



Exhibitor's Manual

AIRMED 2022

CONFERENCE VENUE

Salzburg Congress

Auerspergstraße 6

5020 Salzburg

Austria

www.salzburgcongress.at

SETUP EXHIBITION BOOTH

Sunday, 26th June 2022

12:00 – 18:00 Set up exhibition for own customized booth

Monday, 27th June 2022

08:00 – 16:00	Set up exhibition for own customized booth
After 12:00	No unloading / parking in front of Salzburg Congress
08:00 – 16:00	Set up for exhibitors with shell scheme booth
16:00	Approval of the exhibition area by the local authorities
	Booth building must be completed.

Set-up outside of the above times must be agreed with the exhibition organization. Any costs incurred for the personnel required are to be borne by the exhibitor.

DISMANTLING EXHIBITION BOOTH

Thursday, 30th June 2022

15:00—22:00

Dismantling exhibition

Exhibitors are required to remove their own structures, equipment and / or products before the end of the period reserved for moving out and /or dismantling.

EXHIBITOR BADGES / REGISTRATION

Sunday, 26th June 2022

12:00 - 18:00

Registration open for exhibitors

For security reasons, only duly authorized personnel will be allowed to access the Congress Centre. Please check if your reservation for exhibition space includes registration (badges) for exhibitor personnel. Booth builders do not need to be registered in advance for exhibitors' badges. They will obtain access upon proof of their status upon arrival at the entrance gate of the convention centre, without any further formality.

17th June

Deadline for Exhibitor Registration

airmed22@salzburgcongress.at

BOOTH TYPE

All exhibitors are obliged to either set up their own professional booth or order a shell scheme booth.

Exhibitors can choose between either of the following two options:

Purchasing a standard shell scheme booth. This is to be ordered from Salzburg Congress, Barbara Schwaiger under schwaiger@salzburgcongress.at.

or

Design and set up their own customized booth. Design of all customized booths needs to be approved by Salzburg Congress. Please send your plans to schwaiger@salzburgcongress.at until 6th June latest.

COURIER SERVICE

If you hire a courier service to collect material at the end of the conference, please ensure that your stand is still occupied when the courier arrives. The organizer assumes no liability.

OPENING TIMES OF THE EXHIBITION

27 th June 2022	17:00 - 21:00	Welcome Reception in the exhibition area
28 th June 2022	09:00—17:00	
29 th June 2022	09:00—17:00	
30 th June 2022	09:00—14:00	

CONGRESS PROGRAM

The latest version of the program can be found here:

<https://www.airmed2022.eu/en/program>.

Monday, 27th June 2022

17:00 – 21:00 Welcome Reception at Salzburg Congress

Tuesday, 28th June 2022

09:00 – 10:00	Opening Ceremony
10:00 – 11:00	Coffee Break
11:00 – 12:30	Parallel Sessions
12:30 – 13:30	Lunch Break
13:30 – 15:00	Parallel Sessions
15:00 – 16:00	Coffee Break
16:00 – 17:00	Parallel Sessions
17:45 – 18:45	Shuttle Bus Transfer from Salzburg Congress to Hangar 7
18:45	Networking Event at Hanger 7

Wednesday, 29th June 2022

09:00 – 10:30	The HEMS Team
10:15 – 11:00	Coffee Break
11:00 – 12:30	Parallel Sessions
12:30 – 13:30	Lunch Break
13:30 – 15:00	Parallel Sessions
15:00 – 16:00	Coffee Break
16:00 – 17:00	Parallel Sessions
18:00 – 19:00	Guided City Tour from Salzburg Congress to Stiegl Keller
19:00	Congress Dinner at Stiegl Keller

Thursday, 30th June 2022

09:00 – 10:30	Parallel Sessions
10:30 – 11:00	Coffee Break
11:00 – 12:30	The Future of HEMS
12:30 – 13:00	Closing Ceremony
13:00	Farewell – Networking & Snacks

Additional order for exhibition rental equipment

Please use the exhibition order form from Salzburg Congress to the exhibition rental equipment.

Deadline for printed material

30th May 2022

Deadline for technical equipment

4th June 2022

Contact persons

Barbara Schwaiger
schwaiger@salzburgcongress.at
+43 662 88987 611
Exhibition

Silvio Wolf
wolf@salzburgcongress.at
+43 662 88987 613
In-house organisation

Lars Meyer-Brandt
airmed22@salzburgcongress.at
+43 662 88987 603
Exhibitor registration / Hotel booking service

LOGISTICS

Goods deliveries

Delivery times begin on 20th June 2022

Monday - Thursday: 07.00 – 15.30

Friday: 07.00 – 11.00

Delivery address

Individual deliveries must be labelled with the following address:

Salzburg Congress

Exhibitor name / Booth number / Name of the recipient

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Auerspergstrasse 6

5020 Salzburg

Austria

Salzburg Congress shall accept no liability for covering the costs of customs duties, transport fees, delivery or collection services.

The sender is obliged to ensure all customs formalities for imports and exports have been completed in good time. If the Incoterms stipulates that the costs be covered by the recipient, he/she shall be obliged to be the customer – and not Salzburg Congress. This must be noted accordingly on the transport documents. Whatever the circumstances, Salzburg Congress shall only serve as the delivery address, not the recipient.

Venue = Salzburg Congress - Tourismus Salzburg GmbH – in text: **Salzburg Congress**

Loading area

Salzburg Congress is situated in downtown Salzburg and has its own loading/unloading zone of 17m x 2.5m, usage of which is restricted during events.

There is no loading ramp. This necessitates the use of vehicles with a lifting platform.

Trollies, hand-operated and electric pallet trucks and lifting devices for inside-use in Salzburg Congress can all be provided on request.

Access to exhibition area:

The exhibition area is located on the 1st floor of the building.

Several lifts are available.

Dimensions and capacity of the biggest freight lift:

2.45 m x 6.00m—height 2.35 m—maximum capacity 3500kg.

Receipt of goods

For goods deliveries there are an intercom and a door bell in the loading area, right next to the entrance doors. Goods delivered can only be accepted with valid and complete transport documentation. Goods that cannot be attributed to a particular sender/recipient will not be accepted by Salzburg Congress.

For any questions regarding loading/unloading and onsite handling, please contact Barbara Schwaiger or Silvio Wolf: schwaiger@salzburgcongress.at / wolf@salzburgcongress.at.

Storage space

Salzburg Congress has very limited storage capacity. The temporary storage of materials after assembly has completed, such as empty packaging and pallets (etc.), must be authorised by the responsible Salzburg Congress representative.

Collection of goods after the event

Collections can be made until 8th July 2022:

Monday-Thursday: 07.00 – 15.30

Friday: 07.00 – 11.00

Exhibitors are requested to schedule the collection of items during the stipulated post-show dismantling period.

Collections must be made under instructions issued by the customer. After the show, all items must be packaged for collection, be correctly labelled with the full address of the recipient, and accompanied by all necessary freight documentation.

Forwarding agents and parcel services are required to present the requisite transport documents

when collecting items, otherwise the goods cannot be handed over.

Any consignment not collected after 7 days will be disposed of at the expense of the owner.

Arrival by HGV (avoiding the underpass)

Autobahn A1 – exit at 'Salzburg Nord' and head for the city centre down Vogelweiderstraße - Schallmoser Hauptstraße - Franz-Josef-Straße. Turn right into Rainerstraße and then left into Markus-Sittikus-Straße. Turn left into Schwarzstraße, left again into Auerspergstraße (one-way only).

Access for HGVs

Please make a note of the following information on HGV driving bans in Salzburg:

There are weekend bans for HGVs on roads in the city and province of Salzburg from 15.00 on Saturdays until 22.00 on Sundays, and also on official public holidays. The bans apply to heavy goods vehicles with trailers when the maximum total weight of vehicle and trailer, or of the trailer alone, exceeds 3,500 kilogrammes, and also applies to HGVs or articulated vehicles if the maximum total permitted weight of 7,500 kilogrammes is exceeded.

There is a night-time HGV ban on all roads from 22.00 until 05.00. The ban applies to HGVs with a maximum total permitted weight exceeding 7,500 kilogrammes. Among the exceptions from the ban are low noise-emission HGVs carrying § 8b Abs. 4 KDV 1967 certification.

Please consider the driving bans in your schedules. Should you require special permission, the authorities of the city and province of Salzburg will be pleased to help you with the formalities:

Local authority for Traffic Laws and Vehicle Inspections:

Amt der Salzburger Landesregierung

Referat Verkehrsrecht und KFZ-Prüfstelle

Tel +43 662 8042 3479 or 3480

Fax +43 662 8042 3481

verkehrsrecht@salzburg.gv.at

gueterausweisstelle@salzburg.gv.at

Local authority

Magistrat Salzburg Abteilung 5/04

Department of Traffic & Roads

Tel +43 662 8072 3191

Fax +43 662 8072 2067

verkehr@stadt-salzburg.at

HGV parking

bus and coach park terminal Salzburg Nord

Address: 'Anschlussstelle Salzburg Nord', 5020 Salzburg

Geo-coordinates: Latitude 47.832019. Longitude 13.055515

Loading & unloading slots for HGVs and vans

Special unloading and loading slots must be arranged for deliveries to be made by haulage forwarders. In such cases, please contact the congress organisation team.

Vehicles parked in the Salzburg Congress area during set-up times must be registered. You will receive a parking card, which must be placed in the car where it is clearly visible. The name of the driver, the booth number and a valid mobile number must be noted.

Arriving by car

Car drivers can drive all the way to the Salzburg Congress facility. The loading zone in Auerpergstraße is purely for loading and unloading purposes – but not for parking. There are parking opportunities along the roads surrounding the congress centre in the 3-hour maximum stay pay-parking area or in the following parking facilities:

Short-term parking: Monday to Friday from 09:00 – 19:00. Tickets are available at vending machines in the street and must be displayed in the windscreen.

The following parking facilities are near the Salzburg Congress complex:

- Sheraton Garage – entrance in Auerpergstraße
- Mirabell Congress Garage – entrance on Mirabellplatz
- Mirabell Congress Parking – entrance in Schranngasse

ACCESS MONITORING

Access to the Salzburg Congress complex is solely for guests with valid accreditation.

Setup and teardown personnel are granted access to the exhibition foyer during the assembly and dismantling periods.

Booth staff has access to the exhibition foyer and the company's own symposium for the entire duration of the event – during setup, teardown and the show itself.

SURVEILLANCE / SECURITY

The venue is locked up outside the official opening hours of the industry exhibition and is only accessible for Salzburg Congress personnel. The event organiser accepts no liability for any cases of damage, theft or loss. The exhibitor is obliged to organise insurance coverage to this end.

Salzburg Congress Security Measures

28 video cameras around the entire facility (5 cameras in the entrance area)

Video intercoms: Loading areas, underground car park, side entrances

Door-opener with a programmable chip card

Computer monitoring of all outer doors

Fire detectors (type: Essertronic 8008)

Emergency power generator

Control panel for surveillance cameras in the control room (recordings can be provided)

Exhibitor liability for accidents and consequential damages only ceases when infrastructure has been suitably cleaned and restored to its original state. On request, the hall inspector can issue confirmation that the booth space has been returned in good order. This confirmation will be issued subsequent to a joint inspection by the inspector and the exhibitor's authorised representative.

FACILITY MANAGEMENT (WASTE, CLEANING ETC.)

Waste disposal

Statutory requirements demand the organiser be held responsible for guaranteeing the disposal of all waste created during an event, and during assembly and dismantling periods. Should the contractual partner fail to do so, Salzburg Congress shall be entitled to dispose of such waste at the expense of the aforementioned partner.

The exhibitor shall be responsible for the correct and environmentally sustainable disposal of

waste created during an event, and during the assembly and dismantling of the booth.

Avoiding waste

The avoidance of waste on site at the exhibition is a high priority. Exhibitors and their contractual partners shall be obliged to make an effective contribution to this goal during every phase of the event. This goal must be considered during the planning phase and in cooperation with all other parties involved. It is generally expected that reusable materials and goods causing the least possible damage to the environment be used to build and run the booth.

Waste separation

When disposing of waste, the exhibitor is obliged to ensure all recyclable waste is separated into the various statutory categories of materials and waste for correct disposal.

Cleaning

Should our contractual partner require complete or partial cleaning at any juncture, this will be organised by Salzburg Congress on behalf of – and at the expense of – the customer. Cleaning services are provided by Salzburg Congress. The clean-up of rented space and facilities before the commencement of the assembly period is included in the rental fee.

Adhesive tapes

Only adhesive tapes authorised by Salzburg Congress may be used for the installation of flooring, decorations or for other similar purposes.

Floor surfaces

Only non-stick or non-slip carpets may be used for expo floors. No floor surfaces or self-adhesive carpets may be adhered to floors. The only adhesive tapes permitted are those which the contractual partner can remove completely after the show without any damage to the floor.

ADVERTISING

Advertising activities beyond the borders of the expo booth at Salzburg Congress are forbidden - unless the exhibitor has already applied to the organiser for the right to do so, and has received the organiser's explicit approval. The organiser reserves the right to prohibit and prevent such unauthorised advertising activity beyond the borders of a booth at Salzburg Congress. In particular, individuals not authorised to communicate and transport advertising will be removed from the congress premises. Unauthorised advertising will be confiscated, removed and destroyed. The organiser shall be entitled to fine an exhibitor found not to have a permit for advertising beyond the borders of his/her booth at Salzburg Congress, or for his/her appointed agent. The fine shall be double the amount of the fee for a legitimate advertising permit. This does not cause the organiser to forfeit the right to sue for additional compensation. The exhibitor can appeal to have the set compensation fee reduced if he/she can prove the organiser has not suffered serious loss or damage.

PRODUCT PRESENTATIONS & SPECIAL EVENTS

Advertising activities and displays are only permitted within the bounds of the booth. The exhibitor must show he/she has allocated enough booth space for the public. Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring booths. Any advertising facing a neighbouring booth must be situated at least 1 metre from that booth. Shows, or product presentations featuring show elements, must be registered with the organiser. The noise emitted from a booth may not exceed 65 dB(A) on the border of the booth and must not drown out the in-house announcements sound system. When exhibits are being demonstrated or licensed on-booth special events are being held, exceptions are made for short spikes exceeding the permitted hall noise limit by an additional 5 dB(A). Loudspeakers must be positioned so as to project the sound into the booth. Musical performances must be registered with the organiser

and are subject to AKM payments.

BOOTH SAFETY

Booth safety

Exhibition booths, including fixtures, fittings and exhibits, advertising stands etc. must be erected to be as stable as possible in order to ensure they in no way endanger public order, or the lives, health or safety of the public. Booth safety must be guaranteed at every stage of construction, and for every version of structures erected during assembly, alteration and dismantling activities.

Structural statics

Exhibitors are responsible for the structural integrity of the booths and on demand must prove the structures have been approved.

Traffic safety

If there is a sound reason to doubt the structural stability or traffic regulation compliance of a structure, fixture or fitting, even if it has already been approved, the organiser reserves the right to inspect – or have inspected by an appropriate specialist – all booth structures, exhibits, advertising banners and boards etc. as regards their stability and traffic regulation compliance at the expense of the exhibitor.

Operational safety

The exhibitor is responsible for guaranteeing operational safety, and adherence to work safety and accident prevention regulations on his/her booth. The exhibitor is also liable for all damage or losses caused by the booth constructor, management of the booth, and by the exhibits placed on the booth.

Hazards

Activities inside and outside the halls, on and around the exhibition spaces, during the entire assembly and dismantling period, are similar to those on a building site. All staff employed on site during these periods must be informed of the prevailing hazards.

FIRE ENGINE ACCESS AREAS, HYDRANTS

All necessary fire service access routes and turning areas, and all those areas marked with 'no stopping' or 'no waiting' signage must be kept free for the fire service at all times. Vehicles and objects left standing on emergency service access routes and safety areas will be removed at the cost and risk of the respective owner. All hydrants in indoor and outdoor areas must be kept fully accessible, must not be covered by any structures and must not be disguised in any way.

EMERGENCY EXITS & ESCAPE ROUTES

All escape routes must be kept clear at all times. Automatic sliding doors along escape routes must be easily openable to the fullest extent from within. Neither the emergency exits and emergency escape options, nor their signage, may be blocked, built around, built over, covered, obstructed by any objects – suspended or standing, or be rendered unrecognisable or unusable to any degree whatsoever.

Hallways, corridors and gangway access may in no way be restricted by objects left standing there or by objects protruding into the above ways. Structures must not be built in gangways, or may only be done so if special dispensation has been granted. In emergencies they serve as escape and emergency service access routes.

SAFETY & SECURITY INFRASTRUCTURE

Sprinkler systems, fire detectors, fire extinguisher fittings, smoke detectors, hall door closing and locking systems and other similarly marked safety infrastructure, their labels and signage, particu-

larly for the green emergency exit sign, must be visible and accessible at all times, and must at no time be obstructed by other objects or obscured by construction work.

GUIDELINES FOR CONSTRUCTION INCLUDING B1, Q1 AND MATERIALS

Materials

The use of easily combustible materials, those which may drip when on fire and those which exude toxic vapours, such as polystyrene, PVC or other similar substances, shall not be permitted. No materials will be permitted for use which are adjudged to contribute to a strong accumulation of smoke as defined by German Industry Norm DIN 4102. In special cases, supplementary requirements may be demanded of load-bearing structural elements for safety reasons (such as non-combustibility).

Decoration

Decorative materials must be of a very low combustibility rating. That means a minimum B1 in compliance with DIN 4102, or at least class C: C-s3d2 or in accordance with EN 13501-1. Some items or areas may use decorative elements of normal flammability if these can be proven to have been integrated in such a way as not to be easily set alight.

Construction material

Demands may be made at any time to show an official inspection certificate confirming the construction material class of any materials used. Please ensure this is always available for inspection at your booth. Deciduous and coniferous woods may only be used if the roots are kept moist. Generally, bamboo, hay, straw, bark mulch, peat and other such materials do not meet the above-mentioned standards and must not be used. Typically flammable materials and decorative items that may drip when molten, such as plastic flowers, wine leaves and fruit, must not be used for overhead arrangements.

Cable ties

The use of plastic cable ties to fasten structurally important elements and to affix items such as

lamps and other structures is forbidden.

Naked flames

All uses of naked flames must be officially approved in advance by Salzburg Congress.

BOOTH DIMENSION LIMITS

Rented floor space

The rented floor space will be measured and marked on the corners by the organiser.

Dimensions

After booth space has been allocated, all exhibitors are obliged to inform themselves about the positioning of all relevant fixtures and fittings, particularly fire detectors, the exact routing of utilities supply lines, ventilation systems etc., and to inform the booth constructors wherever necessary. Due to the prevailing architectural restrictions, structures CAN NOT EXCEED a maximum height of 340 cm. The borders of the rented floor space must be strictly adhered to.

Floor surfaces

Carpets and other floor surfaces must be laid so as to guarantee there will be no accidents and must not extend beyond the borders of the booth. The only adhesive tapes which may be used are those that can subsequently be completely removed from all surfaces. In all other cases, the use of adhesives or other solutions is forbidden. It must be possible to remove all materials and substances completely without any damage to the floor of the venue. Substances such as oils, fats, paints and other similar substances must be removed from the floors immediately.

RAISED PLATFORMS

Generally accessible booth space surfaces that are immediately adjacent to areas which are more than 20 cm lower, must be cordoned off by safety balustrades or railings of at least 110 cm in height. At a minimum this must have an upper rail or cord, a middle rail/cord and a bottom

rail/cord. Any podium exceeding 50 cm in height is subject to official confirmation of its structural integrity. In general, podiums can be only built at a height which does not constitute the creation of a separate level or floor. Accessible podiums shall only serve the purpose of highlighting products or the storage of items. Depending on its intended usage, the surface of the podium must be designed according to DIN EN 1991-1-1 (2010) in combination with DIN EN 1991-1-1/NA (2010) table 6.1DE in compliance with category C1 or C3. This is the equivalent of a payload of $q_k = 3 \text{ kN/m}^2$ for cafés and reception areas. A limit of 5 kN/m^2 is mandatory for surfaces expected to be used by larger volumes of people. Podiums that can be climbed with one step may not be higher than 20 cm. Ladders, steps and walkways are all subject to accident prevention regulations.

SUSPENDED ELEMENTS

Booth spaces do not include overhead suspension points for display elements. If the exhibitor's booth design should require the inclusion of suspended elements, he/she must include them in plans, calculate their statics accordingly and have them approved by the organiser.

GUIDELINES FOR LIGHTING, SOUND & VIDEO EMISSIONS

Electricity

The facility itself can provide a power supply of 220 V ($\pm 10 \%$) and 380V ($\pm 10 \%$), 50 Hz. If other voltages and frequencies are required the exhibitor shall be expected to provide a currency converter. An uninterruptible power supply (UPS) is not provided in-house.

Guidelines

In general, lighting, sound emission and video shows should only be noticeable within the boundaries of the booth. At any time, if the organiser sees fit or has received a complaint, the organiser shall be entitled to switch off or turn down lighting, sound or videos – or to have this carried out by an appointed expo technician.

GUIDELINES FOR SPECIAL 'INSERTS'

If the exhibitor requires special inserts to be made into his/her booth, this shall be subject to the approval of the organiser.

APPROVAL & BOOTH DESIGN

Approval for booth space

Drawings or renderings must be submitted for all booth space. Please send all drawings (floor plans, various elevations and views, booth structure plans and machine positioning) to the organiser no later than three weeks before the event is due to commence. All structures on the edges of the booth bordering on the gangways must be transparent. Long, non-transparent booth structures bordering on the gangways will not be permitted. Walls built along the edges of the gangways must be broken up by the integration of glass panels, displays and other such features aiding visibility. All visible floor surfaces must be suitably styled. All booth boundaries that do not border on the gangways must be blocked with booth walls or similar elements designed to prevent a clear view to the next booth or movement of people across these delineations. Such dividing elements must be at least 250 cm high.

Booth design

Machinery and other exhibits must be set up in such a way as to ensure operation and presentation at the booth are both possible. The space required for safety and security barriers must also be considered and these must be installed according to the prevailing hazards.

Unauthorised structures

If demanded by the event organisers, unauthorised booth structures, and such structures as do not meet technical or statutory stipulations, must be altered accordingly or removed. If construction, alteration or removal have not been completed by the deadline, the organiser shall be entitled to do so at the expense and risk of the exhibitor.

EXPO BOOTH CATERING

Sheraton Grand Salzburg is the exclusively authorised booth caterer at Salzburg Congress. Exhibi-



**SALZBURG**
CONGRESS

**SALZBURG**
Die Bühne der Welt

TOURISMUS SALZBURG GmbH Salzburg Congress

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