EXHIBITOR GUIDELINES

19. – 21. February 2027

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DIE MESSE FÜR TRACHT & ALPINE MODE

1. Official trade fair open hours

Friday, 19th February 2027 9 a.m. - 6 p.m.
Saturday, 20th February 2027 9 a.m. - 6 p.m.
Sunday, 21st February 2027 9 a.m. - 5 p.m.

The stand must be occupied during these times.

2. Admission times for exhibitors during the event

Daily from 8 a.m. – you can replenish your stands with exhibits during this time. Generally exhibitors can remain in the halls for a maximum of 1 hour after the official end of the fair.

3. Setting up times

Thursday, 18th February 2027 8 a.m. - 7 p.m.

It is advisable not to bring goods into your stand space before then!

Please note that all work setting up the stands must be completed by 7 p.m on Thursday. Without exception, because after this the final work on the general areas (laying of aisle carpeting, decoration etc.) will be carried out by the organizer! Special arrangements with regard to the setting up times are possible in individual cases, but these must be agreed with the organizer before the exhibition! Any additional personnel costs and rental costs incurred will be charged for on a time and material basis! All exhibitors must have started setting up their stands by 6 p.m. on Thursday at the latest without exception and must have registered with the trade fair information point. If a registered stand space has not been occupied by the exhibitor by this time, the organizer reserves the right to use this space at its own discretion from then onwards. Any additional costs that this involves will be charged to the absent exhibitor.

4. Dismantling times

Sunday, 21st February 2027 5 p.m. - 9 p.m.

We request you to remove all fair goods after the event. We recommend you supervise the dismantling of the stand for as long as any valuable goods are still present. A penalty of EURO 1,000 will be charged for any early vacation of the space, i.e. vacation of the space before 5 p.m. Please take note of our general terms and conditions in this respect.

5. Parking permits

There are sufficient parking spaces available on our premises behind the exhibition halls which you can use free of charge. IMPORTANT: An access to this parking area is only possible with a special parking card; please collect it at the information point Events & Exhibitions Center.

5. Underground Parking Garage

If you wish, you may also park in the on-site underground parking garage. Parking fees must be paid at the ticket machine, depending on the duration of your stay.

If you require a reserved parking space, please indicate this during your online registration. You will receive details of your reserved parking space in due time by email, or you can obtain the information upon arrival at the information desk or from the porter.

6. Postal items sent to the fair

The organiser will accept postal items sent to exhibitors only during the official setting up times, trade fair times and dismantling times. The organiser bears no liability when accepting postal items! Should you wish to receive postal items directly at the fair we request you for organisational purposes, to inform us of such via the information point Events & Exhibitions Center at Brandboxx.

7. Flowers and Plants

If you need any flowers or plants for your stand we recommend:

Gärtnerei Aiglhof
Aiglhofstrasse 20a . 5020 Salzburg
Tel: +43 662 432343 . Fax: +43 662 433770
office@gaertnerei-aiglhof.at
www.gaertnerei-aiglhof.at

8. Stand Cleaning

If you need a cleaning for your stand you can order it for € 2,50 per m² and day. Please contact the fair manager or at the information point at the Events & Exhibitions Center.

9. General Rules and Regulations

9.1. Stand construction & fittings

- **It is not permitted to change the allocated stand area.**
  Nor is it permitted to make any changes to the exterior walls unless this is agreed with the organiser in advance.
- **In general the height of the construction is 2.00m, extendable to 2.50m with our own system.**
  The organiser must be informed in advance and written permission given for any second tiers, lettering or decoration that exceed this height.
- **General stand fittings**
  up to 30m²: 1 table, 4 chairs, 1 row of shelves, 1 row of clothes rail, 1 changing-room screen with mirror.

up to 50m²: 2 tables, 8 chairs, 1 row of shelves, 1 row of clothes rail, 1 changing-room screen with mirror.

- **The maximum heights of exterior stand constructions that can be agreed are as follows:**

boxx b:	3.2 meters
boxx b1:	2.45 meters, up to 5 meters in the central area.
boxx b2/Gallery:	2.45 meters
boxx c:	3.4 meters
boxx d:	3.4 meters, up to 5 meters in the central area (DOME).

- **Flooring:**

Industrial parquet flooring:	boxx b1, boxx b2/Gallery
Laminated concrete flooring:	boxx b, boxx c, boxx d

- **Fire extinguishers, emergency exits and aisles must be kept unobstructed!** Under no circumstances may self-adhesive carpet be used on the stand, as this damages the hall floors (especially boxx b, b1, b2 parquet flooring!) and it is almost impossible to remove adhesive residues. No objects, lettering (except the stand lettering provided by the organiser) or advertising panels of any kind may extend into the visitor aisles. Please take note of our General Terms and Conditions in this respect.
- **It absolutely forbidden to drill holes or insert screws into the walls, roofs or floors!** The organiser must be informed in advance if for technical reasons it is necessary to bore holes into the roofing or walls and the original state of the stand must be restored after the fair. Any restoration costs incurred will be charged for in the case of non-observance!
- **Stand constructions, equipment and fittings must comply with the relevant fire protection regulations and safety regulations.** Only incombustible or flame-proof impregnated material may be used for fitting out fair stands. The use of plastics or foamed plastics (Styrofoam) is only permitted if proof is provided that these comply with the requirements of flammability class B1, smoke emission class Q1 and drop formation class TRI!

9.2. Activities on the stand

- The organiser must be notified of any promotional activities. These will only be approved if they take place inside the stand and do not present either an acoustic or visual disturbance for neighbouring stands. Noisy demonstrations or disruptive activities are prohibited without exception and will be stopped immediately by the organiser in the event of non-compliance.

9.3. The following points apply for all external stand construction companies

- Cold light is recommended for the fair stands. Halogen spotlights (halogen light) are not permitted due to their intensive heat development.

- The rear sides of stands over 2 meters high must be clean and attractive. Fair stands in boxx b1 in the high area of the hall must be roofed so the fair areas are respectable when viewed from the gallery (boxx b2).
- The installation of water connections is possible only to a limited extent.
- Stand construction plans must be submitted to the organiser in writing 2 months before the start of the trade fair!

10. Wi-Fi

The Wi-Fi is available and free of charge in the exhibition halls and the foyers of the Events & Exhibitions Center.

11. Fair Phone

The information will be available during the opening hours via phone, +43/662/46 87.

The fair manager can be called via phone, +43/662/46 87-307.

The assistant can be called via phone, +43/662/4687-306.

12. Restaurant

During the trade fair, our in-house caterer Chef Partie,

together with VOI.bio.boxx, will take care of the catering for exhibitors and guests.
Please refer to the on-site menu for the daily selection of food and beverages.

If you require additional catering services, please contact Chef Partie directly at Tel.: +43 662 2160012-50 or via email: voi.bio.boxx@chefpartie.at

We are looking forward to a successful cooperation and wish you best regards from Salzburg.

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