

## FACTS & FIGURES

### APPLICATION DEADLINE

28 April 2023 at the latest via online application form

### DATES

1 to 3 December 2023

### OPENING TIMES

Friday, 1 December from 2 pm to 8 pm

Saturday, 2 December from 10 am to 8 pm

Sunday, 3 December from 10 am to 6 pm

### SET-UP

Friday, 1 December  
from 8 am to 1 pm

### DISMANTLING

Sunday, 3 December  
from 6 pm to 9 pm

### LOCATION

MuseumsQuartier Wien (Ovalhalle, Foyer, Arena21  
und frei\_raum Q21) Museumsplatz 1, 1070 Wien

### ENTRY FEE FOR VISITORS

free entrance

### NUMBER OF EXHIBITORS

approximately 100

### WEBSITE

[www.weihnachtsquartier.at](http://www.weihnachtsquartier.at)

### SOCIAL MEDIA

  [weihnachtsquartier](#)

### PRICES

**include** set-up, flat-rate insurance  
(covering fire, storm, burglary, general liability  
(subsidiary)).

The premises will be locked from 1 to 3 December  
after the opening hours of the sales exhibition.

**exclude** presentation furniture,  
power plug (three-pin), 20 % value added tax

### TERMS OF PAYMENT

gross sum payable immediately and in full on receipt  
of the invoice until 26 September 2023 at the latest

### TERMS OF CANCELLATION

**without charge:**

cancellation until 26 September 2023

**50 % of total gross sum:**

cancellation between 27 September & 30 October 2023

**100 % of the gross sum:**

cancellation from 31 October 2023

### RENTS AND DIMENSIONS OF STANDS

x-small 2.25 m<sup>2</sup> (150 x 150 cm, W x D) at € 395

small 3 m<sup>2</sup> (200 x 150 cm, W x D) at € 475

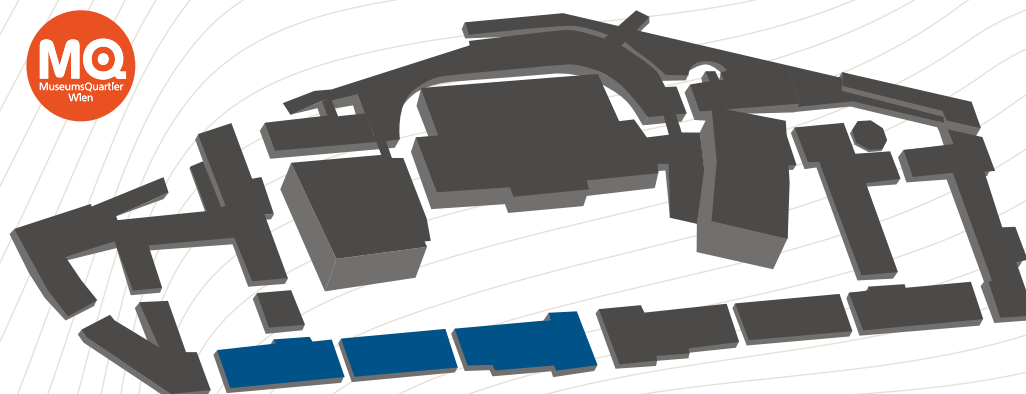
medium 4.5 m<sup>2</sup> (300 x 150 cm, W x D) at € 710

large 6 m<sup>2</sup> (400 x 150 cm, W x D) at € 910

Please find details about the rentable presentation  
furniture in the corresponding document.

### PERMISSION PERIOD

You will be notified in writing by end of May 2023,  
if your application is accepted by MTS Wien and the  
experts jury.



A detailed map of the MuseumsQuartier can be found [here](#).

# TERMS OF EXHIBITION 2023

## § 1 APPLICATION

The application for a stand is to be made on the application form provided by the organiser (online). The application is considered binding upon submission of the application form via the MTS online portal.

## § 2 ACKNOWLEDGEMENT

Through its application, the exhibitor acknowledges the terms of exhibition as binding for itself and all staff employed by it at the WeihnachtsQuartier.

The acceptance of an exhibitor for the Weihnachts-Quartier (hereinafter referred to as “the sales exhibition”) does not replace authorisation in accordance with the commercial code to exhibit and sell the registered products. Each exhibitor is responsible for compliance by him/her and its employees with the commercial code and the observance of labour law and other legal regulations and conditions for its exhibition activity, in particular the name of the company, labelling and accident prevention.

## § 3 APPROVAL

The organiser (MTS Wien GmbH) has together with the expert jury the sole authority for approving exhibitors and the objects exhibited for sale. They shall be entitled to reject applications without giving reasons. The contractual relationship between the organiser and the exhibitor shall be established on receipt of approval confirmation.

Approval may be revoked, if the underlying conditions are no longer met. **The exhibitor may only exhibit products developed by him/her and not mass-produced.** This condition will be verified by the organiser as part of the approval process.

The exhibiting of products not confirmed in the approval shall be subject to the organiser’s written authorisation. The organiser shall be entitled to notify the exhibitor of desired modifications to products and decorations to be taken into account by the exhibitor.

## § 4 MODIFICATIONS, FORCE MAJEURE, CANCELLATION

The organiser shall be entitled to cancel the sales exhibition before it starts in the event that unforeseen circumstances beyond its control make it impossible to hold the sales exhibition as planned. No claims for compensation or loss of earnings may

be asserted in the event that the sales exhibition does not take place or does not open on time in case of force majeure.

The exhibitor may not assert claims or demands for compensation from the organiser in the event of interrupted operation of any kind (e.g. due to a power cut).

In the event of an officially ordered cancellation, regarding the COVID-19 regulations, any stand rent that has already been paid will be refunded.

The organiser shall be entitled to cancel the WeihnachtsQuartier 2023 until the end of September if a certain number of exhibitors cannot be gained.

## § 5 COVID-19 OR SIMILAR PANDEMIC VIRUS

The organiser and the exhibitor are obliged to observe and implement all stipulations regarding COVID-19 or a similar pandemic virus.

## § 6 STAND SITE ALLOCATION

The organiser will allocate the stands as available, regardless of the date on which the application is received. Special wishes will be taken into account as far as possible but applicants shall have no special entitlement to consideration of or compliances with wishes. The exhibitor will be notified in writing of the stand allocation. The organiser may be forced for technical reasons to change the position of entrances, exits and passages. It shall provide written notification as soon as possible of changes in the placement, nature or size of the stand, to be acknowledged by the exhibitor. A minimal reduction in the stand size required for technical reasons may not exceed 10 cm in length or depth and shall not entitle the exhibitor to a reduction in the stand rental.

## § 7 RENT AND COSTS

The binding stand rentals are indicated in the facts & figures (see page 1) and in the application form.

The organiser will provide the exhibitor with the following service free of charge:

- Set-up and dismantling of tables and chairs, if ordered

- Basic lighting of the rooms

**(direct lighting for the stand has to be installed by the exhibitor by him/herself)**

- Standard electrical supply (incl. consumption to a usual extend), if ordered

- Advertising the sales exhibition

The exhibitor shall not be entitled to complain about the equipment provided or to request further items.

## § 8 TERMS OF PAYMENT

The rental shall be due for payment without deduction immediately on receipt of the invoice (see facts & figures on page 1). Transaction costs incurred through bank transfers, in particular transfers from abroad, shall be paid in their entirety by the recipient of the invoice (exhibitor) and will be charged subsequently, if necessary. After issuance without response of a written reminder, the organiser shall be entitled to dispose at its own discretion of stands that have not been paid for in full and may refuse in such instances to hand over the stand. In the event of late payment, the organiser reserves the right to charge interest on arrears of 8 % above the current discount rate of the Austrian National Bank and/or a reminder fee of € 20 (excluding 20 % VAT) per reminder.

In the event of damage to walls, floors, etc., as a result of unauthorised installations (posters, shelves, adhesive tape, etc.) by the exhibitor, a penalty of € 300 (including 20 % VAT) per stand will be imposed, where applicable, for the required repair. In this case, the organiser reserves the right to charge the exhibitor, in addition to the penalty, for the actual cost of the repair on presentation of corresponding invoices. The penalty will be offset against this amount. The exhibitor shall report any damages immediately to the organiser.

## § 9 WITHDRAWAL

Withdrawal must be notified in writing and shall be legally binding only on receipt by the organiser, who shall confirm receipt of the withdrawal notice in writing. The cancellation conditions are found on page 1 (facts & figures).

If the stand is not occupied in spite of valid application/approval, the full stand rental shall be due. If a site is reallocated following withdrawal, neither the withdrawing exhibitor nor the replacement exhibitor shall be entitled to a reduction in the stand rental. In the event that the stand is cleared early, regardless of the reason, a penalty of € 300 (including 20 % VAT) will be charged. The organiser reserves the right in this case to invoice this amount (see § 12 Stand occupancy).

## § 10 TRANSFER TO THIRD PARTIES

The exhibitor shall not be entitled to transfer, exchange or sublet the allocated stand in whole or in part to third parties. In such an eventuality, the organiser shall be entitled to have the stand cleared

immediately with no refund of the stand rental and to ban the exhibitor from taking further part in the sales exhibition.

If the stand rental has not yet been paid, it shall be due in full with application of the provisions of § 8 regarding late payment and § 12 regarding the penalty. The term “third parties” does not include employees or other persons contracted by or working for the exhibitor.

## § 11 SET-UP, STAND DESIGN, DISMANTLING

The stand must be completely set-up before the start of the sales exhibition. The set-up timetable is indicated in the facts & figures on page 1.

The exhibitor must notify the organiser by 12 am at the latest on the set-up day of the (approximate) completion of the stand installation so that it can be approved by the organiser.

Equipment brought by the exhibitor (shelves, clothes stands, etc.) that is not notified with the application and has therefore not been approved may only be used with the authorisation of the organiser. The approved stand length and prescribed maximum height may not be exceeded. **The exhibitor shall be responsible for allowing sufficient space for passage between the stands within its own stand area.**

The organiser reserves the right to check the stand limits and to charge an additional amount retrospectively in the event that the prescribed stand size is exceeded. The stand placement may not be changed. Posters, goods, shelves etc. may not be placed on or attached to the walls, doors or floors. No boxes, packaging etc. may be stored or deposited in sight of visitors. Exhibitors are therefore requested to cover their tables with suitable floor-length cloths. A limited number of standard table coverings will be provided by the organiser on order at a charge.

The basic lighting will be provided free of charge by the organiser. **Additional lighting is recommended and must be notified with the application, and the necessary lamps, extension cables, distributors and adhesive tapes (which may not leave any marks) provided by the exhibitor itself.** The exhibitor shall be liable for any damage caused by the use of defective, unsuitable or outdated equipment.

The stand may not be cleared in whole or in part before the end of the sales exhibition. Dismantling



must take place within the scheduled timetable (see facts & figures on page 1). **The exhibitor must dispose of the waste caused by him/her in the waste containers provided or take it away at the latest when dismantling the stand.**

The organiser may provide entrance authorisation for specific times for the delivery and removal of goods/objects and equipment, although there is no legal entitlement to access to the MuseumsQuartier site. The organiser is bound by the regulations of MuseumsQuartier Errichtungs- und BetriebsgesmbH. These regulations are to be followed without exception.

## § 12 STAND OCCUPANCY

The exhibitor must be at the stand 30 minutes before the opening of the sales exhibition, as the halls are cleaned every day from this time, and the organiser assumes no liability for the goods/objects and equipment. The stand must be staffed and display the approved goods throughout the entire duration of the sales exhibition. If the stand is cleared by the exhibitor before this time, regardless of the reason, a penalty of € 300 (including 20 % VAT) will be charged. The organiser reserves the right in this case to invoice this amount. After the sales exhibition has closed for the day, on Friday and Saturday all exhibitors must leave the halls without delay so that they can be locked.

## § 13 RANGE OF PRODUCTS

The organiser aims to present the whole range of products to the visitors regardless of when they visit the sales exhibition. Therefore the exhibitor is asked to staff and display the approved goods throughout the entire duration of the sales exhibition.

## § 14 PROMOTION ACTIVITIES

The exhibitor obligates oneself to maintain the dignity of the event location at any time and during all measures concerning the sales exhibition. Independent advertising of any kind at the location must be approved by the organiser. The organiser is happy to provide the exhibitor with flyers and posters.

## § 15 LIABILITY

The halls will be locked outside of opening hours. A security service patrols the site during the night. The organiser denies liability for theft or damage

to goods/objects and other equipment belonging to the exhibitor. Legal and contractual claims to compensation in general against the organiser shall be excluded where legally admissible (with the exception of wilful damage).

## § 16 DATA PROTECTION

By sending the application the exhibitor agrees that MTS Wien saves the exhibitor's data provided on the online portal for applicants (acc. to the General Data Protection Regulation) and that they are used for the processing of the sales exhibition in case his/her application will be accepted by the organiser. The exhibitor furthermore agrees that – in case his/her application will be accepted by the organiser – his/her personal data (name, company name, label name, point of origin, website, facebook, instagram, offered products and pictures of products and persons) can be used for promotional purposes in the context of the sales exhibition like for printed matter, social media, newspapers, online activities etc. Moreover pictures of the sales exhibition may be used for promotional purposes in the context of the sales exhibition.

## § 17 HOUSE REGULATIONS

The organiser has domestic authority at the sales exhibition site and may issue house regulations. The instructions of the organiser and its employees on site must be followed at all cases.

## § 18 MODIFICATIONS

Modifications to the terms of exhibition etc. shall not be legally binding unless approved in writing by both contracting parties.

## § 19 PRINCIPLE OF EQUALITY

All individual-rated terms used in this contract are equally applying for all genders.

## § 20 PLACE OF PERFORMANCE AND JURISDICTION

Place of performance and jurisdiction shall be Vienna.

## FOR FURTHER INFORMATION PLEASE CONTACT:

**MTS – Marketing Tourismus Synergie Wien GmbH**  
**Schloß Schönbrunn, Gardetrakt, 1130 Vienna, Austria**  
**E-Mail [aussteller@mts-wien.at](mailto:aussteller@mts-wien.at)**  
**Tel. +43 (0)1 817 41 65 - 13**