

Thank you for your support of ICML this year. Below, you will find all the pertinent information you will need to make your exhibition a successful one.

## [Exhibitor Manual Table of Contents](#)

Exhibit Hall Hours, Move in/out.....	Pg. 2
Important Deadlines .....	Pg. 3
Stand Out, Official Service Contractor .....	Pg. 3
PopShap Digital... ..	Pg. 4
Custom Booth Builds .....	Pg. 4
Labor.....	Pg. 4
Exhibitor Appointed Contractor (EAC) Forms & Agreement.....	Pg. 4
Certificate of Insurance (Required for all Exhibitors) .....	Pg. 5
In-Booth Catering .....	Pg. 5
Rigging .....	Pg. 6
Shipping & Customs .....	Pg. 6
Austria Driving Bans .....	Pg. 7
Swag & Promotional Items .....	Pg.7
Messe Wien Venue Rules, Guidelines, Structures, Map.....	Pg. 8
Exhibits Floor Plan.....	Pg. 8
Hanging Sign Advance Shipping Labels .....	Pg. 9
Advance Shipping Labels .....	Pg. 10
Direct Shipping Labels .....	Pg. 11

## Exhibit Hall Information

ICML will be held from July 21<sup>st</sup> – July 27<sup>th</sup> at the Messe Wien Exhibition Congress Center, Messeplatz 1, 1020 Wien (Do NOT use for shipping).

The Exhibit Hall is located in Hall B of the venue. The registration desk does not open until Sunday, 21<sup>st</sup> of July. Please check-in with security at the hall until you can get your badge.

### Install

Sat, July 20th 8:00 am - 5:00 pm

Sun, July 21st 8:00 am - 5:00 pm

### Exhibit Hall Hours

Mon, July 22nd 11:30 am - 8:15 pm

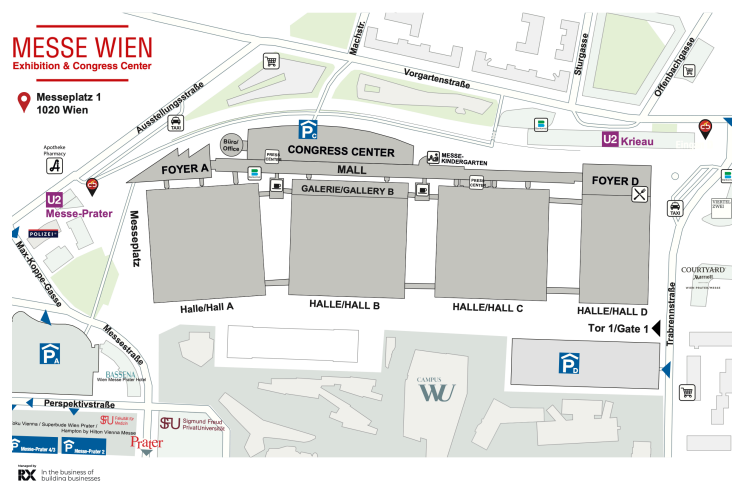
Tues, July 23rd 10:00 am - 6:00 pm

Wed, July 24th 10:00 am - 6:00 pm

### Move Out

Wednesday, July 24th 6:00 pm - Empty Return Only. NO Vehicles Permitted at Dock

Thurs, July 25th 8:00 am - 5:00 pm



## Important Deadlines

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Rigging	June 7th
Stand Out (advance rate deadline)	June 14th
PopShap Digital (advance rate deadline)	June 20th
EAC Notification Form	June 21st
EAC Agreement Signed	July 1st
EAC Certificate of Insurance	July 1st
Exhibitor Certificate of Insurance	July 1st
Custom Booth Build CAD & Rendering	July 1st
Catering Orders	July 8th
DHL Shipping	July 11th

## AV & Microphones: No onsite orders permitted

Steinerlive, Email Thomas Wasshuber at [t.wasshuber@steinerlive.com](mailto:t.wasshuber@steinerlive.com) Advance rate ends June 14th. 25% surcharge added for all orders after this date. [Use this form to place your orders.](#)

## Official Service Contractor

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Stand Out is the Official Service Contractor for ICML. Please visit their web shop, create an account, wait for your account verification (can take 24-48 hours), begin your ordering.

Click this link to order from the [Stand Out Web shop](#): Advanced rate deadline 14<sup>th</sup> of June. 25% surcharge added for all orders after this date.

Purchase the following on the Web Shop:

- Graphics
- Furniture
- AV (under equipment – electrical utensils) If you need anything not listed, please reach out to Martin at Stand Out directly.
- Cleaning
- Lighting
- Internet

**Stand Out Main Point of Contact:** Martin Moser or Sally Mohamed

**Email:** [Martin.Moser@standout.eu](mailto:Martin.Moser@standout.eu) or [sally.mohamed@standout.eu](mailto:sally.mohamed@standout.eu)

## PopShap Digital

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- To purchase monitors, LED Walls, or kiosks [please click here.](#)
- Advance deadline is June 20<sup>th</sup> (45% in rate after this date).
- Last day to order is July 1<sup>st</sup>
- Send order form to [sales@popshap.com](mailto:sales@popshap.com)

## Custom Booth Builds

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- Von Hagen Design is a local booth design company. Reach out to them if you're in need of booth design/build.
- [About Von Hagen](#)
- [Labor & Forklift Order Form](#)
- **All booth structures must be approved by ICML Management. ICML will manage the MWECC structural engineer inspection. Inspections will begin Sunday, July 21st.**
- **Email** booth renderings and CAD drawings to [stephanie@eventhosts.cc](mailto:stephanie@eventhosts.cc) before July 1<sup>st</sup>.
- Any construction modifications that are required by the engineer must be completed to their satisfaction before 10 am on July 22<sup>nd</sup>.
- Review the [MWECC Structures form](#)

## Labor

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- The OSC (Standout) does NOT provide EAC booth installation or dismantle labor. Feel free to reach Axel at Von Hagen for booth build labor if needed. Von Hagen labor is NOT exclusive and you may use your own labor if you wish, provided they are covered under your COI.

## Exhibitor Appointed Contractor (EAC)

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An Exhibitor Appointed Contractor (EAC) is any company other than the designated official exhibitor services contractors which an Exhibitor wants to employ inside the exhibit hall before, during or after the conference. This includes all EAC exhibit designers, construction/dismantling contractors, booth security contractors, labor, supervisors and any other third party appointed by the Exhibitor.

If an exhibitor plans to use any EACs, they must complete, comply with, and return the following documents to Stephanie Willes at [stephanie@eventhosts.cc](mailto:stephanie@eventhosts.cc)

- [EAC Notification Form](#) (deadline June 21<sup>st</sup>)
- [EAC Agreement](#) (deadline July 1<sup>st</sup>)
- [EAC Certificate of Insurance](#) (deadline July 1<sup>st</sup>)
- **All booth structures must be approved by a ICML Management. ICML will manage the MWECC structural engineer inspection. Inspections will begin Sunday, July 21st.**
- **Email** booth renderings and CAD drawings to [stephanie@eventhosts.cc](mailto:stephanie@eventhosts.cc) before July 1<sup>st</sup>.
- Any construction modifications that are required by the engineer must be completed to their satisfaction before 10 am on July 22<sup>nd</sup>.
- Review the [MWECC Structures form](#)

## Certificate of Insurance for all Exhibitors

Exhibitors are required to ensure that they are adequately covered with Public Liability Insurance in respect to personal injury to persons, or property damage while exhibiting at ICML 2024. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition booth.

The general liability insurance of your company should cover the employees working at ICML 2024 during set up and dismantling as well as exhibition hours at the conference venue. This insurance should cover any damage caused by the exhibitor's employees to the building or equipment in the building, to rental material/equipment, or to people of a third party.

- This is required of all exhibitors and is separate from the liability insurance of an EAC.
- Send your COI to [stephanie@eventhosts.cc](mailto:stephanie@eventhosts.cc) or upload in the exhibitor portal before the 1<sup>st</sup> of July
- Coverage must include the same as the [Sample COI](#).

## In-Booth Catering

- Deadline for orders is the 8<sup>th</sup> of July
- All catering is exclusive to the venue. NO outside food or beverage is permitted.
- Catering web shop: <https://vorbestellung.gerstner.at/exhibition>

## Rigging Information

- Deadline for ordering suspension service is the 7<sup>th</sup> of June.
- Suspension point **219€**
- Pre-rigg point **219€**
- Rm truss/pre-rigg truss **67,60**
- Manual chain hoists (max. 4 pcs.) **163,00€**
- Motorized hoists (up to 8 days rental duration) 618,22€ with a discount of 20% - **494,58€**  
+ service package for motorized hoists – costs depending on number of motors
- Labor for working platform/rigging technician **224,30€/hour**

Please send all rigging requests directly to : [rigging@standout.eu](mailto:rigging@standout.eu)

## DHL Shipping Information

- Deadline to place orders is the 11<sup>th</sup> of July **All customs fees must be paid in advance or your shipment will be returned.**
- DHL Project Manager | Thomas Hausmeister | Email - [Thomas.Hausmeister@dhl.com](mailto:Thomas.Hausmeister@dhl.com)
- [DHL Shipping Manual ICML 2024](#)
- If you are shipping with DHL view the advance shipment label with the address below:  
c/o DHL Freight – Global Event Logistics  
Trabrennstr. 5/ DHL office container in front of hall A/B  
a-1020 Vienna Fairground  
Stand number: \_\_\_\_\_ Exhibitor Name: \_\_\_\_\_  
Attn: Mr. Hausmeister tel: +43 (0)1 728 31 60

## Direct Shipments NOT using DHL

- If you are using any shipping company besides our DHL partners you can only ship direct to site on Saturday, July 20<sup>th</sup> and Sunday, July 21<sup>st</sup> between 8 am – 5 pm. You must have a representative from your company present to receive your shipment. **All customs fees must be paid in advance or your shipment will be returned.**
- Use the address below:
- Messe Wien – Hall B c/o ICML 2024  
Stand Number: \_\_\_\_\_ Exhibitor Name: \_\_\_\_\_  
Trabrennstrasse 5  
1020 Vienna, Austria

## Important Shipping Limitations

General night-time driving ban:

This applies on all Austrian roads between 10:00pm and 05:00am for heavy goods vehicles with more than 7.5t mpw.

**Please note: Smaller delivery vehicles are not affected by these bans and can deliver shipments to the conference venue throughout the weekend and at night after 10:00pm.**

Overnight stays for truck drivers on the premises are strictly prohibited (e.g., sleeping in trucks and camping are not permitted at Messe Wien). So, exhibitors should make sure to book accommodation for their drivers.

For further details, please refer to the following website:  
<https://www.asfinag.at/traffic/hgv-bus/lorry-driving-bans/>

Weekend Driving Ban:

This applies throughout Austria from Saturday, 3:00pm to Sunday, 10:00pm and on public holidays from midnight until 10:00pm. 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

## Swag & Promotional Items

If you need swag and promotional items for your booth, please see our partners below for your ordering needs:

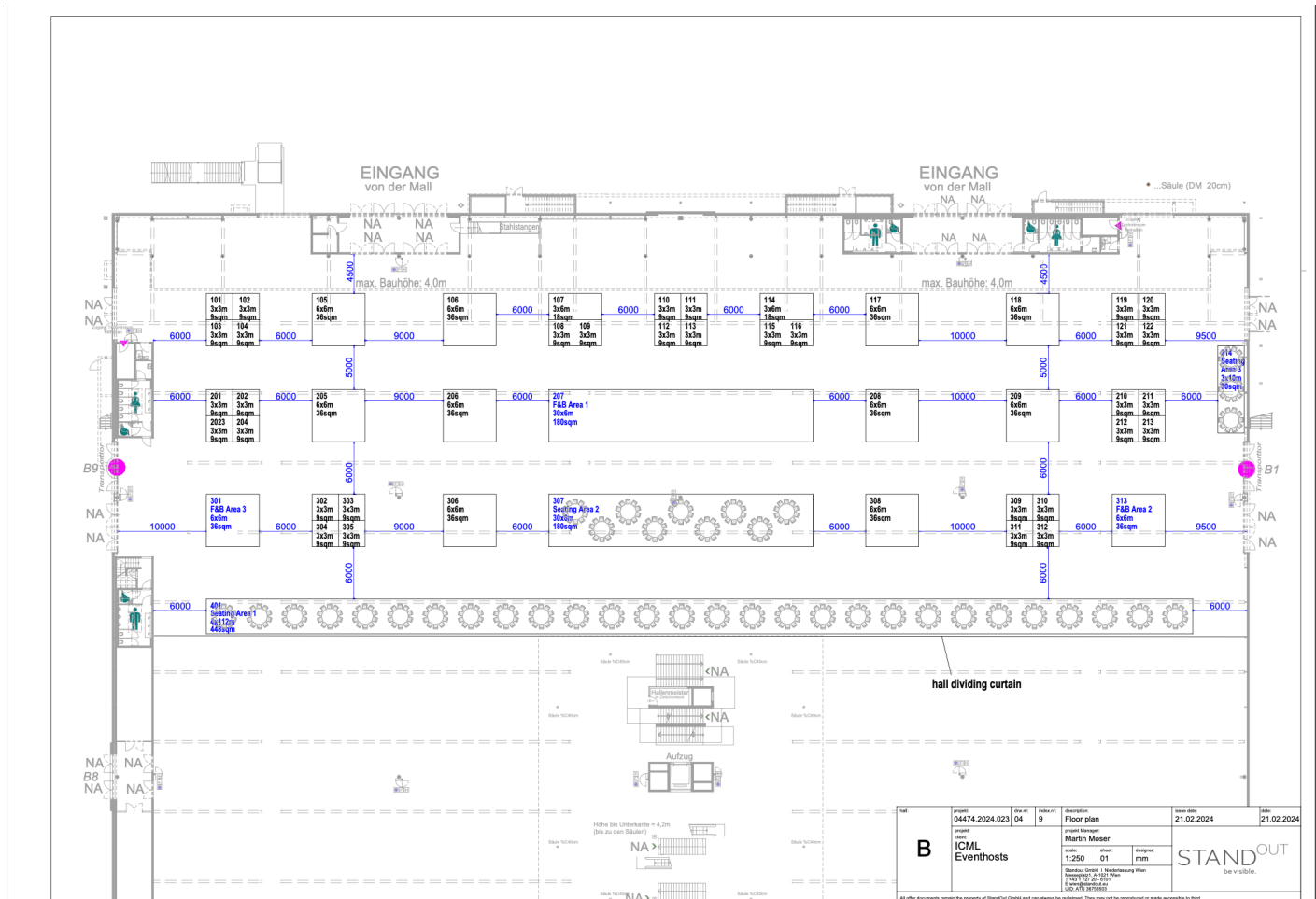
- Palms to Pines Printing & Promotional Products
- Orders and Questions - Please Email [sdsalesrep@gmail.com](mailto:sdsalesrep@gmail.com)

View Products: [www.palmstopines.espwebsite.com](http://www.palmstopines.espwebsite.com)

## Venue Information

- [MWECC House Rules](#)
- [MWECC Technical Guidelines](#)
- [MWECC Delivery Parking Map](#)
- [MWECC Structures](#)

## Hall B – Exhibits





## Hanging Sign Advance Shipment

To: \_\_\_\_\_ (exhibitor  
name)

c/o DHL Freight – Global Event Logistics  
Trabrennstr. 5/ DHL office container in front of hall A/B  
a-1020 Vienna Fairground  
Attn: Mr. Hausmeister tel: +43 (0)1 728 31 60

c/o ICML 2024

Booth/Stand #: \_\_\_\_\_  
Piece # \_\_\_\_\_ Of: \_\_\_\_\_ pieces

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To: \_\_\_\_\_ (exhibitor  
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c/o DHL Freight – Global Event Logistics  
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Booth/Stand #: \_\_\_\_\_  
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Attn: Mr. Hausmeister tel: +43 (0)1 728 31 60

c/o ICML 2024

Booth/Stand #: \_\_\_\_\_  
Piece # \_\_\_\_\_ Of: \_\_\_\_\_ pieces



**ICML**  
International Conference  
On Machine Learning

## Direct Shipment

To: \_\_\_\_\_ (exhibitor  
name)

Messe Wien – Hall B  
Trabrennstrasse 5  
1020 Vienna, Austria

c/o ICML 2024

Booth/Stand #: \_\_\_\_\_

Piece # \_\_\_\_\_ Of: \_\_\_\_\_ pieces

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## Direct Shipment

To: \_\_\_\_\_ (exhibitor  
name)

Messe Wien – Hall B  
Trabrennstrasse 5  
1020 Vienna, Austria

c/o ICML 2024

Booth/Stand #: \_\_\_\_\_

Piece # \_\_\_\_\_ Of: \_\_\_\_\_ pieces