

## TIME SCHEDULE (1/4)

Please read the important notes on the following pages carefully and advise your stand building crews accordingly.

### 1) SET-UP

#### 1.a.) Regular set-up for all exhibitors:

Saturday February 22 08:00 – 22:00

Sunday February 23 08:00 – 22:00

Monday February 24 08:00 – 22:00

Tuesday February 25 08:00 – 19:00

Stand construction works shall be completed at 15:00, thereafter decoration only.

#### 1.b.) Limited earlier set-up – phased daily by booth size

**Limited earlier set-up must be booked in advance and at extra cost.**

**Fee: € 2,500.- per exhibitor/per day from Monday to Thursday.**

**For booking please send the request to [promotion@myes.org](mailto:promotion@myes.org)**

**The ECR Office will send you the related invoice**

**(booking and payment deadline: January 24, 2025).**

- **booths larger than 500 sqm\*** (and Platinum Supporting Members in ACV Foyer areas):

Monday February 17 08:00 – 20:00

Tuesday February 18 08:00 – 20:00

- **booths larger than 200 sqm\*** (and Platinum Supporting Members in ACV Foyer areas):

Wednesday February 19 08:00 – 20:00

- **booths larger than 100 sqm\*** (and Platinum Supporting Members in ACV Foyer areas):

Thursday February 20 08:00 – 20:00

- **booths larger than 50 sqm\*** (free of charge):

Friday February 21 08:00 – 20:00

#### \*Obligatory rules for the limited earlier set-up:

- Unloading and material delivery into the exhibition areas is obligatory with the official freight forwarder IML. On Friday, February 21, from 12:00 – 20:00 also self-unloaders will be allowed to access.
- **No overtime after 20:00 will be allowed.**
- The above-mentioned booth size limits and cost for limited earlier set-up refer to each individual exhibition booth and not to a stand building company setting up more than one booth, summarizing the sqm of these booths.

### 2) OBLIGATORY GENERAL RULES FOR SET-UP AND DISMANTLING

- **All companies – also self-unloaders – must contact the official freight forwarder IML as soon as possible in advance to book their time slots – for details please refer to the IML information pages.**
- Trucks must leave the offloading position immediately after unloading. Trucks cannot stay at the premises for a longer period or overnight, **there is no parking space at ACV.**
- The use of own forklifts outside and inside the exhibition halls is forbidden due to security reasons. You can order forklift service with IML.

## TIME SCHEDULE (2/4)

### 3) TRUCKS > 7.5 tons on weekends – special permission required

By law all trucks with a total weight of over/exceeding 7.5 tons are not allowed to drive in Austria from Saturday 15:00 to Sunday 22:00.

In case needed, you must apply as soon as possible, but not later than 2 weeks before set-up, for a special permission from the Austrian authorities to drive through Austria and within Vienna.

As truck parking on the ACV premises is strictly forbidden, trucks must park on outside parking spaces and have to use public roads to arrive again at the venue – **so you MUST IN ANY CASE obtain such a special permission for a truck over 7.5 tons.**

Please note that the special permit to drive during the restricted period can only be requested by the transport company, not by the exhibitor.

Further details: <https://www.land-oberoesterreich.gv.at/35066.htm>

Application (registration required): [https://e-gov.ooe.gv.at/force\\_login](https://e-gov.ooe.gv.at/force_login)

### 4) EXHIBITION OPENING

Wednesday	February 26	10:00 – 17:00
Thursday	February 27	10:00 – 17:00
Friday	February 28	10:00 – 17:00
Saturday	March 1	10:00 – 17:00

**Only the exhibition is closed on Sunday March 2.  
Sunday is still a congress day until 12:30.**

#### Obligatory – please note:

- **Congress participants / customers are not allowed to access the Expo halls before and after the official exhibition opening times.**
- **Exhibitor badges and working passes grant access from 8:00 – 10:00 and 17:00 – 18:00; before and after these times the exhibition halls are closed.**
- **Meetings or customer events in the booth area before 10:00 and after 17:00 are not allowed.**
- Deliveries to the booth on the exhibition days are only allowed between 8:00–10:00; no truck or van access.
- For transport of small boxes etc. to the exhibit halls during the day only small trolleys are allowed.
- The ACV foyer areas are accessible for congress participants on their way to lecture rooms before and after the exhibition opening times.

## TIME SCHEDULE (3/4)

### 5) DISMANTLING

#### 5.a.) Limited Dismantling – special regulations for Saturday, March 1, and Sunday, March 2, until 13:00

##### ● SATURDAY March 1 approx. 18:30 – 22:00 – limited dismantling

**time line and rules for Saturday** (times are approximate, without guarantee):

- 17:00 exhibition closes
- 17:00 – 17:30 congress participants leave, halls are closed
- 17:30 – 18:30 suspension works for reconnection of motors, halls are closed, aisles must be kept free. Carpet removal in Expo X5.
- 18:30 – 20:00 only IML is allowed to access for re-delivery of empty crates and boxes with priority for booths up to 30 sqm booth size. Aisles must be kept free for the re-delivery of empties.
- 20:00 – 22:00 access for small trucks and vans (no cars) to pick up machines, medical equipment, AV/IT items. No access for trucks > 7.5 tons is allowed.**

##### **Waiting times for delivery of empty boxes:**

All exhibitors who stored their empty crates and boxes at cost with the official freight forwarder IML will have them delivered to their booths as soon as possible, but delivery of empty boxes at certain times cannot be guaranteed and waiting times up to 4 hours must be taken into account. Therefore please book your flights accordingly and not with immediate departure after the end of the congress.

Please separate in advance the boxes for machines/IT equipment etc. that you will need first from the stored boxes, to be followed by the other booth structure boxes needed later.

##### ● SUNDAY March 2 08:00 – 22:00 – dismantling in the Expo Halls X1–X5 (Companies in ACV Foyer areas will be informed separately) **Please mind again rules for trucks > 7.5 tons – see point 3**

##### **Until 13:00 – exhibition closed, congress open, therefore:**

- re-delivery by IML of empty crates and boxes
- **no access for trucks > 7.5 tons allowed!**
- pick up of machines, medical equipment, AV/IT items with small trucks/vans (no cars) is allowed
- **dismantling/disassembling work in Expo X1 – X6 allowed**

##### **Foyer D – obligatory noise reduction:**

The lecture rooms are still in use, therefore noise reduction is obligatory, only a limited number of crates will be delivered by IML before 13:00 and the use of the freight elevators will not be allowed. Access to Expo Foyer D only via Expo X2.

##### **Expo X1 – no access from upper entrance door:**

Access to Expo X1 from the upper entrance door is not allowed until 13:00. The lecture rooms are still in operation, therefore Foyer D and the freight elevators will be closed. Access only via Expo X2.

#### 5.b.) Regular Dismantling

- Monday March 3 08:00 – 22:00
- Tuesday March 4 08:00 – 20:00\*
- Wednesday March 5 08:00 – 18:00 – ONLY for Expo X3, X4, X5, X6 and Expo Foyer D

\* **Dismantling in Expo X1 and Expo X2 must be finished by Tuesday, March 4 at 20:00.**