

Meteorological

TECHNOLOGY WORLD EXPO

Exhibitor-Appointed Contractors' Information

Meteorological Technology World Expo 2024 - Useful information for exhibitor-appointed contractors.

EXHIBITOR MANUAL

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

VENUE & SHOW DATES

Venue

Hall A, Messe Wien Exhibition & Congress Center, Vienna, Austria.

Address

Messe Wien Exhibition & Congress Center
Messeplatz 1, 1020 Wien, Austria

For more information on getting to the venue, please [click here](#).

Please [click here](#) for an overview of the site map.

Show Dates

September 24, 25 & 26, 2024 (PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)

EXHIBITION TIMETABLE

Build-up Timetable

Sunday, September 22, 2024	08:00 - 20:00	Custom build booths with independent contractor ONLY - safety shoes compulsory
Monday, September 23, 2024	08:00 - 18:00	Custom build booths with independent contractor ONLY - safety shoes compulsory & Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, September 23, 2024	18:00 - 20:00	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted

Exhibition Opening Hours*

Tuesday, September 24, 2024	10:00 - 17:00
Wednesday, September 25, 2024	10:00 - 18:00
Thursday, September 26, 2024	10:00 - 15:00

*Exhibitors will be able to access the hall 1 hour before show open (2 hours on opening morning, Tuesday, September 24) and 1 hour after show close to service your booths.

Breakdown Timetable

Thursday, September 26, 2024	15:30 - 12:00 (midnight)
------------------------------	--------------------------

PLEASE ENSURE THAT ALL BREAKDOWN MATERIALS ARE REMOVED COMPLETELY BY MIDNIGHT ON THURSDAY, SEPTEMBER 26, 2024. NOTHING CAN BE LEFT IN THE HALL AFTER THIS TIME.

BUILD-UP FURTHER INFORMATION

Venue contractors must cease all building work at 18:00 hrs on Monday, September 23, 2024. It is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met. Please note that between 18:00 hrs and 20:00 hrs, only light decoration and finishing of booths is permitted - aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Sunday, September 22, 2024.
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period.
- Monday, September 23, 2024, from 18:00 hrs to 20:00 hrs, is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR.

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12:00 hrs (midday) on Monday, September 23, 2024, as Shell Scheme booths may not be ready before this time.

The Organiser has appointed European International (Fairs) Ltd to be the official freight and on-site lifting agent. They will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

Please ensure that you organise waste removal before the deadline via the Official Contractor's (STANDout) [Webshop](#). Charges made for removal of any structures or waste material will be invoiced to the exhibitor. *For access to the Webshop, please ask your client/exhibitor for their login details.*

BREAKDOWN FURTHER INFORMATION

No exhibits may be removed before the exhibition closes at 15:00 hrs on Thursday, September 26, 2024, nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

When the exhibition closes at 15:00 hrs, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be between 2-3 hours. Exhibitors that require forklift assistance for repacking and/or loading, should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter.

Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight are the responsibility of the exhibitor. If you would like to hire an individual security guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent, please ask your client/exhibitor to complete the order form via the exhibitor manual.

All materials, packaging and waste must be removed from the halls and booth dismantling completed by midnight on Thursday, September 26, 2024. Please ensure that you organise waste disposal, as the removal of set-ups and waste material is subject to a charge and will be invoiced directly to the exhibitor. Please ask your client/exhibitor to

order via the Official Contractor's (STANDout) [Webshop](#).

For further information regarding the exhibition timetable, please contact the Organiser: met@ukimediaevents.com.

ACCESS FOR FREIGHT DELIVERIES

Please see below the delivery address for deliveries of the stand construction companies. The access road for the trucks is located behind Hall D.

Access for deliveries

Reed Messe Wien
Gate 1 behind Hall D
Trabrennstraße 5, 1020
Vienna, Austria

Please [click here](#) for the access plan.

To avoid a traffic jam in the loading station, it is usually organised so that each truck receives a 3-hour ticket on arrival:

- Every truck driver gets a ticket to open the gate when entering the fairground
- The ticket is valid for 3 hours
- If the truck driver stays more than 3 hours in the premises a fine of EUR 100 will be charged. Therefore, as soon as loading/unloading is finalised, the vehicles must leave the loading bay

As soon as loading/unloading is finalised, vehicles must leave the service area. There are no parking spaces for trucks on the premises.

Weekend driving ban throughout Austria

This applies throughout Austria from Saturday, 15:00 to Sunday, 22:00 hrs and on public holidays from midnight until 22:00 hrs. It applies to:

- Lorries with trailers, if the maximum permissible weight (mpw) of the lorry or the trailer is more than 3.5 t
- Lorries, articulated lorries and self-propelled agricultural machines with an mpw of more than 7.5 t *

General night-time driving ban

This applies on all Austrian roads for heavy goods vehicles with more than 7.5 t mpw between 22:00 hrs and 05:00 hrs.

PLEASE NOTE: These vehicles are not allowed to drive from Saturday 15:00 hrs until Monday 05:00.

Lorry overtaking bans

Please [click here](#) for information on lorry overtaking bans.

Truck parking

There is no parking available for trucks. Please [click here](#) for alternatives.

DELIVERIES

Please do not use the venue address for freight deliveries. Please contact the official Freight agents, European International Fairs Ltd. Please contact mtxops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings:

European International Fairs Limited
Contact: Carly Willmott
Email: mtxops@european-intl.com
Tel: +44 1732 860330
Website: european-intl.com

Sending courier shipments directly to the show site is not advisable. Some delivery companies will allow anyone within the venue to sign for the consignment (e.g. a cleaner, visitor, car park attendant e.t.c.) and the consignment may not make its way to your booth with no possibility to locate it within the venue. For that reason, European International Fairs Limited, will only accept courier shipments at the advance warehouse.

If you still want to send small packages via courier, we advise that you send them to your hotel to minimise the risk of misplacing the package at the venue but some hotels may refuse any deliveries

PARKING

Build-Up & Breakdown

Large Vehicles - Trucks and vans over 3.5t

The trucks enter for build-up and breakdown through gate 1 (next to hall D). Every truck driver will be issued with a ticket to open the gate when entering the fairground. The ticket is valid for 3 hours. Please note that if a vehicle stays for more than 3 hours on the fairground a fine of EUR 100 will be charged. Therefore, it is recommended that as soon as loading or unloading is finished, all vehicles must leave the loading bay area.

Cars and Vehicles under 3.5t

All cars and vehicles under 3.5t can stay for maximum 3 hours for unloading.

Truck Parking

Please [click here](#) for a map with available truck parking spaces.

CONTRACTOR ACCESS - BUILD UP & BREAKDOWN - MUST BE SUBMITTED IN ADVANCE AND NOT ONSITE

Work ID pass for build-up and break-down

For security reasons it is mandatory for all contractual staff involved in the assembly and dismantling stages of the exhibition to wear a contractor wristband. The wristband gives access to the venue during these periods. These must also be worn by exhibiting staff members who have yet obtained an Exhibitor Badge. Please submit the names and contact details of all contractor staff/exhibiting staff who will be present on-site. Once the names are submitted, work identity cards for all contractor staff can be printed, in order to collect the wristbands from security on-site. Security will hand out wristbands at each entrance into the hall.

To register your staff for work id cards, please see “build-up contractor/exhibitor passes” in the Order Form Checklist of the Exhibitor Manual (*please ask your client/exhibitor to complete the order form via the exhibitor manual*).

PLEASE NOTE: If you have a member of your booth contractor's team who needs to remain on-site and access the hall during exhibition opening times, please send them to register at the main registration using their own company details. They will not be permitted entry using an exhibitor pass.

EXHIBITOR PRE-SHOW PLANNING FORM

As this exhibition is a space-only exhibition, exhibitors must notify the Organiser as soon as possible of their booth plans and the details of any contractors or agents, by completing and returning the **Exhibitor Pre-Show Planning**

Form via the Order Form Checklist in the Exhibitor Manual. All exhibitors who do not hire a shell scheme package via the Official Contractor must submit a Risk Assessment and Method Statement with their plans.

Custom Booth Plan Submission

Our official Health & Safety Consultants at AbraxysGlobal request that you supply all information and Health and Safety documents, including your booth plans, directly to them. Please note the deadline for this is August 12, 2024.

PLEASE [CLICK HERE](#) TO UPLOAD YOUR DOCUMENTS

Your external contractor will be contacted by AbraxysGlobal to discuss and approve your plans and permission to build will be granted in writing. **Please don't send any plans via email to the Organiser or AbraxysGlobal.** Contact email for questions only: met@abraxysglobal.com.

HALL & VENUE TECHNICAL INFORMATION

Please [click here](#) for the Messe Wien's Technical Guidelines.

Please [click here](#) for the Messe Wien's House Rules.

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Check Form (shell scheme and pop up displays only) and receiving permission to build, all exhibiting companies may, if they wish, build their booth to the height allowed at their location in the exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres. Please contact us if you have any questions regarding the build height of the booths around you.

Please note the following maximum permitted build/ rigging height and maximum floor-loading:

Build Height

Please note the maximum permitted build height is 4m.

Floor Loading

The floor is concrete. Power supplies, telephone lines, plumbing and compressed air installations will, where possible, all be run into your booth via the subfloor services duct set into the floor.

Floor loading: 1600kg per m²

Please note if a neighbouring booth requires access to services located within your booth space, you are obliged to allow them access. Just as they would be obliged to allow you access to a supply point within their booth space. In some cases, this may require a raised floor installed on part, or all of your booth space. The cost of this raised floor is not included in the booth space rental and it is your responsibility to negotiate, with your neighbour requiring the connection, regarding the cost.

Rigging / Suspensions

The maximum rigging/suspension height is 6m.

Please [click here](#) for more information on how to order rigging or contact Mr Sebastian Klein: rigging@standout.eu.

Rigging/Banners

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

Windows in the Halls

The hall has windows on all 4 sides therefore please check the 360 degree view for more details:

[Hall A](#)

If you have any specific questions regarding the windows, please contact the Organiser: met@ukimediaevents.com.

Raised Floors

In order to meet our event health and safety regulations by ensuring that all show attendees have equal access to all exhibition booths, please note that all raised floors over 4cm are required to have compulsory integrated ramp access. This is only applicable to booth spaces over 20 sqm.

IMPORTANT VENUE INFORMATION

On-site structural statics inspections

For safety reasons, all structures which - particularly if incorrectly constructed - could pose a danger for the physical wellbeing, life and health of individuals, will be inspected by an independent structural engineer. The inspection is conducted during tours of the structures in the assembly period in compliance with norm EN13814 point 7.7.2.2., and serves as an official inspection required for the approval of structural statics.

Please [click here](#) for information on structures to be approved by an independent structural engineer

Organiser's Rules and Height Restrictions

The standard height of any individual booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres.

Important Notes

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
5. No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.
6. Timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).
7. All exhibiting companies must complete and return the **Booth Check Form (shell scheme and pop up displays only) by the deadline of August 12, 2024**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (August 12, 2024) above 2.5 meters will be subject to approval and may be refused.

8. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

[Click here](#) to download a Risk Assessment template

[Click here](#) to download a Method Statement template

FLOORPLAN

Please [click here](#) to see the current show floorplan (this should not be used for planning your booth construction).

For a detailed technical floorplan or booth plan (to include any pillar dimensions), please contact the Organiser: met@ukimediaevents.com.

OFFICIAL CONTRACTOR FOR ALL BOOTH SERVICES

We are pleased to announce that STANDout has been appointed as the Official Shell Scheme, Electricity and Carpet Contractor for Meteorological Technology World Expo 2024 in Vienna.

To order a shell scheme package, please refer to the [Webshop](#). PLEASE NOTE: You have to create an account prior to ordering using your own login details for the Webshop. *For access to the Webshop, please ask your client/exhibitor for their login details.*

STANDout can also provide you with any additional extras you might require such as different printing options on all walls, furniture and flowers. Please see the [Webshop](#) for more details.

Other booth services such as rigging, furniture, graphics, waste disposal, booth cleaning, media, plants/floral etc., can be ordered via the [Webshop](#).

Please note the following important deadlines to order services:

Deadline for Rigging: Monday, August 12, 2024 (25% surcharge from Tuesday, August 13, 2024)

Order deadline date for all other services: Friday, August 23, 2024

25% late order fee from Saturday, August 24, 2024

For further information, assistance or advice, please contact Sally Mohamed: sally.mohamed@standout.eu.

USEFUL CONTACTS

Organiser

UKi Media & Events

Contact: Exhibition Operations Team

Email: met@ukimediaevents.com

Tel: +44 1306 743744

Booth orders and services

Shell Scheme, Electricity & Carpet Contractor including other services such as rigging, furniture, graphics, waste disposal, booth cleaning, media, plants/floral etc.

STANDout

Contact: Ms Sally Mohamed

Email: sally.mohamed@standout.eu

Freight forwarding, on-site handling, forklifts and storage services

European International Fairs Ltd

Contact: Carly Willmott

Tel: +44 1732 860330

Email: mtxops@european-intl.com

Web: www.european-intl.com

Please [click here](#) to access European International Fairs Limited full shipping instructions and tariff for the event.