

# Regulations for delivering and collecting goods

## General Terms and Conditions

Goods of whatever nature may only be delivered after permission has been arranged in advance between the two parties to the contract. There must be complete agreement about the scheduling and type of the delivery, and concerning any storage arrangements that may be necessary. All deliveries must be made in accordance with official regulations.

The dismantling, removal and transportation of all objects must be conducted in a correct and proper fashion, and must be completed by the deadline agreed in the contract. If regulations are violated, Salzburg Congress shall be entitled to remove and store all objects, regardless of whose property they are, at the risk and expense of the other party to the contract (see: Collection after the event).

## Deliveries before an event

### Salzburg Congress delivery times:

Monday—Thursday 7:00 am—3.30 pm

Friday 7:00 am – 11:00 am

### Delivery times during the assembly period:

As contractually agreed with the customer

### Delivery period:

No earlier than 7 days before the event

### Delivery address:

Each individual item delivered must be precisely labelled as follows:

Name of exhibitor / client  
c/o Event reference  
Tourismus Salzburg GmbH  
Auerspergstrasse 6  
5020 Salzburg  
Austria

Salzburg Congress shall accept no customs duties, transportation fees, nor any accrued delivery or collection costs.

All customs formalities (import/export) must be completed by the sender in good time. If the Incoterms require the duties to be paid by the recipient, the recipient shall be considered to be the customer and not Salzburg Congress. This must be stated in the transport papers. Salzburg Congress serves only as delivery address.

### Directions for HGVs (no low bridges):

A1 motorway (Autobahn) – Leave the motorway at 'Salzburg Nord' and head for the city centre (Zentrum) along Vogelweiderstraße - Schallmoser Hauptstraße - Franz-Josef-Straße – turn right onto Rainerstraße – turn left onto Markus-Sittikus-Straße – turn left onto Schwarzstraße – turn left onto Auerspergstraße (one way street).

### HGV access

On Saturdays from 3pm to 12am and on Sundays and public holidays from 12am to 10pm the following vehicles must not access the province and city of Salzburg: :

- ⇒ HGVs with trailers with a gross vehicle weight exceeding 3.5t (of either the truck or the trailer)
- ⇒ HGVs and road trains with a gross vehicle weight exceeding 7.5 t .

HGVs with a gross vehicle weight exceeding 7.5 t may also not drive on weekdays between 10pm and 5am. Exceptions from this rule exist among others for vehicles with low-noise machinery, which carry a certificate according to § 8b section 4, KDV 1967. These must keep a speed limit of 60 km/h within these times.

Please contact the Department of Law for Traffic and Transport, who will be happy to assist you with obtaining a permit.

Traffic and Transport Department – Provincial Government of Salzburg

Special license Salzburg Province

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Magistrat Salzburg Abteilung 5/04 Verkehrs- und Straßenrechtsamt

T +43 662 8072 3191

F +43 662 8072 2067

[verkehr@stadt-salzburg.at](mailto:verkehr@stadt-salzburg.at)

## Loading area

- The 'Salzburg Congress' is situated in the inner city. It only has one loading area measuring 17 x 2.5 meters and use of the loading area is restricted during the event.
- There is no loading ramp, so HGVs with a hydraulic lifting platform are required.
- Manual and motorized forklifts and trolleys can be made available on request (free of charge).

## Receiving goods

There is a pillar with a door bell for goods deliveries in the loading area - right next to the entrance door. Consignments shall only be received when all transportation documents are valid and all details have been completed in full. Salzburg Congress reserves the right to refuse to receive goods not clearly labelled as the property of a specific recipient.

## Storage space

Salzburg Congress can only provide a limited amount of storage capacity. Short-term storage of materials left over after assembly (empty boxes, crates, palletes etc.) must be approved by an authorized member of the Salzburg Congress team.

## Collection after the event

Salzburg Congress collecting times	
Monday – Thursday	7am – 3.30pm
Friday	7am – 11pm

  

Collection times during the dismantling period :
As agreed with the customer

  

Collection times:
Within 7 days after the event

The customer shall take sole responsibility for organizing collection of all property after the event. All goods must be suitably packaged and clearly and correctly labelled with the recipient's full address after the show.

Forwarding agents, freight transporters and parcel delivery services collecting goods are obliged to provide required transport documentation; otherwise the goods cannot be released.

Any consignments that have not been collected after a 7-day post-show period will be disposed of at the expense of the owner.