

INFORMATION FOR EXHIBITORS

(as of March 2024 – subject to changes)

INTERNATIONAL TIMBER FAIR HOLZ & BAU TREFFPUNKT JAGD

Wednesday, 28 August to Saturday, 31 August 2024

Please be sure to forward this information to the installation/assembly team and stand personnel!

CONTACT PERSONS:

Sales Division/Project Manager
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Events/Marketing

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Cash desk
Melanie MICKL

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INTERNET:

www.kaerntnermessen.at

OPENING HOURS & ENTRANCES

- ❖ **Opening hours for VISITORS**
Wednesday, 28 Aug. to Friday, 30 Aug. 2024 – **daily from 9.00 am to 6.00 pm**
Saturday, 31 Aug. 2024 – **9.00 am to 5.00 pm**
- ❖ **Opening hours for EXHIBITORS**
Wednesday, 28 Aug. to Friday, 30 Aug. 2024 – **daily from 8.00 am to 7.00 pm**
Saturday, 31 Aug. 2024 – **8.00 am to 10.00 pm**
- Goods delivery – daily from 8.00 to 8.30 am and 6.00 to 6.30 pm**
- ❖ **Tickets**
Day ticket € 14/person
Visitors invited by exhibitors € 7 gross/redeemed voucher
- ❖ **Entrances for visitors/exhibitors** (for map of premises see overleaf)

EASTERN GATE	St. Ruprechter Strasse, main entrance
SOUTHERN GATE	Florian-Gröger-Strasse
WESTERN GATE	Rosentalerstrasse
NORTHERN GATE	Ausstellungsstrasse/multi-storey car park

PERMIT FOR SET-UP & SET-UP TIMES

- ❖ **PLEASE NOTE!**
The site rental fee shall be **paid in full before exhibitors begin setting up** their stands; payment is a **prerequisite** for the set-up permit.
Please note that we do not accept cheques for payment.

Opening hours of cash desk during set-up period: Monday, 26 & Tuesday, 27 Aug. 2024: daily from **7.30 am to 7.00 pm**

Opening hours of cash desk during the trade show: Wednesday, 28 Aug. to Friday, 30 Aug. 2024: daily from **8.00 am to 3.00 pm** and Saturday, 31. Aug. from **10.00 am to 4.00 pm**

Set-up times

Monday, 19 Aug. to Friday, 23 Aug. 2024; set-up times as needed and only as agreed in advance!!!

Monday, 26 Aug. 2024 – 7.30 am to 9.00 pm

Tuesday, 27 Aug. 2024 – 7.30 am to 9.00 pm

Set-up for heavy haulage, special structures and bulky goods is possible if arranged in advanced and/or agreed with project management/Mr. Platzer and company Schenker/Mr. Glawogger, phone +43/664 88600990 – also from Monday, 19 Aug. to Friday, 23 Aug. 2024 between 7.30 am and 5.00 pm. Any special times outside these set-up times will be charged separately.

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ACCESS

❖ PLEASE NOTE THE DEPOSIT REQUIREMENT!

Deposit requirement from Monday, 26 to Tuesday, 27 Aug. 2024

passenger cars (for 2 hours parking maximum) € 50

trucks (for 4 hours parking maximum) € 50

Please make sure your personnel bring with them the necessary amount in cash. If you need more time please ask for it in time as otherwise the deposit will be forfeited.

General one-way system: access through **southern gate** (Florian Gröger Strasse) and **western gate** for passenger cars and small vans.

Heavy trucks via assembly point only (St. Ruprechter Strasse). Access to the queue via exhibitor car park. From there, the forwarding agent of the trade show and the security staff will direct you to your unloading location.

Access to the premises only as instructed by the security staff!

All vehicles must leave the premises through the northern gate (Ausstellungsstraße) and **eastern gate only** (St. Ruprechter Strasse).



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ADMISSION VOUCHERS

- ❖ For each square metre of exhibition space booked and paid you will receive one **ticket voucher for free**.
- ❖ Please contact the project manager in time if you wish to buy additional ticket vouchers to invite your customers to a free visit of the trade show.
- ❖ The number of vouchers actually redeemed (and billable) will be accounted for after the end of the event in the bill for supplementary services at a reduced price of € 7 gross/voucher. Any vouchers that have been distributed but not redeemed will not be charges.

ELECTRIC POWER

- ❖ Please note that for safety reasons all power sources will be switched off at the end of the trade show (Saturday 5 pm).
- ❖ Should you need a power supply beyond this time (e.g. for freezers, etc.), please notify our contractual partner Elektro Percher, Mr. Ernst KRUSCHITZ, in due time at phone +43/664 5141200 or +43/463 56265, or notify us of your extended power supply demand when you file your power supply registration before the beginning of the trade show.

WASTE DISPOSAL

- ❖ Please note that all exhibitors/set-up teams are responsible for disposing of their waste, including adhesive tape (carpet laying, SYMA wall stickers). Any costs of cleaning and disposal of hazardous waste will be charged separately.

AKM - ADVERTISING

- ❖ No advertising media are allowed outside the stands. Fliers and promotional literature may only be distributed at the stand. Loudspeakers or sound devices may only be operated in such a manner that they not to disturb the people at neighbouring stands. Instructions of the organisers following complaints shall be observed immediately.

- ❖ The organisers offer advertising options outside the exhibition stand to the exhibitors. These advertising options will be charged separately.
If exhibitors play music for advertising purposes, they shall make the respective registration with the Austrian copyright collective AKM (staatl. genehmigte Gesellschaft der Autoren, Komponisten, Musikverleger, reg.Gen.m.b.H.), office: ViktringerStrasse 26, 9020 Klagenfurt, phone ++43/05 0717-12523, e-mail: service@akm.co.at, and pay the fees before the beginning of the trade show. The organisers assume no liability vis-à-vis AKM and similar organisations. If third parties make any claim against the organisers under this title, the exhibitor agrees to hold the organisers harmless and keep them indemnified.

DISMANTLING AND REMOVAL

END OF TRADE SHOW: Saturday, 31 August 2024 5 pm

- ❖ **Please note:**
Dismantling your stand and removing exhibition items before that time is not permitted. Any early removal has legal consequences. Kärntner Messen assumes no liability and responsibility for exhibition items, structural stand components, etc.
- ❖ **Dismantling**
Access for vehicles 31/8/2024 from 6 pm (one-way system)
only via southern gate (Florian-Gröger-Strasse)
Exit: EASTERN GATE/SLIDING GATE

Dismantling on Sunday, 1 Sept. 2024 from 7.30 to 8 pm, Monday, 2 Sept. and Tuesday, 3 Sept. 2024, daily from 7 am to 8 pm

END OF STAND REMOVAL: Tuesday 03/09/2024!!!!

This deadline shall be strictly observed because set-up work for the next trade show will begin afterwards.

END OF STAND REMOVAL OUTDOOR GROUNDS W-WEST: Tuesday, 03/09/2024 by 12 noon at the latest!

REQUESTS, WISHES, SUGGESTIONS AND COMPLAINTS

- ❖ We will be pleased to hear your recommendations, wishes, or even suggested improvements, because the organisation of good and successful trade show requires good and efficient cooperation. Please submit your suggestions and wishes in writing. This makes processing easier. May we ask you in this context to take your time and fill in our exhibitor questionnaire that will be distributed during the event? Please support this important survey that we will use for in-house purposes only. Your suggestions are a valuable source of information for future trade show concepts.

We look forward to your participation in the trade show 2024 and wish you a good trip, a pleasant stay in our city and a successful event!

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