

ESB 2019

July 7-10, 2019

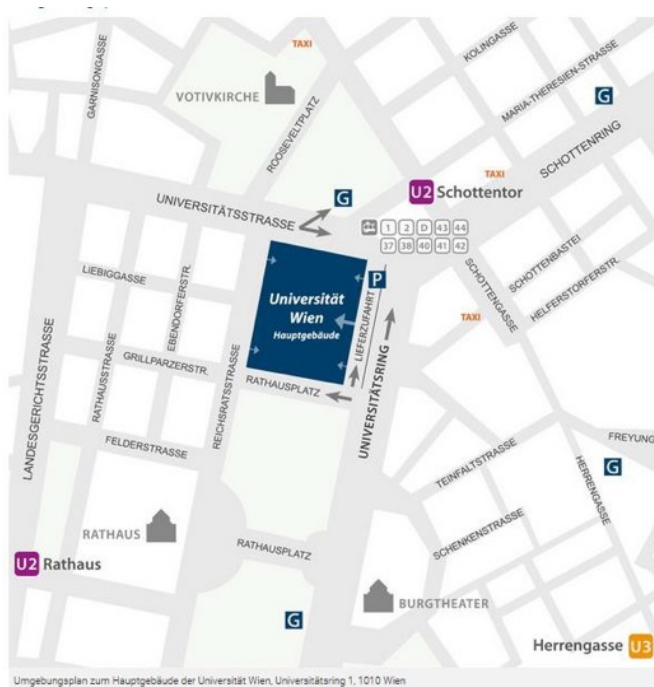


Vienna, Austria

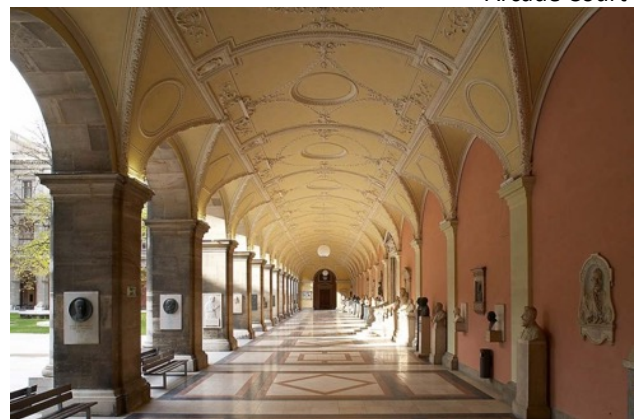
EXHIBITOR MANUAL

Venue:
University of Vienna
Arcade Court
Universitätsring 1
1010 Vienna

Organizer:
Vienna University of Technology
TU Wien



Arcade Court



Arcades

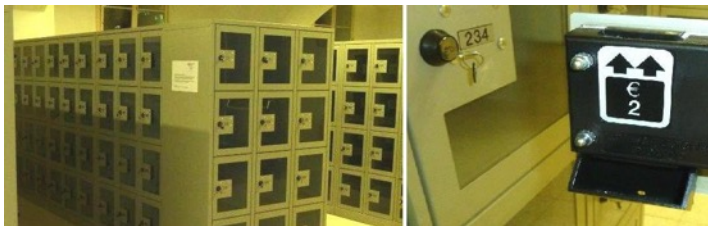
University of Vienna

Access to the ESB 2019 congress is via the main entrance of the Main Building of the University of Vienna. Registration of all participants and exhibitors will take place at the registration desk in the Aula of the Main Building. Please note that each person requires a registration/badge for entering the exhibition area. See details on registration below.

Exhibition Area

The exhibition will take place in the Arcades of the Arcade Court of the University of Vienna. Please note that the university is a “public building” – hence we cannot guarantee a complete guarding of the exhibition space. We therefore recommend not to leave laptops, computers, monitors etc. unattended on the stand or secure or store them accordingly.

Attention: the organizers cannot be made liable for any damages or losses!



Lockers are available in the basement (vis-à-vis Audimax) if required (free, key deposit € 2).

Exhibition Opening Hours

Monday, July 8, 2019: 09.30 – 17.00
Tuesday, July 9, 2019: 09.30 – 16.30
Wednesday, July 10, 2019: 09.30 – 14.10

Delivery, Set-Up of Exhibition

Set-Up

Sunday, July 7, 2019: 10.00 – 17.30

Dismantling

Wednesday, July 10, 2019: 14.10 – 19.00

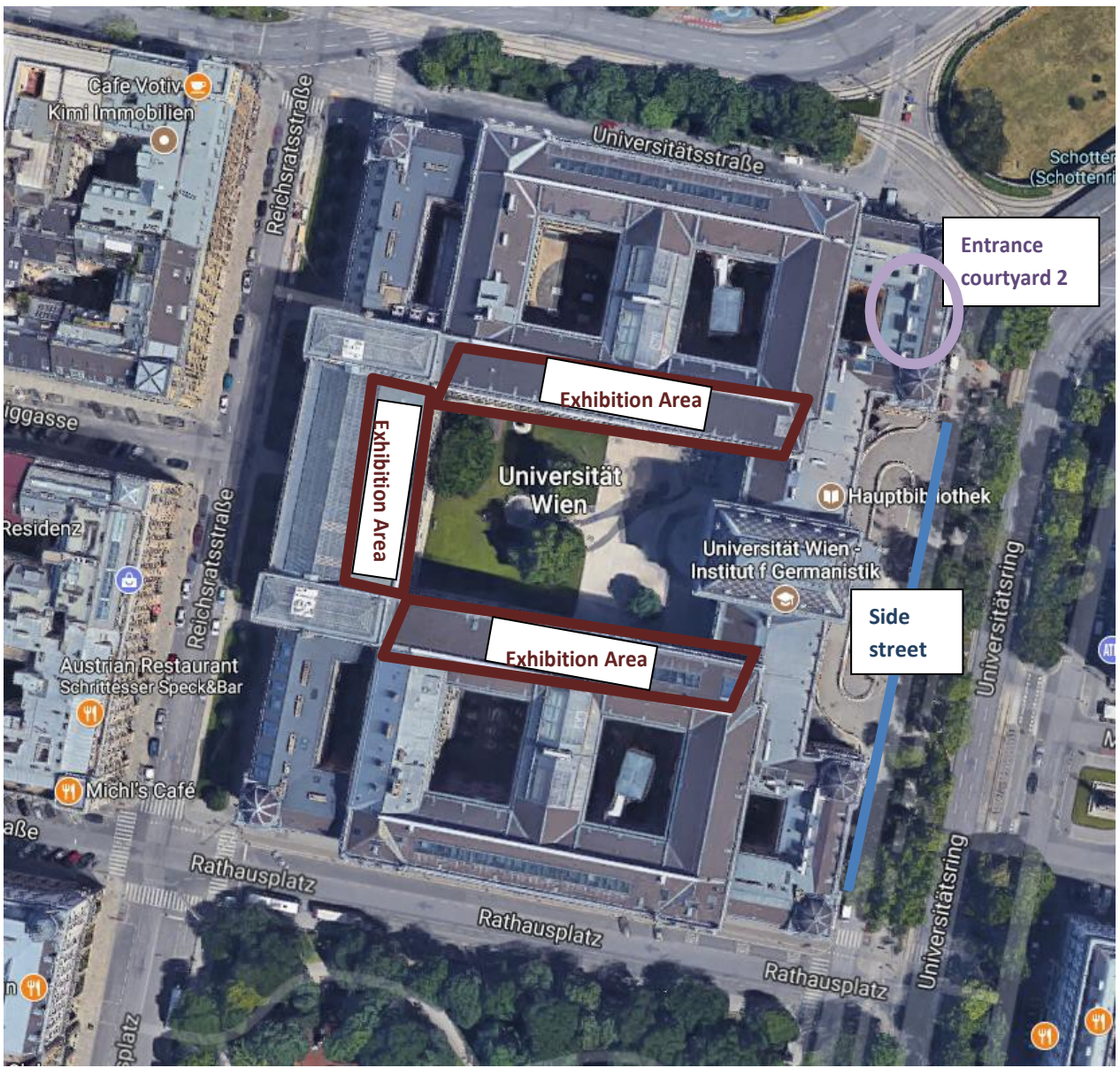
(Please note that all equipment has to be dismantled on Wed, July 10 and cannot be stored at the university after this date.)



During the set-up and dismantling times, it will be possible to drive in front of the main entrance of the university (side street parallel to the Universitätsring) and stop there for unloading (no permanent parking possible!).

The Exhibition takes place in the Arcade Court of the university, i.e. all exhibits, stand walls, etc. must be carried by standard doors, (even the use of "small transport vehicles" is limited, since several steps must be bridged several times). There is a barrier-free access to the Arcade Court via an elevator, but only limited-height exhibits with a limited weight can be transported in the size of a Euro-pallet.

Access to the elevator to the exhibition area is through the entrance to courtyard 2 (see map). Exhibitors have one elevator available. Size of elevator: 90 x 90 x 220 cm. Maximum load capacity: 600 kg

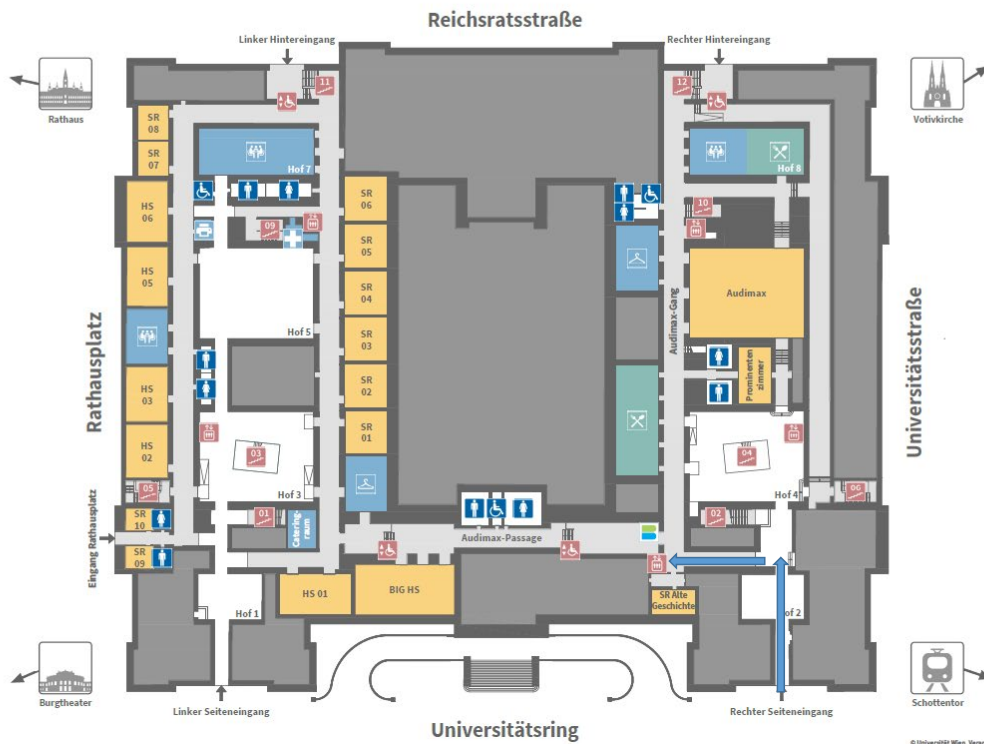


Entrance via courtyard 2



MAIN BUILDING of the UNIVERSITY OF VIENNA

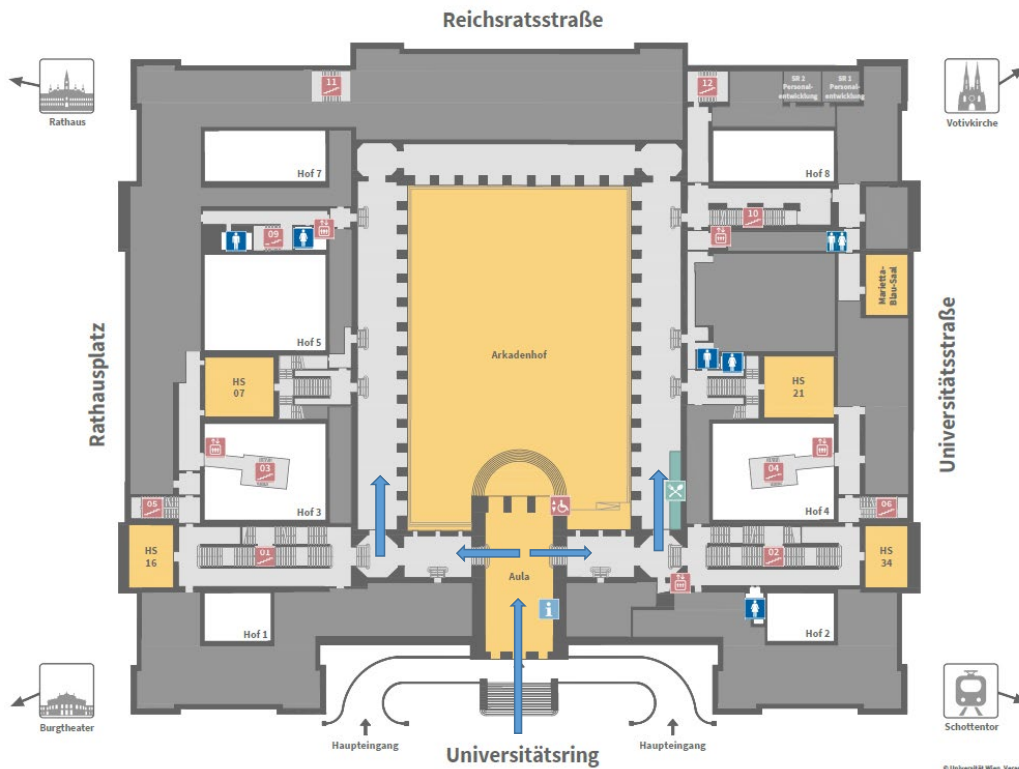
Access map to Arcade Court



© Universität Wien, Veranstaltungsmanagement, Stand Juli 2017

Barrier-free access: take the entrance on the right hand side of the main building, pass court 2 and take a left, then go straight ahead towards the lift. Press the button "HP" (Hochparterre), leave the lift at "HP" level and go straight ahead to the arcade court towards your allocated stand.

Access via main entrance: take the left or right ramp into the main building, then take the left or right staircase (7 steps) towards the arcade court.



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Stand building regulations

The below-mentioned requirements must be adhered to when using the University of Vienna as exhibition space or for any type of set-up in the exhibition area of the University of Vienna. The exhibitors are obliged to bring these guidelines to the attention of any companies commissioned by them (stand construction companies, etc.) and to ensure that they are complied with.

Violation or non-compliance entitles the supervisory staff of the University of Vienna to discontinue the work. Furthermore, the exhibitor is liable for damage to the rental property (especially in case of damage to the floor and the walls) and any other damages resulting from the breach of one or more of the following conditions.

- The transport of objects of any kind (including stand construction and decoration materials, technical equipment, etc.) to the University of Vienna may only be carried out with the aid of means of transport with rubber wheels if these items cannot be carried by hand.
- No solvent-based adhesives or lacquers may be used throughout the University of Vienna.
- The use of Gaffa tape is strictly prohibited. However, if this is absolutely necessary, an alternative can be obtained directly from the University of Vienna.
- It is prohibited to attach nails or hoes to the walls, ceiling, floor or furniture of the exhibition. Likewise, it is forbidden to paint the floor, walls, ceiling or furniture.
- It is prohibited to install electrical wiring or to punch or drill holes in the walls of rented booths.
- The operation of machines generating exhaust gases is permitted only with appropriate ventilation.
- Handling with an open flame is prohibited.
- For soldering work only electrical soldering irons may be used.
- Welding and painting in the exhibition area is prohibited. Only refractory adhesives may be used.
- The exhibitors are obliged to grant access to their stand to official representatives and accredited persons of the University of Vienna. The exhibitors, their employees and the visitors to the stand are required to follow the instructions of these persons.
- There is a marble floor throughout the exhibition area. Stand-alone exhibition objects or stands that are not set up as part of an exhibition must be stacked or underlaid at the bottom. Point loads are to be avoided in any case.
- Carpets and other floors must be laid safe from accidents and must not extend beyond the stand boundary. Only residue-free adhesive fleece may be used for the floor. The use of double-sided adhesive tape is prohibited. Not removed soiling will be eliminated at the expense of the exhibitor.
- During the set-up and dismantling work as well as during the event, make sure that the marble floor is not damaged by scratching with sharp-edged objects. When using cleaning agents, make sure that they do not destroy the marble floor.

Only exhibition space (size according to the reserved category) will be provided.

A 220V power outlet for 'light loads' (computer, screen, chargers, etc.) is available for each stand. Should more electrical power be needed, a separate registration with the following information is necessary and will be charged to the exhibitor:

- a) What is the additional power required for?
- b) Which power is required (please indicate in Watt)?

Please note that there is no water supply in the exhibition area.

All rates include space-only with tables and chairs according to the reserved category.

- Premium Partner: 8 x 2 m, 2 tables with 6 chairs
- Partner: 6 x 2 m, 2 tables with 6 chairs
- Sponsor: 4 x 2 m, 2 tables with 4 chairs
- Exhibitor: 2 x 2 m, 1 table with 2 chairs
- University/NPO: 1 x 2 m, 1 table with 2 chairs

Partitions, pre-constructed booths etc. are not provided or come from the exhibitors themselves (roll-up's, info walls, etc.).

Stand-plans and construction declarations for any pre-constructed booths must be submitted to the organizers for approval by June 7, 2019, at the very latest.

Registration

Registration of Booth Personnel

For security reasons, booth personnel must wear the official ESB 2019 name badges at all times.

According to the reserved category a certain number of registrations is included:

- Premium Partner: 5 included / 5 additional reduced fees
- Partner: 3 included / 3 additional reduced fees
- Sponsor: 2 included / 2 additional reduced fees
- Exhibitor: 1 included / 1 additional reduced fee
- University/NPO: 1 included / no additional reduced fees

The reduced fee amounts to € 330 (for registrations before May 3, 2019) and € 460 for late registrations. These registrations include access to the congress including the scientific sessions.

All booth staff has to be registered prior to the congress in order to gain access to the exhibition area. In order to register your staff, please fill out and return the "Stand Personnel Registration" xls-file before Friday, June 7, 2019 by email to esb2019@mondial-congress.com. Please note that the deadline for the reduced early registration fee is on May 3, 2019 (date of payment is decisive!).

Exhibitor Badges Collection

All exhibitor badges should be collected at the registration desk during the registration opening hours (see below). No badges will be sent in advance of the congress. Please inform us in a timely manner if a group coordinator will pick up all exhibitor badges or if they will be picked up individually.

Labour Badges

Only registered personnel and delegates have access to the venue during official congress times. No badges will be required for set-up on Sunday, July 7 and dismantling on Wednesday, July 10 during the indicated time periods.

Delivery & Storage Information

Exhibition material can be delivered directly to the venue of the ESB 2019 in advance:

Delivery period	July 4-5, 2019 (Earlier delivery only after explicit agreement)
Delivery address	University of Vienna Attn: Michaela Schnellendorfer „ ESB 2019 – Exhibition “ Universitätsring 1 A-1010 Vienna
Contact person	Michaela Schnellendorfer Universität Wien Event Management T +43 1 4277 176 22 M +43 664 602 77 176 22 E michaela.schnellendorfer@univie.ac.at

Registration Opening Hours

Sunday, July 7, 2019: 15:00 -20:00
Monday, July 8, 2019: 07:15 – 17:00
Tuesday, July 9, 2019: 07:30 – 16:30
Wednesday, July 10, 2019: 07:30 – 15:15

Networking Events

All sponsors and exhibitors may attend the networking events. Please send an e-mail to esb2019@mondial-congress.com

Welcome Reception: Sunday, July 7, starting at 18:30 at the congress venue. Free of charge. Reservation is required.

Congress Dinner: Tuesday, July 9, starting at 20:00 at the City Hall Vienna. Ticket costs € 50.

Accommodation Booking

Rooms in various hotels around the congress venue have been blocked. We would be happy to do the booking for you. The hotel overview can be found here: <https://esbiomech.org/conference/esb2019/registration/accommodation/>

Catering

During the coffee and lunch breaks, food and drinks are offered as part of the conference package. Additional catering stand orders can be made through the catering company “Theuer & Punzet” (Contact: Mr. Robert Theuer, Mail: office@theuer-punzet.at, Tel: +43 50 555 31233) and settled directly.

W-Lan / WiFi

Wi-Fi access is provided free of charge throughout the entire campus. Access codes are available at the registration desk.

Advertising in the program booklet

The program is published in DIN A4 / portrait format. Your advertising is printed in color 4c, please note the following dimensions:

Premium Partner:	2 pages DIN A4 portrait format
Partner:	1 page DIN A4 portrait format (210 x 297 mm)
Sponsor:	½ page DIN A4 landscape format (210 x 148 mm)
Exhibitor:	¼ page DIN A4 landscape format (210 x 74 mm)
University/NPO:	¼ page DIN A4 landscape format (210 x 74 mm)

Delivery date: June 7, 2019

Via e-mail as printable pdf-file to esb19@tuwien.ac.at

Leaflets in Congress Bag

Depending on the booked category, a limited number of leaflets, company information, etc. may be inserted into the congress bag:

800 pieces, A4, max. 50 g

Premium Partner:	included
Partner:	€ 250
Sponsor:	€ 500
Exhibitor:	€ 750
University/NPO:	€ 1,000

For the inclusion a separate registration by e-mail to esb2019@tuwien.ac.at is required by June 7, 2019, at the latest. The leaflets have to be sent to

Delivery period July 3-4, 2019
(Earlier delivery only after explicit agreement)

Delivery address University of Vienna
Attn: Michaela Schnellendorfer
„ESB 2019 – Congress Bag“
Universitätsring 1
A-1010 Vienna

In case of delayed delivery, the leaflets cannot be packed in the congress bag.

Travel

Public Transport:

The nearest station to the venue is station 'Schottentor', which can easily be reached by underground U2, several tram lines (1, 37, 38, 40, 41, 42, 43, 44, 71, D) as well as by bus (1A). The main entrance is 3 minutes walking distance of the station - please follow the exit signs to 'Universitätsring'.

Tickets for public transportation can be bought at the ticket machines at the entrance of each underground station. More information about the public transportation system in Vienna can be found here: <https://www.wienerlinien.at/eportal3/ep/tab.do?tabId=0>.

Parking:

There is no car parking available at the University of Vienna. In the city center of Vienna, parking charges apply. If you arrive by car, you can use the nearby parking garages:

Votivpark-Garage: € 4.30/h (maximum per day: € 43.00)

Parkgarage Rathauspark: € 4.00/h (maximum per day: € 40.00)

Contact

For further questions please contact

Martina Pöll | ESB 2019 Sponsoring & Exhibition

T +43 1 58801 20211

E esb2019@tuwien.ac.at