAS Europe 2020 Registration Customer service directly at [SLASEurope@xpressreg.net](mailto:SLASEurope@xpressreg.net). Requests will be reviewed on a case by case basis and approval received via email.





**Additional exhibition only badges** may be ordered by your customers directly using the attendee registration form. Details on exhibition only registration can be [found here](#).

## Walking Gala Dinner

If you wish to purchase tickets to the [Walking Gala Dinner](#) to give you the opportunity to expand your network and have **more time with the attendees**, you can do so online, via the [registration link](#) at the same time as your registration!

### Gala Dinner registration fees

- Full Conference Participant: 45€ (excl VAT)
- Exhibition Only Visitor: 75€ (excl VAT)
- Exhibitor Participants: 75€ (excl VAT)

## Registration Desk Hours of Operation

**Badges will not be mailed in advance of the event.**

All participants must be pre-registered for SLAS Europe 2020. Badge pick up hours and location are listed below.

### Registration:

Messe; Entrance C Lobby

### Exhibitor Badge Pick Up:

Tuesday 2 June 09:00-18:00

\*\*Exhibitors are strongly encouraged to pick up their badges during exhibitor badge pick up hours on Tuesday to avoid long lines.

### General Registration Hours:

Wednesday 3 June 08:30-18:30

Thursday 4 June 08:00-18:00

Friday 5 June 09:00-11:30

## Lead Retrieval

SLAS is pleased to offer lead retrieval services to exhibitors. Details regarding ordering units will be available within the exhibitor online platform in addition to the below:

- Please see the information sheets on; [Best Practice](#), [Linking](#) of the devices and the [Fact Sheet](#)
- [Online ordering platform](#).

Discounts apply for early orders:

- 11 March – Super Early Discount
- 29 April – Advance Discount
- After 29 April – Onsite Rates Apply

Discounts are dependent on product and purchase and details are at the link above.



## Registration Contact

Telephone: +1.508-743-8572

Monday – Friday, 9am-5pm EST (US EASTERN TIME)

Email: [SLASEurope@xpressreg.net](mailto:SLASEurope@xpressreg.net)



# Build-Up and Dismantling

## Exhibition Timetable

Please note that the **1 June 2020 is a public holiday in Austria**, which also has a **ban on truck drivers**. Therefore, please keep the following in mind and arrange your delivery according to below information:

Date	Access	Time	Information	
<b>Delivery only</b>				
Saturday 30 May		12 :00 – 15 :00	Truck deliveries <b>Over 3.5ft only</b> and based on pre-confirmation with SLAS Europe 2020	
Sunday 31 May			<b>No access allowed</b>	
<b>Delivery and Build up</b>				
Monday 1 June	GATE 1, Trabrennstraße 5, 1020 Vienna	09:00 – 19:00	<u>Delivery</u> Non-truck deliveries <b>Truck over 3.5ft deliveries are forbidden</b> Vehicles, vans and trucks of less than 3.5ft are allowed	<u>Build up</u> Only free stand build allowed <b>No shell scheme construction</b>
Tuesday 2 June	GATE 1, Trabrennstraße 5, 1020 Vienna	08:00 – 18:00	All deliveries and construction allowed	
<b>Exhibition open</b>				
Wednesday 3 June	Congress center entrance C Messeplatz 1 1020 Vienna	10:30 – 18:30	Exhibition Open (Access from 9:00 for exhibitors)	
Thursday 4 June	Congress center entrance C Messeplatz 1 1020 Vienna	09:30 – 18:00	Exhibition Open (Access from 8:30 for exhibitors)	
<b>Dismantling</b>				
Thursday 4 June	GATE 1, Trabrennstraße 5, 1020 Vienna	18:00 – 0:00	Dismantling <b>Trucks over 3.5ft are unable to drive in Vienna between 22:00 – 05:00</b> Please contact Messe (+43 1 72720 2316) to organise keeping the truck over night	

Timing of opening hours are subject to change with finalisation of the event schedule. A detailed schedule of functions for this event will be available at [www.SLASEurope2020.org](http://www.SLASEurope2020.org) by 30 April 2020.

Exhibitors are **obliged** to keep stands open and suitably staffed during the official opening hours of the exhibition.

*Additionally, please ensure that the regulations [here](#) (Section 1) are respected.*



## Breakdown Deadline

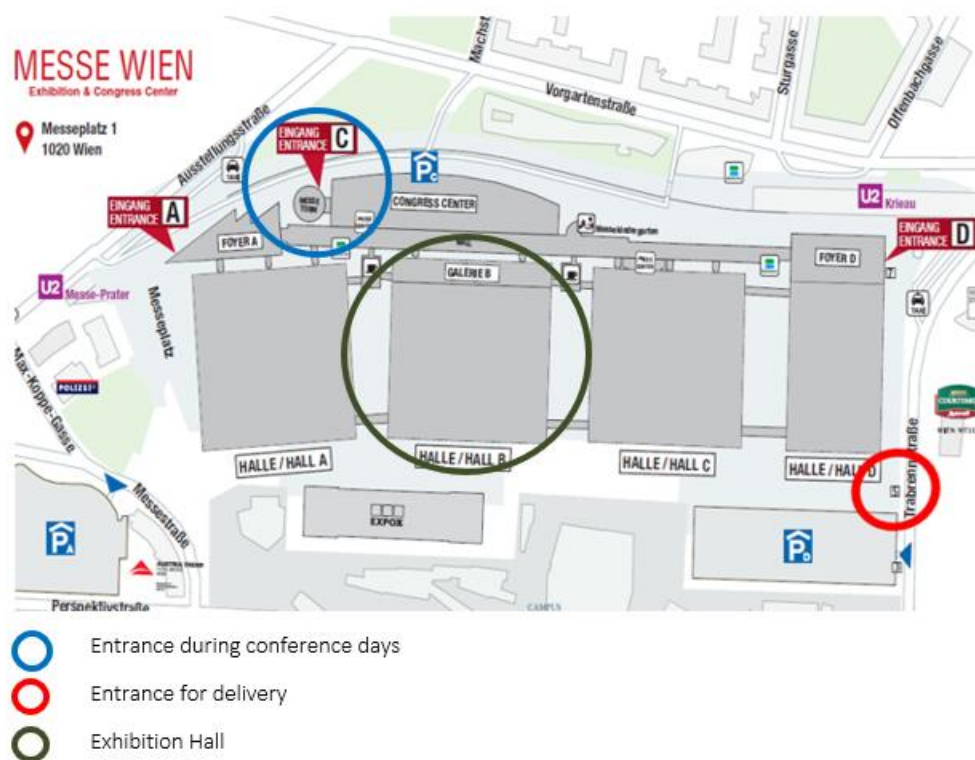
All exhibits and stand equipment must be removed from the halls by 23:30 on Thursday 4<sup>th</sup> June 2020 and all personnel should leave the premise by 00:00.

## Additional Breakdown Time

If additional time is needed for breakdown, please contact the organiser at [europe2020@slas.org](mailto:europe2020@slas.org)

## Exhibition Access and Delivery Loading Bay

Access to the unloading area is managed by DHL. Thank you for contacting them to advise about your delivery (preferred time, truck size, approx. duration for unloading) at [thomas.hausmeister@dhl.com](mailto:thomas.hausmeister@dhl.com)



## Safety & Access for Stand Constructors

*Additionally, please ensure that the regulations [here](#) (Section 1) are respected.*

Delegates are given 30 minutes to exit the exhibition after its official closure (from 18.00 to 18.30). Official dismantling is between 18:30 – 20:00. However, heavy construction cannot begin until 20:00. Contractors and exhibitors are always required to wear their passes.

## Waste Removal & Cleaning

*Additionally, please ensure that the regulations [here](#) (Section 5) are respected.*

The used spaces must be returned to the Messe completely clear of all items and the Exhibition areas restored to its original state. Therefore, unless pre-ordered during the set-up period, external companies will not be allowed to leave any material in the venue. Waste should be removed at every interval possible, and after each day at the latest.



## Shipping and Forwarding

Before shipping any items to your stand please make sure you get in touch with the official handling company; DHL.

DHL can offer you an entire service of receiving your material at their **advanced warehouse** prior to the event and a **smooth delivery** to your exhibition stand on the required date & time.

For return shipments, DHL will collect your shipments once the event has finished and bring them back to their warehouse.

Please note that the venue does not receive, custom clear or store incoming shipments.

If you intend to ship goods directly to your stand, please contact DHL to make arrangements.

You will need to be present in order to sign the delivery note of your transport company.

DHL Shipping Specialist

Thomas Hausmeister

Email: [Thomas.hausmesiter@dhl.com](mailto:Thomas.hausmesiter@dhl.com)

Phone: +43 (0)172831608700.

For more DHL Information [click here](#).

Tote bag insert and seat drop shipping instructions:

If applicable, pack and label the goods **separately from the goods for your stand** and contact DHL to receive all necessary documents and instructions regarding labelling etc.

**Arrival Deadline:** Before 22<sup>nd</sup> May 2020 after this deadline it is not guaranteed to be part of the Tote bag inserts.

## Goods Reception

Advanced shipping to the Convention Centre prior to the congress is not permitted. Freight and Shipments shall be addressed to DHL, the official Freight Forwarder of our congress.

*Your products will be delivered by DHL directly to your booth location on the exhibition floor.*

## Storage

Storage is not available at the venue, but storage can be coordinated through DHL for storage at their warehouse. See contact [here](#). The storage of boxes or any kind of materials in the alleys is strictly forbidden.

The storage of empties (including packaging or packing materials) is prohibited.

Combustible packaging, wood wool, plastic foam and straw must not be stored in the exhibition halls or other facilities open to visitors.

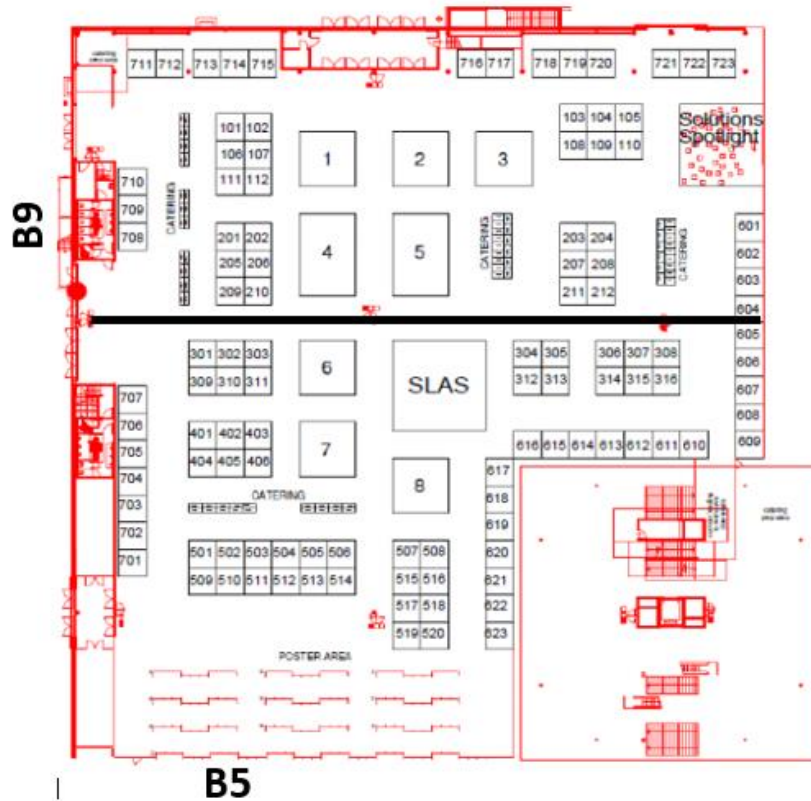


## Direct Delivery

Direct Delivery is only allowed on the [delivery days and build up days of the event](#).

Stand builders from external contractors will have two different loading bays :

- Bay B9 stands located on the upper part of the floor plan below
- Bay B5: stand located on the lower part of the floor plan below.



## Parking

Parking is not allowed in the delivery only loading/unloading allowed.

Parking is available at Parkhaus A (next to Hall A). Trucks **can not park on the venue ground**, they must leave after loading/unloading. Exception: during the night of 4<sup>th</sup> June (22:00 – 05:00 when trucks aren't permitted on the roads in Vienna)



## Exhibition Floorplan

A provisional exhibition floor plan has been designed in accordance with the regulations of the congress venue, escape routes and emergency exists.

Please note this is a provisional floorplan May be adjusted based on final set up closer to conference days

Our interactive floorplan is available [online here](#).

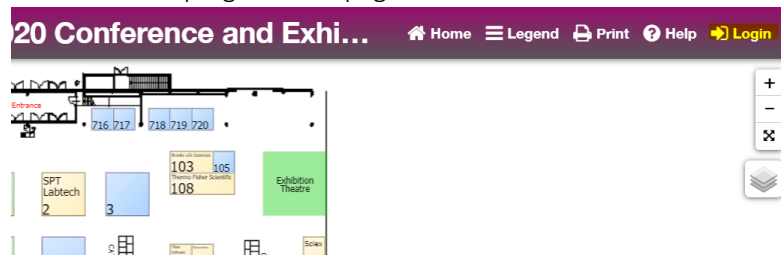
## eBooth Platform

Please find the interactive floorplan [here](#), which enables you to control your own visibility on the floorplan! Below is a small list of some of the options on the platform:

- Upload your own company information quickly and easily
- Upload videos, pictures and descriptions of your products!
- Important logistic links for ordering services and deadline reminders.
- And last information for exhibitors only you should be aware of

### User Guide

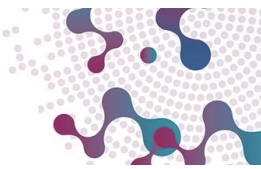
1. Please click [here](#).
2. Click on Login button on the top right of the page.



3. Select the link embedded in 'Exhibitors, please click here if you would like to update your eBooth profile'

4. Enter your password provided via email.
5. Update your profile!

If you have any queries regarding the eBooth system, please contact [Emily Sutton](#).

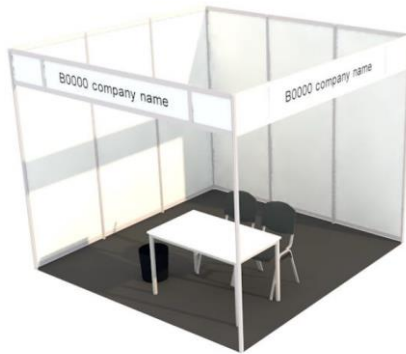


# Equipped Packages Information

## Furniture and Services

Equipped booth are equipped with the following detailed items:

- Dark Grey Carpet
- Table (Chrome 2) - 120x70x72cm
- Chairs (Tosca)
- Pre-inauguration cleaning
  - Daily cleaning needs to be ordered



Pole is needed for a 6m long header panel

If you want to order additional furnitures or different furnitures (at your own charge) this has to be done via [Standout](#)

## Innovation AveNEW

- Kiosk exhibit space on the floor of the exhibition including space for a computer and literature, signage, an internet connection and power.
- Conference guide coverage (name)
- Name and website link on conference website and app





## Additional Orders

### Official Service Providers

Official exhibition services for SLAS Europe 2020 are listed below, also recognised by the logo below:

- [Standout](#) (Furniture, electricity & lightning, cleaning, water, stand constructions, floral decoration, floor covering, graphics)
- [Steiner](#) (Audio Visual services: Sound system, screens)
- [Kapsch](#) (IT: internet, laptops)
- [Gerstner](#) (Catering)



All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of the organisers. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, the organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.

### Suppliers Appointed by Exhibitors

With the exception of some compulsory services/suppliers (electricity, water, catering, AV, hostesses, IT, rigging service and signage) the use of other suppliers/agencies for logistical and technical purposes is permitted, **provided that the exhibitor informs the [organisation secretariat](#) of the name of the appointed agency and which activities will be performed.**

Please note that the exhibitor remains responsible for the activities organised by the appointed supplier/agency. It is the exhibitor's responsibility to ensure that all the relevant guidelines, rules and regulations, as well as health and safety regulations, relevant forms and deadlines are passed on to the appointed suppliers/agencies and that the suppliers/agencies act according to these rules and guidelines.

### Rigging and Hanging Points Orders

*Additionally, please ensure that the regulations [here](#) (Section 1) are respected.*

Only the Messe is permitted to hang points from the points available on the venue. Requests for hanging points and rigging should be sent to Standout on [this email](#).

### Food and Beverage Orders

Food & Beverages are an exclusive service provided by Gerstner department.

- Stand catering [here](#)
- Tutorial catering [here](#).

### Stand Cleaning

The exhibition halls and walkways will be cleaned after the set up. Exhibitors are responsible for cleaning their own stand. Waste collection on booth needs to be ordered using the stand out [webshop](#). If not, the general cleaning service will not collect it leaning services will only be allowed when the exhibition is closed to visitors.



## Cheers for Science

If you join the cheers for Science welcome drink organised in the exhibition hall on Wednesday 3 June from 17:30 to 18:30 please make sure to:

- Order the drinks and food you would like to offer at your booth. This is a good way to represent your country and company, an opportunity to stand out from the crowd.
- Glasses and disposable cups are available on the [webshop](#)

**SLAS Europe, will promote your company/stand as the place to be to attend, mix and mingle during the welcome drink.**

## Electricity

Only Standout is authorised to provide the electrical switchboards for the power points.

Equipped booth has 1 electricity socket of 1kW included. Additional power needs to be ordered through Standout.

Every client has to order an electrical switchboard from Standout via their [webshop](#).

**At the end of the day, main electrical sources will be switched off.**

24 hour electricity can be ordered this through [standout here](#).

Provisional electrical circuits installed for exhibits must be out of reach of visitors and may not obstruct the circulation routes.

Booth manager has to check before leaving the venue that the booth spotlights are switch off.

## Hiring Conditions of the Rental Equipment

The equipment must be insured against "all risks". The exhibitor remains responsible for the equipment until the authorised staff has collected this equipment. In case of loss, the equipment will be invoiced at the insurance value, without application of the ageing degree. Every delivered order will be invoiced and all modifications will be charged.

## Exhibitor Help Desk

The exhibitor help desk will be open between 08:00 – 16:00 on Monday 1 June and Tuesday 2 June in the exhibition area during build-up days.

During the exhibition and dismantling, Standout will be available by phone on +43 1 727 20 6225 for any questions.



# Security and Emergency Procedures

## Safety & Access Control

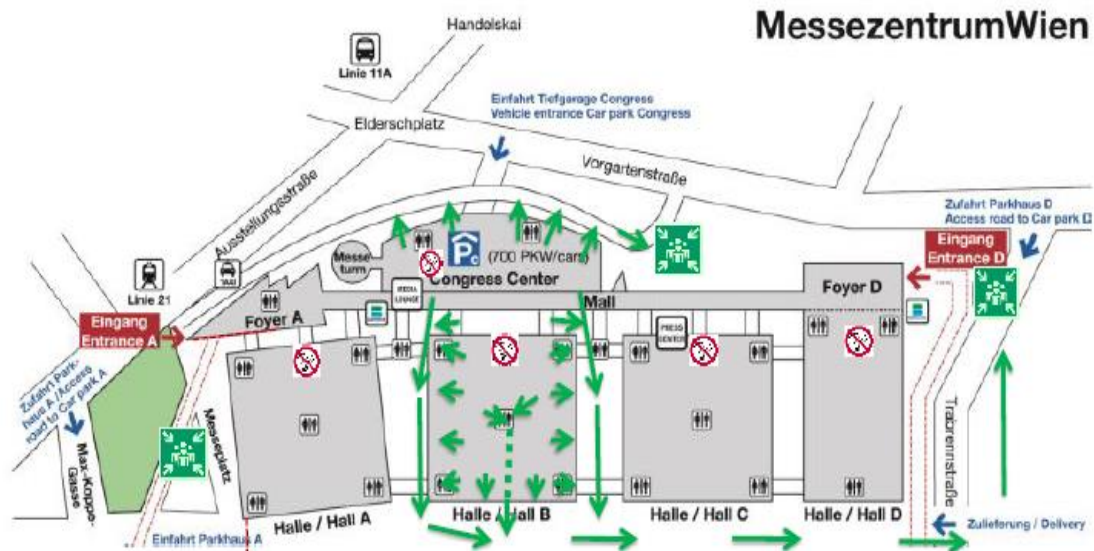
To ensure a smooth entrance into the venue please provide your booth builders contact details to the organisers prior to the event.

Wristbands will be provided at security upon arrival via Gate 1 and has to be worn during build up and dismantling

All gangways should be maintained and there should be a clear route provided to all Fire Exits.

- Fixed structures, exhibition counters, display cases, cages and the like must be set up in such a manner that they cannot be knocked over, and that there are unobstructed evacuation routes at least 1.20m wide to the exits.
- Glass panes must be protected against breakage.

## Emergency Procedures



### NOTFALLNUMMERN / IN CASE OF EMERGENCY

Fire Brigade +43 1 72720 7122  
Doctor / First-Aid +43 1 72720 7144

Hall Manager - Hall B +43 664 1515 794



## Security

SLAS and facility organisers expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause. To help ensure good security at the show, please follow these points:

- Make one member of your team responsible for your companys safety and security at the exhibition.
- Do not leave cash, handbags, mobile phones, valuables etc. in unlocked drawers, cupboards or on exhibits on your stand,
- Do not leave wallets in unattended clothing,
- Check all lockable desks and cupboards are locked before leaving your stand,

Please note that build up and breakdown days are high risk periods. You are recommended to work in pairs so that the stand is always manned. Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors.

## Fire Protection

*Additionally, please ensure that the regulations [here](#) (Section 4) are respected.*

**No flammable decorations or exposed flames may be used at any time.**

- All carpet and decoration materials of paper and flammable fabric must be made fireproof and will be asked on site.
- Storage paint, liquids, gas or other flammable substances in the booth space is forbidden.
- Any heavy amount of paper, or any other flammable products, should be regularly disposed.
- The display or use of burning, red hot, combustible, explosive or flammable materials is prohibited.

<b>FIRE ACTION</b>	
<b>STAY CALM</b>	
<b>1. Raise the alarm</b>	  Operate fire alarm or call <b>Phone:</b> +43 1 72720 7122 Tell the operator WHERE the fire is? WHAT has happened? HOW MANY people are injured? WHAT injuries do they have? WAIT to answer further questions!
<b>2. Leave the building</b>	  Assist vulnerable people Close doors Leave via the marked escape routes Do NOT use the elevators Follow instructions
<b>3. Fight Fire</b>	  Use the fire extinguishers



# Stand Construction Guidelines

Please find the Technical Regulations of the Messe and Exhibitions [here](#) which **must be strictly followed and respected**.

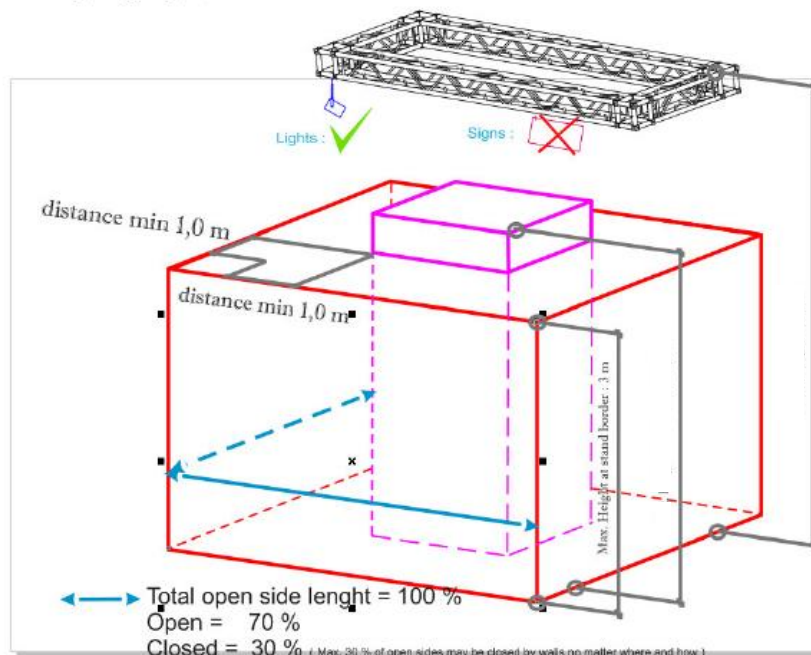
## Measurements

Additionally, please ensure that the regulations [here](#) (Section 1) are respected.

Stand space is defined as square metres (m<sup>2</sup>/sqm) up to the maximum height as indicated under height restriction.

- **Shell scheme stands:** The height of the shell scheme stands' back wall is 2.50 metres.
- **Free-build stands:** The height of the free-build stands is **maximum 3.50 metres**. **25% of the stand can be up to 4.00 metres high**. This maximum height should include the technical floor of the stand, any lighting and/or lighting fixtures.
- Height of suspension has a top edge **maximum of 5 metres for the truss**.

Illustration regarding height rules:



## Fixtures & Covers

Additionally, please ensure that the regulations [here](#) are respected.

- Emergency exits and signs should always be kept clear. Also access to fire extinguishers should not be blocked.
- Stand constructors should respect the exhibition area decoration: no affixing to drapes, walls and windows.
- No fixings or painting are allowed on walls, doors, gates, outer walls and parking.
- No exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces.
- The exhibition building, its doors, walls, furniture & the equipment therein must not be damaged (by nails, screws...).



- No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- Floor coverings and carpets laid in the circulation routes must be so secured that they cannot slip. Please note that there are specific regulations regarding the tape used on your stands, please see on page 10 [here](#).

## Closed Rooms / Theatres / Black Boxes

Any stand incorporating closed rooms/theatres/black boxes with covered ceilings must include a vision panel or window and will be subject to approval on emergency lighting and exit width.

Please submit copies of the drawings as mentioned above and by the 22<sup>nd</sup> April at the latest.

## Back Walls

If you booked a raw space and are building a stand including walls, out of respect for the booths behind you, we are kindly requesting that you provide a clean and neutral back wall.

If ever your construction does not allow to do so, thank you for ordering a shell scheme back wall sending an email to [Emily Sutton](#).

## Stand Approval

Exhibitors who have purchased a raw space booth, are informed that detailed stand drawings must be submitted for approval to SLAS and the Messe at [europe2020@slas.org](mailto:europe2020@slas.org) no later than **22 April 2020**.

After this deadline, further change to the final stand design will be allowed up to Monday, 5 May 2020.

Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available.

## Customer/Social Event Guidance

Should you plan for events at your stand, please note that:

- Any stand events must take place within official congress hours,
- Sound systems and microphones are not permitted on stands
- Screen sound levels must not exceed 60 decibels.

Failure to meet these standards will result in restrictions on exhibitors.

## Exhibitors' Civil Liability

The exhibitor is liable for all damage caused to a third party, either by themselves, their personnel or by persons authorised to act on his behalf.

## Compliance with Country Regulations

All structures, materials, special designs, unusual constructions, and all signs shall conform to Austrian safety standards and codes of practice and comply with all relevant statutory authority regulations.

Any display work or materials contravening this clause must be modified to meet requirements.

Please find the technical Regulations [here](#) for reference.



## Accommodation

SLAS has partnerships in place with the following hotels to provide conference attendees the best rates and convenience.

Please book [as soon as possible](#).

The negotiated rates are below standard guest rates quoted at the hotels if you use the SLAS group discount site or code.

Info.	Hotel Hilton Vienna Danube Waterfront	Austria Trend Hotel
<b>Price in single occupancy</b>	As from 205 €	As from 140 €
<b>Deadline for Booking</b>	30 April 2020	Based on availability
<b>Distance</b>	1.2km, 15-min walk	1km, 10-min walk
<b>How to reserve</b>	<a href="#">Reserve online</a> or call +43 (1) 72.777 and ask for the SLAS rate.	<a href="#">Reserve online</a> or call +43 (1) 515.94.100 and ask for the SLAS rate.
<b>Other</b>	Breakfast included	Booking with discount depends on availability on rooms – Breakfast included
<b>Address</b>	Handelskai 269, 1020 Vienna, Austria	Messestrasse 2, 1020 Vienna, Austria