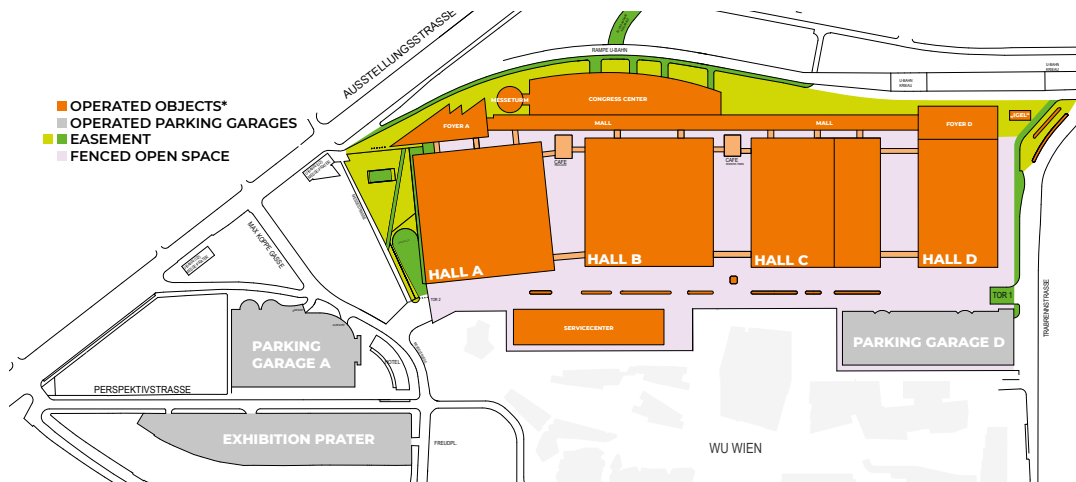


# HOUSE RULES



**MESSE WIEN**  
Exhibition & Congress Center

Managed by  
**RX** In the business of  
building businesses

\* except for the 7th, 8th and 9th floors in the Messeturm (exhibition tower) and the premises in the Ecotrade Center from the 2nd floor.

## Preamble

The Messe Wien property, which is owned by Wiener Messebesitz GmbH (hereinafter referred to as „MBG“) and shown in the plan, consists of objects, rooms and open spaces and is largely operated by Reed Messe Wien GmbH (hereinafter referred to as „RMW“). The objects, rooms and open spaces operated by RMW are hereinafter referred to as „property“. As a rule, events of all kinds, but especially trade fairs and congresses (hereinafter referred to as „events“) are organized on the property. These do not fall under the Vienna Events Act (WrVG). In individual cases, both the exceptions mentioned and all other events are subject to the WrVG. In general, the property is subject to these house rules, regardless of the implementation of events and regardless of the question of the applicability of the provisions of the WrVG in the properties. The term „personal“ in these house rules encompasses all genders equally. All visitors to the events, organizers, their exhibitors and employees, the persons and companies commissioned by them as well as all employees of RMW and MBG and the natural and legal persons commissioned by RMW and MBG (all hereinafter referred to as „visitors“) agree with these house rules by entering the property:

## Persons

All visitors must behave in such a way that no one is endangered, harmed, hindered or annoyed. All rooms (Congress Center, halls, Mall, entrances), open areas (loading yards, forecourt, fountains) and parking garages must be used as intended, with the greatest possible care for the structural substance and other inventory. Every visitor is liable for damage caused by him, in particular to rooms, facilities and floors in the Congress Center, mall and halls, and other property objects in accordance with the provisions of civil law. It is forbidden to affix stickers on walls, glass surfaces and all pillars. RMW assumes no liability for accidents that go beyond the statutory provisions or any contractual provisions. Access to the property is only permitted to authorized persons.

Authorized persons are:

- Employees and guests of MBG and RMW, as well as associated companies (limited in time and place to fulfill their professional duties),
- Organizers or their employees, as well as persons commissioned by them in the context of the specific event,
- Visitors to a public event who have a valid ticket,
- official bodies in the exercise of their duties and within the scope of their competencies and powers,
- all other persons who have been granted separate authorization by RMW to stay.

Visitors' entrance can be refused if official requirements or the safety of the event (e.g., due to overcrowding) prevent entry. In the event of drunk guests or guests standing under influence of drugs, violations of the house rules, concrete indications of expected violations and in the event of unauthorized stay on the property, RMW can expel the property and, in particularly serious cases, impose an entry ban on these persons. In this case, there will be no reimbursement for any tickets purchased. The use of elevators by children under the age of 12 is only permitted when accompanied by an adult. Children under 14 years of age only have access to the property when accompanied by an adult.

## Special provisions for people with inclusion needs (diversity)

Bringing animals is not allowed. Guide dogs and partner dogs for disabled people are excluded. The owner of such a dog must show a certificate of disability or passport and proof of the dog's qualifications when entering the property. Guide dogs and partner dogs must be kept on a leash and muzzle during their entire stay.

Wheelchair users (and any accompanying persons) must take the places provided for them and, in an emergency, use the escape routes provided for them.

## Vehicles/stopping and parking

With the exception of the multi-story car parks and the areas reserved for long-term tenants (parking for more than 14 days), there is a general parking ban on the entire property. Stopping for the purpose of delivering exhibits and loading and unloading materials for events is permitted in accordance with the Road Traffic Regulations. After the loading process, the vehicle must be transferred immediately from the property or to the parking spaces provided or rented by the organizer.

The special provisions of the Technical Guidelines apply to the positioning / exhibiting of vehicles.

Camping and spending the night in vehicles are generally prohibited on the entire property.

RMW reserves the right to change the location of vehicles in stopping or no parking zones or in any other way illegally parked vehicles on the entire property at the risk and expense of the vehicle owner or keeper

## Prohibited Items

Handling open flames, lighting candles, sparklers or other pyrotechnic articles and bringing objects made of fragile, splintering or particularly hard material (especially bottles, mugs, jugs and cans) is prohibited.

Candles that are brought in as exhibits and protected against ignition are permitted. Tea lights that are protected by a glass cover in the water or sand bed, which are brought in by a catering company for decoration, are permitted in compliance with the provisions of the TRVBO in the currently applicable version.

Bringing in weapons of any kind, including in particular firearms and knives, brass knuckles or other stabbing weapons (including historical weapons), is also prohibited unless RMW has given its consent. Service weapons from official bodies on duty are excluded.

## Cloakroom / Strollers / Lost property

Upper garments, umbrellas, suitcases and the like may only be stored in the cloakrooms provided. In the event of loss, theft or damage to cloakroom items, any liability on the part of RMW shall be excluded.

The upper garments taken in lecture halls or generally accessible presentation areas of the property must be kept on; sticks and other walking aids (e.g., walkers) may only be taken by frail people as indispensable supports. Strollers must be parked in the designated rooms or cloakroom areas. In the event of loss, theft or damage, any liability on the part of RMW shall be excluded. It is permitted to take rollers with you to exhibitions and trade fairs, provided that the roller is constantly supervised by adults and is not parked in traffic routes or at exits.

## Security / Fire protection / Escape routes

During the respective opening times, non-event-related access and unaccompanied visits by visitors are only permitted in the lobby of the Messeturm / Ecotrade Center. Event areas may only be entered with a valid ticket, ID issued by the organizer, with his consent or accompanied by an RMW employee.

Publicly accessible areas of the property are video-monitored for security reasons and to protect property.

All fire alarms, hydrants, electrical distribution and switch panels, telephone distributors, and heating and ventilation systems must remain freely accessible and unobstructed. All entrances and exits as well as escape routes, rescue routes and emergency exits must be kept free without restriction and must be safe to walk on. Escape routes and

emergency exits must only be used in the event of danger.

Rallies or demonstrations on the entire property are only permitted with the express permission of RMW and the organizer.

Furthermore, visitors are not permitted to express their opinion with extremist, racist, xenophobic or fundamentalist slogans, gestures, posters or other digital or analog documents or media.

Modifying or relocating the specified facilities, such as armchairs, tables, decorations, works of art, etc., and in particular, all protective devices, as well as any manipulation of technical facilities, is prohibited, except for the fulfillment of contractual obligations towards RMW.

The lighting, including the additional lighting brought in for the respective event, will only be switched off after all event participants have left. After the normal lighting has been switched off, the emergency lighting (escape sign lights) continues to be on.

For safety reasons and to avert danger, the instructions of the security and supervisory staff must be followed. All notices posted on the property - such as signed access bans and barriers - must be strictly followed. In the event of a fire or other danger, the supervisory and security personnel must be informed immediately. The orders and announcements must be obeyed immediately. When the alarm signals or announcements are heard, the property must be left using the closest escape routes. Endangered or injured persons must be helped.

The exhibitors are obliged to allow the official supervisory bodies and the authorized RMW bodies to enter the event space (halls, exhibition stands, storage areas, stages, etc.) at any time.

The instructions of the above-mentioned bodies must be followed by the visitors without exception and without restriction. The exhibitors/organizers are also obliged to provide information to the authorized reporters at the RMW press office.

### **Civil engineer**

For built-in, superstructural, or stand structures, as well as for flying structures, rigs (with and without event technology), hanging structures or stage or superstructures, the installer must issue a report on the static stand or load-bearing safety from an authorized civil engineering office to be provided by the latest one hour before the end of the final assembly day. Any defects listed therein must be resolved until visitors enter. A copy of the findings and rectification must be handed over to the authorized RMW bodies for the documentation of the authorities without being requested to do so. If the appraisal is not provided, RMW commissions an authorized civil engineering office at the installer's expense. RMW assumes no liability for any defects found in the course of this assessment, as it is neither the installer nor the agent. In the event of major defects or imminent danger, RMW reserves the right to block the entrance of the visitors to the affected buildings.

### **Data protection / Photo / Film / Sound recordings**

Unless there is an explicit exception for certain events or otherwise known exceptions, photography, filming and making sound recordings on the property are prohibited. This does not apply to photography, filming and the production of sound recordings by MBG and its affiliated companies in order to fulfill their contractual obligations towards RMW.

Consumer surveys and tests, competitions and celebrity receptions with autograph sessions are only permitted with the written approval of RMW.

In individual cases, the accreditation regulations for media representatives of the organizer must be taken into account.

With the exception of the (own) documentation for commercial purposes of RMW (by employees or partner companies of RMW), it is forbidden to take photographs, draw and touch the objects on display.

The visitors consent to the use of their picture and voice for photo, film and television recordings made by RMW, the organizer or their agents in connection with the visit to the property. This also applies to filming permits granted to television broadcasters or production companies and their respective distribution channels.

RMW is not liable for violations of the GDPR by third parties (in particular visitors, commissioned partner companies) on the property.

The right about one's own image remains unaffected.

### **Waste/cleaning**

Paper and other waste must not be thrown on the floor but into the designated and provided containers.

The stand-alone installation of waste paper baskets and/or waste bins made of flammable materials is prohibited.

Generally accessible areas and traffic routes are cleaned before and after an event.

Sanitary facilities in the event area are cleaned according to the cleaning schedule or as required.

### **Final provisions**

All work in the exhibition area may only be carried out within the framework of the applicable labour and trade law provisions.

RMW is not liable for any penalties imposed on visitors under the WrVG, the GewO or other statutory provisions. The liability of RMW towards MBG or companies affiliated with it is excluded and based on the contractual provisions. If such a penalty for a cause attributable to a visitor is imposed on RMW, the visitor undertakes to hold RMW completely safe and harmless in this regard.

More detailed information and explanations regarding any exceptions to individual points of the house rules can be found in the technical guidelines as well as the trade fair and/or event regulations.

### **Smoking ban**

Smoking is only permitted in the designated areas. A general smoking ban, including e-cigarettes, applies to all other areas of the property (including outdoors). This also applies during the event-free period and, in particular, during construction and dismantling times.

In the event of an infringement, the visitor is obliged to pay an amount of € 35 as a cleaning fee.

### **Accessibility**

**In an emergency, the representative of the property can be reached 7/24 on +43 1 727 20 0, regardless of events or trade fairs.**