

PASSIVE HOUSE EXHIBITION

INFORMATION FOR EXHIBITORS 2011

During setup/fitting of the assigned exhibition space, attention should be paid to the following:

- The use of nails, steel staples etc. is not permitted
- Signs/advertising materials are to be hung up on the upper edges using steel hooks (these can be obtained from the exhibition management).
- Please do not use fabric adhesive tape or mounting tape for mirrors. Only double sided adhesive tape may be used which can be obtained from the exhibition management.
- Carpets may only be taped down using this double-sided tape.
- Please avoid the application of decal images on any furniture, walls, or floor coverings that have been assigned to you

Dismantling of the exhibition stand

- Double-sided tape must be removed after dismantling, without leaving a residue
- Exhibition walls must be returned to their original state after dismantling (white and undamaged surfaces)

Stand construction: In principle, the maximum permitted stand height is 250 cm. If you wish to exceed this height, please inform/ask the exhibition management

Aisles: For safety reasons and out of consideration for other exhibitors, we request you to keep aisles as free as possible during the setting up and dismantling of the stands.

Parking: A short-term parking zone has been established in the whole inner city area of Innsbruck. Cars may be parked in the adjoining underground car parks. Day tickets can be obtained at current prices of between 10 and 14 Euros. For 8 Euros, which includes the price for the bus ticket, it is possible to park at the Olympiaworld and Hafen Park+Ride car parks (more information at <http://www.ivb.at/index.php?id=pr>). Trucks may only be parked at the outskirts of the town (Haller Straße, Roßaugasse and the surrounding industrial area).

Delivery of supplies: Supplies for the exhibition can be delivered directly to the loading dock (access road: Herzog Otto Str.). Deliveries to the "Kristall" and "Tirol" foyer (first floor) may be made using the cargo-lift (door size: width 1980, height 2440; cabin size: width 2060 x length 4070 x height 2440; loading capacity 1000 kg). The "Europa" foyer can be delivered to at ground level and the "Dogana" can be accessed directly (access road: Rennweg). If you intend to bring only a few or small items, you can also park in the adjoining underground car parks and bring these in using the elevator (door size: width B900, height 2000; cabin size: width 1600 x length 1400 x height 2200; loading capacity 1000

kg). There is no parking available for trucks at the conference centre. Please leave the loading dock immediately after unloading!

Address for dispatch: Please note that the earliest date for deliveries is Monday, 23 May 2011. If you would like to dispatch any material for the conference, we request you to label your freight correctly in the following manner:

Name of the convention/conference/event
The NAME OF YOUR COMPANY and stand number
c/o Congress und Messe Innsbruck GmbH
For the attention of (exhibition management)
Rennweg 3, 6020 Innsbruck
Austria

As far as possible, parcels will be delivered directly to your stand.

Power supply connections: 220V, 16A, safety plug

Telecommunications: wireless LAN is available free of charge throughout the entire conference and exhibition area.

Cleaning: The foyers of the Congress Innsbruck are cleaned regularly.

Lunch for exhibition personnel: The exhibition personnel can take their lunch and coffee at cost prices together with the conference participants. The caterer will charge us 30 Euros net for each person per day. We will enquire about the number of persons and days in April 2011.

Catering at stands: Please contact the caterer: COME INN Gastro GmbH, Archiv Catering, Rennweg 3, A-6020 Innsbruck, +43(0)664 85 91-303

Photocopying and fax services are available on the spot.

Banks: Several branches of national banks can be found in the immediate vicinity of the Congress Innsbruck.

Promotional literature: Please limit the distribution of promotional literature and materials to your stand.

Insurance: The exhibiting company will bear the full risk for exhibited goods.

The exhibition management is at your disposal for any additional special requests that have not been mentioned in the order form.