

## YOUR CONTACT PERSONS ONSITE

### Organising Team of Austrian Exhibition Experts (AEE)

**Stefan Dasic**

+43 (0)676 750 04 31  
Exhibition, contracting, additional orders

**Melanie Mareiner-Paar**

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Organisation, Programme, Catering/Food Trucks

**EXHIBITOR SERVICE, Foyer D | 14.01. – 19.01.2025**

(parking tickets, exhibitor badges, exhibition information, etc.)

Tuesday - Wednesday: 10:00 AM – 06:00 PM  
Thursday - Saturday: 08:00 AM – 06:30 PM  
Sunday: 09:00 AM – 05:00 PM

Outside these times, during the regular setup & dismantling hours, your local contacts will be available by phone.

### Booth construction Partner: STANDout (add. furniture, hanging points, all-in booths)

Additional furniture, all-in booths

**Andreas Madl**

+43 (0)1 727 206 215

**Wolfgang Rötzer**

+43 (0)1 727 206 209

Hanging points

**Katharina Fischbacher**

+43 (0)1 727 206 216

### Catering Partner: GERSTNER (booth catering, dishes, tableclothes)

**Tamara Nikolic**

+43 (0)664 889 475 64

### Waste Disposal at the booth & booth cleaning: LEO

+43 (0)699 109 317 18

### Hall manager Onsite

Hall D: +43 (0)664 15 15 797

Hall C: +43 (0)664 15 15 795

**Advertising & Branding areas: ADMAN****Christopher Grill**

+43 (0)676 44 232 37

**Security, Hostess (staff at booth): CAM Security**

+43 (0)1 72 99 094

**Electricity & Water installations: Elektro-wigo****Andreas Wittmann**

+43 (0)664 922 62 02

**Internet, LAN-connections**Ordered internet for your booth: CANCOM

National: 050 822 88933

International: +43 50 822 88933

Free Wi-Fi for visitors in all exhibition areas.

**DHL-shipping****Thomas Hausmeister**

+43(0)1 728 31 60 8700

**Opening Hours EXHIBITOR SERVICE & VISITORS**

Exhibitor badges and parking tickets can be collected at the **Exhibitor Service Desk in Foyer D** during opening hours. Parking tickets for exhibitors are valid from the setup period until the end of the dismantling period for „Parkhaus D“.

We recommend collecting all ordered tickets and badges at least on the last setup day, **Wednesday, January 15<sup>th</sup>, 2025**, between **10:00 AM and 6:00 PM**.

**Exhibitor Service Opening Hours, Foyer D | January 14<sup>th</sup> – 19<sup>th</sup>, 2025**

- Tuesday – Wednesday: 10:00 AM – 06:00 PM
- Thursday – Saturday: 08:00 AM – 06:30 PM
- Sunday: 09:00 AM – 05:00 PM

Outside these hours, during regular setup and dismantling times, your on-site contact persons can be reached by phone.

**Visitor Opening Hours, Entrance Foyer D | January 16<sup>th</sup> – 19<sup>th</sup>, 2025**

- Thursday – Saturday: 10:00 AM – 06:00 PM
- Sunday: 10:00 AM – 05:00 PM

Visitor tickets can be ordered online: [www.ferien-messe.at/tickets](http://www.ferien-messe.at/tickets)

**SETUP & DISMANTLING LOGISTICS****DELIVERY****Trabrennstraße 5, Gate 1  
A-1020 Vienna**

Special permissions for hall entry, special transports, etc., are only granted with organizer approval.

Access to delivery zones around the halls is limited to 3 hours. During this time, deliveries are only possible via Gate 1 (Trabrennstraße 5, 1020 Vienna) under the following regulations:

Each driver will receive a ticket allowing 3 hours of free parking for cars or trucks. Exceeding this time will incur a EUR 100 fee per day starting after 3 hours. Payments can be made at the exit barrier in cash or via cashless methods.

Deliveries via truck without a trailer are required, as the delivery areas are partially restricted. Please bring a hand truck/dolly.

**Entrance to the Exhibition Grounds at Messe Wien:**

Vehicles are permitted to enter the exhibition grounds only within the official time slots. Upon entry, each truck will receive a ticket that opens the barrier. This ticket is valid for 3 hours. If this time limit is exceeded, a fee of EUR 100 will be charged. It is therefore important that vehicles leave the grounds immediately after loading or unloading is completed.

Please note that there are no parking facilities available on the exhibition grounds for either trucks or cars. Cars can alternatively use Parking Garage D (Trabrennstraße 3, 1020 Vienna). For the nearest truck parking options, we recommend using the ASFINAG app: <https://www.asfinag.at/parken-rasten/lkw-stellplatze/>.

**Booth Construction**

Please ensure compliance with the minimum stand standards (e.g., stand walls). By signing our agreement, you have committed to these requirements. If stand walls are not erected, Austrian Exhibition Experts reserves the right to install stand boundary walls at your expense. Roll-ups or similar displays do not count as stand walls. Hall pillars and wall projections are part of the allocated stand space and do not reduce the rental fee.

Maximum Stand Height: 2.50 m  
Any deviations must be submitted to us in writing.

Safety Inspection: Wednesday, January 15<sup>th</sup>, 2025, 04:00 PM – 06:00 PM

**Hall Plans**

Accessible here (per status 09.12.2024): [FM25 – Hall map](#)

Updated versions will be uploaded on the website [www.ferien-messe.at](http://www.ferien-messe.at)

**SETUP**

Monday, January 13 <sup>th</sup> , 2025	07:00 AM – 06:00 PM
Tuesday, January 14 <sup>th</sup> , 2025	07:00 AM – 06:00 PM
Wednesday, January 15 <sup>th</sup> , 2025	07:00 AM – 06:00 PM

All setup work must be completed by **06:00 PM on Wednesday, January 15<sup>th</sup>, 2025**.

Extended setup or dismantling times are available upon request and are subject to fees. Please contact: [ferien@expo-experts.at](mailto:ferien@expo-experts.at)

Any additional hours for a modified setup period will incur costs for hall rental, hall manager services and additional house staff. These costs must be paid by the exhibitor without exception. Billing will be carried out by the organizer to the main exhibitor.

**Additional Information - Last Setup Day:** Wednesday, January 15<sup>th</sup>, 2025

- **07:00 AM – 04:00 PM:**  
All cardboard, waste, etc., must be removed during this period.
- **By 12:00 PM:**  
ALL exhibitors must have started setting up their stands by this time. Unused spaces may be reallocated by the organizer, Austrian Exhibition Experts GmbH, and the exhibitor will lose their claim to the space.
- **04:00 – 06:00 PM:**  
Only decoration work may be carried out during this time. Booths and exhibitors halls will undergo a safety inspection during this period.

**DISMANTLING**

Sunday, January 19 <sup>th</sup> , 2025	06:30 PM – 10:00 PM
Monday, January 20 <sup>th</sup> , 2025	07:00 AM – 06:00 PM
Tuesday, January 21 <sup>st</sup> , 2025	07:00 AM – 06:00 PM

Extended setup or dismantling times are available upon request and are subject to fees. Please contact: [ferien@expo-experts.at](mailto:ferien@expo-experts.at)

**Additional Information – first Dismantling Day:** Sunday, January 19<sup>th</sup>, 2025

- **05:00 PM:**  
After the official end of visitor hours, small dismantling tasks may begin (e.g., roll-ups, decorative items, promotional materials, etc.).
- **From 06:30 PM:**  
Cars and trucks may enter the exhibition grounds for major dismantling activities. Please note that entry cannot begin earlier for safety reasons, and loading of trucks will not be permitted before 06:30 PM.

## Industry Evening, January 16<sup>th</sup>, 2025

We warmly invite you to an inspiring evening among the leading minds of our industry. Join us for an exciting networking event that perfectly blends enjoyment and entertainment from around the globe. The upcoming Industry Evening is held under the patronage of the Austrian Tourism Association (ÖVT – Österreichischer Verein für Touristik).

- **When?** Thursday, January 16th, 2025, starting at **06:30 PM** in Hall C
- **Theme?** "Mediterranean Breeze"

Tickets can be now booked via email: [ferien@expo-experts.at](mailto:ferien@expo-experts.at)

### Ticket allocation by Stand Size (Net Area):

Up to 20 m <sup>2</sup> :	1 ticket
21 to 50 m <sup>2</sup> :	2 tickets
51 to 90 m <sup>2</sup> :	3 tickets
91 to 150 m <sup>2</sup> :	4 tickets
151 to 200 m <sup>2</sup> :	5 tickets
Over 201 m <sup>2</sup> :	7 tickets

Tickets are limited and allocated on a "first-come, first-served" basis. Please note that Industry Evening tickets for exhibitors are not automatically provided and must be actively booked in writing. Additional tickets can be purchased at EUR 49 (net) each.

## Additional information on our website

For any further details on:

- programme for „ReiseArena“ or „Flavours“ cooking stages
- programme for cinemas
- exhibitor list
- technical guidelines & house rules of Messe Wien
- visitor tickets
- media service: Download links for logos, email signature, etc. of our fair

please visit our website: [www.ferien-messe.at](http://www.ferien-messe.at)