



41st CONGRESS OF THE ESCRS



VIENNA 2023

8 - 12 SEPTEMBER 2023

STAND RULES AND REGULATIONS

2023 V1



Stand approval Raw space / Space only

Raw space comprise of uncarpeted floor space only. Exhibitors contracted to raw space are responsible for appointing stand contractors to plan and build their stands. Raw space exhibitors and contractors must read the ESCRS Congress Rules & Regulations in addition to Technical guidelines and Safety Regulations of the Messe Wien.

All raw space exhibitors and contractors must work within these regulations as well as the following:

1. All exhibitors who build their own stand need an approval from the organisation. For stand approval, please e-mail your stand design to escrs@eaexhibitions.com.

Submission of your final plan is possible until **11 July, 2023**. The following documents must be received:

- Technical drawings (floor plans, perspective views, sectioned views), including ceiling plan with dimensions of the closed ceiling area(s)
- 3D Visuals
- Building description specifying materials used (see point 4.9 in Technical Guidelines of Messe Wien)
- Escape route plan including lengths and widths of emergency escape route(s)
- Approval in script of neighbours if you extend your partition walls

2. Raw space stands with special structures (e.g. structures or exhibits >4 meter in height, closed ceilings, platforms higher than 20cm, etc.) must be approved by EA Exhibitions by a structural analysis prior to the event, and are subject to additional costs (depending on the structure). A structural inspection will be performed during build-up, and costs can be charged when the structure is not according to the plan submitted.

3. The standard height of stand fitting (including graphics and column cladding) is 2.50 metres in height from the floor. The maximum height of any wall is up to **5 metres**. The maximum height restriction is **6.5 metres** (including rigging, measured from floor to top of the rigging structure) but still only after submission of your stand drawings, approval, and height review of the venue.

4. The deadline to request rigging and/or submit the technical rigging plans is **18 July, 2023**. After this date it is not possible to request rigging for your stand. The following general regulations apply to all exhibitors:

- Hanging element can maximum be 70% of your stand area
- Minimum of 1 metre between top of booth build height and bottom of Hanging element
- Advertising media, logo's, etc. must be positioned at least 1 meter from the border with the neighbouring stand
- Branding/logos restricted facing neighbouring booths
- Hanging elements must not extend beyond the boundary of the allocated space

5. For Island and Peninsula stand types, the line of sight through the stand must be possible from aisle to aisle for at least **30%** of the stand width when viewed from each open side.
6. Designs incorporating long runs of aisle perimeter walling should be avoided, meaning open sides must remain **70%** unconstructed. This means that **30%** of the open side can be closed with walls.
7. The stand design needs to be placed within the designated area, and it is not allowed to place any displays or products in the aisles.
8. Raised floors cannot be higher than 5cm. When the raised floor needs to be higher than 5cm there must be a strip that makes the difference in height fluent as shown in the example.
9. Stands with three open sides or less are obliged to erect a wall (minimum height of 2.50 metres) between themselves and any other neighbouring stand(s). A row stand requires walls on three sides (one back wall and two side walls), a corner stand requires walls on two sides (one back wall and one side wall) and a peninsula stand requires only one wall (one back wall). And island stand does not require any walls.
10. If you want to extend your partition walls you need to have approval from your neighbours in script and add this to your stand approval request via escrs@eaexhibitions.com.
11. Stands with an area of more than 100 sqm with a complicated lay-out must have at least two separate exits/emergency access routes opposite one another. The walking distance between any point in an exhibition area and a walkway outside the stand shall not exceed 20m.
12. Walls that exceed the minimum height of 2.50 metres need to be finished clean and properly on all faces. Exhibitors are responsible for ensuring that their contractor leaves any face of any such wall higher than 2.50 metres in a clean white and finished state (colour white with no graphics or logo's). If you want your connecting wall heigher than 2.50 metres, approval of the neighbours is mandatory in writing and needs te be send or requested via escrs@eaexhibitions.com.
13. Floor covering is mandatory. Approved carpet tape only must be used. All tape must be removed at the end of the exhibition. Failure to do so will result in exhibitors being charged for its removal by the organisers.
14. All main electrical installations are handled by the official electrical contractor, EA Exhibitions. Technical facilities will come from the nearest utility channel on the floor, so please bare this in mind when designing your stand and when marking it on the grid floor.
15. It is each exhibitors' responsibility to familiarise himself with any height or weight restrictions of his allocated space before designing the stand.

16. All work must be carried out within the show time table.

17. All stands shall be entirely self-supporting, without either hanging from the ceiling or being attached to walls of the venue. It is also not allowed to use (shell scheme) walls from neighbouring stands for your own purposes.

18. The usage of products containing organic solvents are strictly forbidden, such as contact adhesives, spray paint, paint with white spirits or thinners with solvents.

19. All stand construction and decorative materials must comply at least with building materials class B1 of DIN 4102 and/or class B/C s1 d0 of EN 13501-1 (i.e. must be flame retardant and neither form toxic gases nor drip while burning).

If you have any questions based on the stand approval regulations, please do not hesitate to contact us. If you have not chosen a stand builder for your stand yet, EA Exhibitions can also provide you with a quotation for your space only stand. If you are curious what we can do for you, please contact us at escrs@eaexhibitions.com.

