

**ICRA**<sup>TM</sup>  
IEEE INTERNATIONAL CONFERENCE  
ON ROBOTICS AND AUTOMATION

 **2026**  
**VIENNA**

✦ Robots for all

**June 1-5, 2026**  
[2026.ieee-icra.org](https://2026.ieee-icra.org)



# Exhibitors' Manual

 IEEE  
Robotics &  
Automation  
Society

 **IEEE**

# ICRA EXHIBITORS' MANUAL 2026

## Contents

<b>1</b>	<b>DEADLINE OVERVIEW</b> .....	<b>4</b>
<b>2</b>	<b>Useful Links</b> .....	<b>4</b>
<b>3</b>	<b>CONGRESS VENUE</b> .....	<b>5</b>
3.1	VENUE ADDRESS .....	5
3.2	DELIVERY DETAILS.....	5
<b>4</b>	<b>EXHIBITION TIME SCHEDULE</b> .....	<b>6</b>
4.1	INSTALLATION/SET-UP.....	6
4.2	DISMANTLING .....	6
4.3	EXHIBITORS SUPPORT SERVICE DESK .....	7
4.4	REGISTRATION DESK .....	7
<b>5</b>	<b>IMPORTANT CONTACTS</b> .....	<b>7</b>
<b>6</b>	<b>EXHIBITOR REGISTRATION / CONGRESS REGISTRATION</b> .....	<b>8</b>
<b>7</b>	<b>ACCESS STICKERS FOR INSTALLATION AND DISMANTLING</b> .....	<b>8</b>
<b>8</b>	<b>LOGISTICS (ACCESS, SCHEDULE, PARKING)</b> .....	<b>8</b>
8.1	ACCESS INSTRUCTION .....	8
8.2	SCHEDULE .....	9
8.3	STORAGE.....	10
<b>9</b>	<b>ICRA RULES AND REGULATIONS / LIABILITY</b> .....	<b>10</b>
<b>10</b>	<b>STAND BUILDING REQUIRMENTS AND RULES</b> .....	<b>12</b>
10.1	VENUE SPECIFICATIONS / HALL INFORMATION .....	12
10.2	SECURITY & DANGEROUS GOODS.....	13
<b>11</b>	<b>WORK ENVIRONMENT</b> .....	<b>14</b>
11.1	CONTROL .....	14
11.2	SAFETY AT EXHIBITIONS.....	14
<b>12</b>	<b>STAND BUILDING RULES</b> .....	<b>14</b>
12.1	GENERAL REQUIREMENTS .....	14
12.2	STANDBUILDING HEIGHTS.....	15
12.3	SEPARATION WALLS.....	15
12.4	SUSPENSION FROM THE CEILING.....	15
12.5	SUBMISSION OF CONSTRUCTION PLANS .....	15
12.6	TYPE OF STAND / SPACE.....	16
12.7	RAISED FLOORS, STAIRS, AND RAMPS WITHIN EXHIBITION BOOTHS .....	16
12.8	FIRE CERTIFICATES / MATERIALS.....	17
12.9	MEETING ROOMS ON STANDS & STORAGE ROOMS, NOTICE ON DOORS .....	17
12.10	FURTHER CONSTRUCTION REGULATIONS .....	18

**13 RULES AND REGULATIONS FOR ONLINE ORDERS..... 18**

- 13.1 CONDITIONS FOR STANDout WEBSHOP ..... 18
- 13.2 CATERING ..... 18
- 13.3 CLEANING ..... 19
- 13.4 WATER CONNECTION AND DRAINAGE, COMPRESSED AIR ..... 19
- 13.5 ELECTRICITY ..... 19
- 13.6 INTERNET CONNECTION ..... 20
- 13.7 RENTAL FURNITURE ..... 20
- 13.8 RENTAL MODULAR BOOTH ..... 20
- 13.9 GRAPHICS AND LETTERING (IN CONNECTION WITH STANDARD RENTAL MODULAR BOOTH) ..... 22
- 13.10 SECURITY SERVICE ..... 22
- 13.11 BOOTH STAFF..... 22
- 13.12 SUSPENSION POINTS..... 22

**Dear Exhibitor,**

We cordially invite you to ICRA 2026. Please forward this manual and its attachments to your stand builders/agencies and read carefully to ensure no important information gets lost. The document also comprises the links to ordering additional services. We are at your disposal for any questions that may arise.

The ICRA Exhibitors' Manual 2026 is provided by AIM Austria GmbH, the official PCO of ICRA 2026. The official Exhibitors' Support Service Company is STANDout GmbH indicated as „STANDout“ in the following pages.

## **1 DEADLINE OVERVIEW**

Submission of <b>Construction Plan</b> (external contractors)	15 April 2026
Order of Suspension Points	15 April 2026 (+25% surcharge applies to all orders after this deadline & the feasibility of the project must be checked)
STANDout <b>Online Orders</b>	29 April 2026 (+25% late order surcharge on web shop orders will apply after this date)
<b>Graphics and Lettering</b>	29 April 2026 (+25% manipulation surcharge will also apply for receipt of print ready graphic files after the deadline)
Closure of <b>Exhibition Space Booking</b>	8 May 2026 (upon availability)
<b>Online Provision of Names for Tickets</b>	20 May 2026

## **2 Useful Links**

### **STANDout Exhibition Services**

Web shop for additional furniture, flooring, backwall graphics for shell schemes, main power connections, cleaning services and more: [Customer Login](#)

Below please find our **“Web shop - How to” manual** with explanations on ordering different items such as main power connections, backwall graphics for shell schemes and cleaning services within the STANDout web shop. [“Web shop - How to” manual](#)

### [Internet Booking Link](#)

CANCOM is the official supplier at VIECON that offers additional internet connections (wired LAN connections, Wi-Fi options, switches, technical support) via the online shop. However, as usual, standard Wi-Fi (accessible for all congress participants) are offered in the exhibition hall.

### [Freight Booking Link](#)

The company IML is the appointed local freight forwarding company.

### [Hotel Booking Link](#)

You can already arrange your hotel reservation for you, your colleagues and your clients.

Further useful links are continuously added to the official website and can be found here:

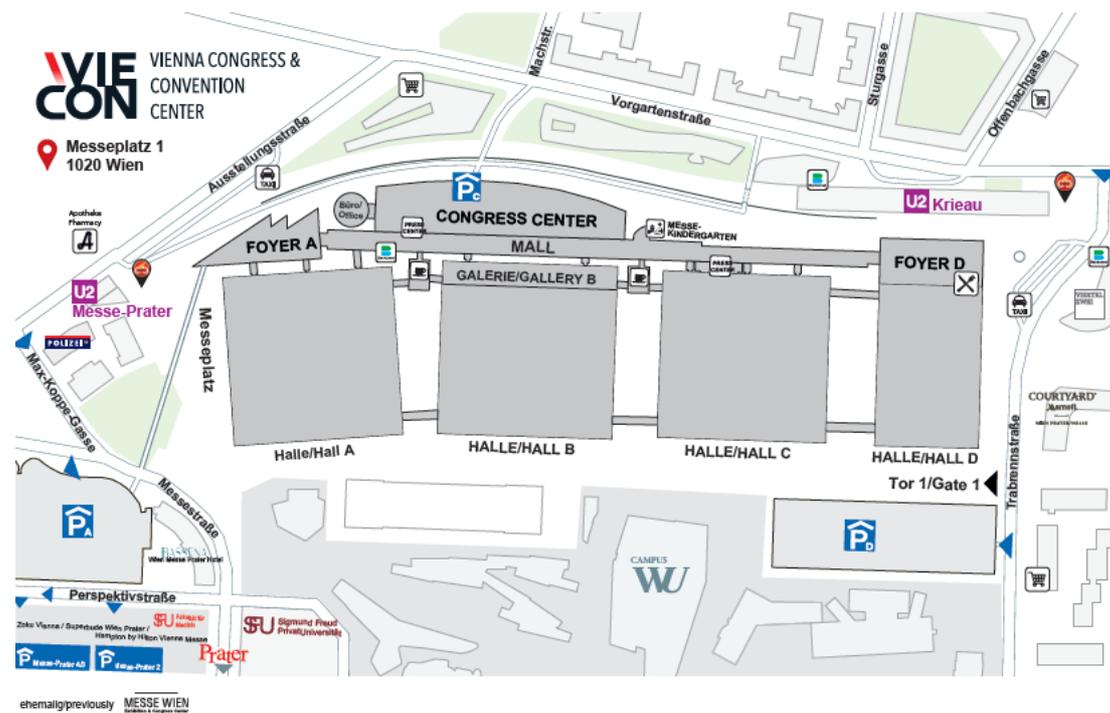
<https://2026.ieee-icra.org/partners/download-the-information-for-exhibitors/>

### 3 CONGRESS VENUE

#### 3.1 VENUE ADDRESS

##### VIECON Messe Wien

Messeplatz 1, 1020 Vienna, Austria



#### 3.2 DELIVERY DETAILS

The organizer has appointed **IML Messe Logistik** as the official and **exclusive freight forwarding company** for the event.

Please note that all deliveries, even self-organized shipments, must be pre-registered with the officially appointed freight and on-site forwarding company, IML. **Entrance to the venue's premises will be refused for non-registered trucks!** For further details please refer to <https://www.iml-vienna.at/icra2026/>

Services offered by IML for transport of exhibition goods & promotional material:

- pick up at your premises
- transport arrangements by road, air or sea
- customs clearance on temporary or permanent basis or under Carnet-ATA or invoice
- storage before delivery
- inbound delivery directly to your booth during the official move-in hours
- handling of empties
- transport arrangements for return shipments

For detailed information regarding general information freight forwarder, shipping instructions,

shipping deadlines and tariff information please refer to the [online booking platform](#).

**If you need assistance, you can contact IML:**

IML Messe Logistik GmbH

Contact: Mr. Karma Knoll

Email: [office@iml-vienna.at](mailto:office@iml-vienna.at)

Phone: +43 676 842 118 203

#### **4 EXHIBITION TIME SCHEDULE**

Please note that the **official working hours must be adhered strictly** otherwise overtime costs from the Congress Center arise and will be charged accordingly to the respective exhibitor/stand builder. **Overtime requests must be inquired until 15 April 2026 at [icra2026exhibtion@aimgroup.eu](mailto:icra2026exhibtion@aimgroup.eu)**

##### **4.1 INSTALLATION/SET-UP**

Sunday, 31 May 2026 13:00\*-19:30

\* from 09:00 scheduled set-up of selected booths with suspension points/rigging upon direct agreement

Monday, 1 June 2026 8:00-14:00

Aisles need to be cleared. Small waste – NOT CONSTRUCTION WASTE - has to be ready for pick up in the aisles on 1 June 2026 at 14:00

For CONSTRUCTION WASTE please order a container via the STANDout webshop.

##### **OPENING OF THE EXHIBITION AND WELCOME RECEPTION**

Monday, 1 June 2026 18:00-20:00

##### **EXHIBITION HOURS**

Tuesday, 2 June 2026 09:00-18:00

Wednesday, 3 June 2026 09:00-18:00

Thursday, 4 June 2026 09:00-17:00

**Attention:** During set-up and dismantling only persons with access stickers will be granted access to the exhibition hall.

Please note that all persons accessing the halls/exhibition space during the setup must also be wearing **personal protective equipment, as this is mandatory during set-up**. This means a **reflective safety vest and hard-soled shoes** (runners, heels, ballet flats, sandals, etc. will not be permitted). Additionally, and depending on the stage of buildup, if rigging and crate removal procedures are still taking place hard hats may be required. In case your group does not have the required personal protective equipment, there is a high chance that they will be denied access to the exhibition halls during set up.

##### **4.2 DISMANTLING**

Thursday, 4 June 2026 17:30-18:30 (dismantling suspension points/rigging)

18:30-21:00

Friday, 5 June 2026 08:00-12:00

**IMPORTANT:** Please note that between the official end of show and start of dismantling there is one hour designated to unsecure manual chain hoists and remove aisle carpets. No crates are to be delivered to the booths and only light dismantling within the booth area is granted. No items are allowed to be placed in the aisles

After aisles-carpet removing dismantling finishes. All Exhibitors storing their empty crates with IML will have them ready at their booths as soon as possible. Certain times cannot be guaranteed and waiting times must be considered!

#### **4.3 EXHIBITORS SUPPORT SERVICE DESK**

##### **STANDout / IML / CTI**

Sunday, 31 May 2026	08:00-19:30
Monday, 1 June 2026	08:00-18:00
Tuesday, 2 June 2026	08:00-18:00
Wednesday, 3 June 2026	08:00-18:00
Thursday, 4 June 2026	08:00-21:00
Friday, 5 June 2026	08:00-12:00

#### **4.4 REGISTRATION DESK**

**OPENING HOURS** (subject to change, please check updates in online congress program)

Sunday, 31 May 2026	15:00-19:00
Monday, 1 June 2026	07:00-19:30
Tuesday, 2 June 2026	08:00-18:00
Wednesday, 3 June 2026	08:00-18:00
Thursday, 4 June 2026	08:00-18:00
Friday, 5 June 2026	07:00-14:00

### **5 IMPORTANT CONTACTS**

#### **Exhibition & Sponsoring**

AIM Austria GmbH  
Löwengasse 3 / Top 6, 1030 Vienna, Austria  
Contact(s): Ms Bettina Pugn & Mr Aljosha  
Glitzner  
Email: [ICRA2026exhibition@aimgroup.eu](mailto:ICRA2026exhibition@aimgroup.eu)  
Congress Website: <https://2026.ieee-icra.org/>

#### **Official Stand-Builder & Rigging**

STANDout GmbH  
Messeplatz 1, 1020 Wien  
Contact: Markus Kreuzberger  
Email: [orders-ICRA2026@standout.eu](mailto:orders-ICRA2026@standout.eu)

#### **Registration**

AIM Austria GmbH  
Löwengasse 3 / Top 6, 1030 Vienna, Austria  
Email: [ICRA2026registration@aimgroup.eu](mailto:ICRA2026registration@aimgroup.eu)

#### **Accommodation**

AIM Austria GmbH  
Löwengasse 3 / Top 6, 1030 Vienna, Austria  
Contact: Rosa Reyero  
Email: [ICRA2026hotel@aimgroup.eu](mailto:ICRA2026hotel@aimgroup.eu)

**Official Freight Forwarder, Customs Broker and On-site Handling Agent**

IML-Messe Logistik GmbH  
Contact: Mr. Karma Knoll  
Phone: +43 676 842 118 203  
Email: [office@iml-vienna.at](mailto:office@iml-vienna.at)

**Lead Retrieval System**

CTI Meeting Technology GmbH  
Contact: Tamara Dworschak  
Phone: +43 1 319 6999-18  
Email: [t.dworschak@ctimeetingtech.com](mailto:t.dworschak@ctimeetingtech.com)

**Exclusive Caterer for Exhibition Stands**

Gerstner Catering  
Contact: Ms. Tamara Nikolic  
VIECON, Messeplatz 1, 1020 Wien  
Phone: +43 (0)664 889 475 64  
Email: [nikolic@gerstner.at](mailto:nikolic@gerstner.at)

**Internet /WiFi Services**

CANCOM Austria  
Wienerbergstraße 53, 1120 Wien, Österreich  
Email: [info@cancom.com](mailto:info@cancom.com)  
Online portal to place your orders:  
<https://shop.viecon.cancom.com/exhibitions/719>

## 6 EXHIBITOR REGISTRATION / CONGRESS REGISTRATION

The related information will be sent to you by separate e-mail.  
For any questions, please contact the ICRA Registration Team:

AIM Austria GmbH  
Löwengasse 3 / Top 6, 1030 Vienna, Austria  
Email: [mailto:icra2026registration@aimgroup.eu](mailto:mailto:icra2026registration@aimgroup.eu)  
Contact: Bettina Pugl & Aljosha Gltzner

## 7 ACCESS STICKERS FOR INSTALLATION AND DISMANTLING

It is mandatory that suppliers, booth builders and alike can be identified as a contractor of one of the exhibitors for the period of installation/set-up and dismantling in order to gain access to the venue. Working stickers will be handed out at the gate and Foyer A.

## 8 LOGISTICS (ACCESS, SCHEDULE, PARKING)

ICRA appointed IML – Messe Logistik GmbH as international freight forwarder, customs broker and on-site handling agent. ICRA strongly recommends the use of IML. The following advantages will result in using the appointed freight forwarder:

- Best possible coordination of your transport and on-site handling
- In time delivery to your booth
- Specialized in transport for congress and exhibitions
- Reliable, good international partners and network
- Perfect knowledge of the congress center
- Storage and handling facilities for empty boxes

For detailed information please see 1.2. and refer to the online portal of IML at <https://www.iml-vienna.at/ICRA2026/>

### 8.1 ACCESS INSTRUCTION

For deliveries, please use **Gate 1 at Trabrennstraße 5, 1020 Vienna** at the back of the building (see venue overview map). Exhibitors are asked to load from loading bay A/B.

**Vehicles are not allowed inside the exhibit hall.**

**Please note that only forklift trucks operated by the official logistics partner are permitted within the loading bays and halls.**

Vehicles are granted access to the exhibition grounds within their official time frames given by the exhibition organizer and/or time-slots given by the official logistics company. Therefore, as soon as loading/unloading is finalized, the vehicles must leave the loading bay and premises thereof.

At the gate a ticket system (=cash-free deposit system) will be in place. There is a strict time limit of 3 hours for loading and unloading. If 3 hours are exceeded a fine of € 100 will have to be paid at the register machine close to the gate.

**There are no truck parking spots available on the premises of VIECON!**

To find the closest truck parking spots, the Asfinag App can be used for example: <https://www.asfinag.at/traffic/hgv-bus/parking-information>

Regular car parking can be found at the public parking garages A and D (see overview plan).

**Please note that VIECON is not authorized to take over any deliveries or packages at any point of time.**

A company representative must be on-site to sign for and receive deliveries. Each package must be clearly labelled with the event name, exhibitor name and stand number. If your package does not arrive on-site the organization cannot be held responsible.

For easy delivery processing, interim storage of deliveries and storage in general please contact the official logistics partner.

**ATTENTION:** Thursday, 4 June 2026 (1<sup>st</sup> dismantling day) is a public holiday (Corpus Christi) in Austria. Restrictions for truck driving (see below) are applicable!

General nighttime driving ban

This applies on all Austrian roads for heavy goods vehicles with more than 7.5 t mpw between 10 p.m. and 5 a.m.

Weekend and public holiday driving ban throughout Austria

This applies throughout Austria from Saturday, 3 p.m., to Sunday, 10 p.m., and on public holidays from midnight until 10 p.m. It applies to

- Lorries with trailers, if the maximum permissible weight (mpw) of the lorry or the trailer is more than 3.5 t.
- Lorries, articulated lorries and self-propelled agricultural machines with an mpw of more than 7.5 t.

<https://www.asfinag.at/traffic/hgv-bus/lorry-driving-bans>

The Exhibitor / stand builder must leave the stand area cleared and the floor cleaned. Exhibits which are not removed by the end of the dismantling period shall be removed and destroyed at the Exhibitor's expense and risk. The Exhibitor must remove all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after dismantling! Otherwise, removal and cleaning costs will be charged automatically to the Exhibitor (who is the contract partner; not to the stand building company) after dismantling. Please advise your stand builder accordingly!

Repair of damage to the exhibition area shall be charged to the Exhibitor and may be carried out only on the lessor's instructions and by firms commissioned by the latter.

## 8.2 SCHEDULE

Time slots granted depend on the size and the location of the booth and the size of the shipment. Exhibitors and stand contractors have to contact IML - Messe Logistik GmbH as soon as possible with the filled documents depending via advanced warehouse or direct shipment

- Name of exhibitor and/or stand contractor

- Size of shipment
- Requested date and time of delivery

After reconfirmation we ask you for the following information:

- On-site contact name and cell phone no.
- Truck plate no.
- Carrier's name
- Driver's contact name and cell phone no.

### **8.3 STORAGE**

The appointed forwarding agent IML will also handle and provide storage space during the exhibition and will return properly marked material on completion of the meeting. Fire prevention regulations require that material such as paper, etc. must be completely stored in the packing boxes. Material not in accordance with these regulations will be disposed of by the cleaners.

## **9 ICRA RULES AND REGULATIONS / LIABILITY**

### **Exhibition Hours**

ICRA determines the opening hours for the exhibition for each congress individually.

### **Noise**

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the Exhibitors, or which may interfere with or be felt objectionable by attendees or other Exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. ICRA reserves the right to ask Exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organizers.

### **Stand Activities**

Any presentations with "session character" at the stand are prohibited during the official scientific core program but may take place during coffee breaks. A request to hold such presentations must be submitted to the organizers for approval and ICRA reserves the right to check on-site. Please contact the ICRA Office.

### **Photographing, Filming and Audio Recording within the Congress Center**

Photographing, filming and audio recording in the exhibition halls is not permitted at any time. However, exhibitors may take photographs of their own stands. ICRA does not offer a photographer for hire.

### **Photographing, Filming and Audio Recording of Sponsored Lunch / Satellite Symposia**

A company holding a symposium has the exclusive right to organize filming and audio-recording of its symposium either through an own technical supplier (incl. photos) or the official Audio-Service-Supplier of the venue. Please contact the ICRA Office.

### **Give-aways and Printed Materials**

'Give-aways' and printed materials may only be distributed in the space rented by the Exhibitor in the exhibition hall, in company meeting rooms (and not in the aisles in front of the meeting rooms!) or at satellite symposia. No such material may be distributed or displayed in any other area of the congress center, any official ICRA hotels or other venues used by ICRA. Unauthorized displays will be removed and a penalty of € 1,000. - up to € 5,000. - (depending on the amount of material and the area of display) will be charged. Companies may only offer gifts of educational or scientific value. Product

identification is permitted on 'giveaways'. It is the company's responsibility to also adhere to any restrictions and/or limitations that may be applicable according to the legislation of the host country of the congress. Contests, lotteries, raffles are subject to prior approval by ICRA.

Advertising and Promotion of Sponsored Lunch / Satellite Symposia during the Congress Symposia programs and invitations may only be distributed in the space rented by the Exhibitor in the exhibition hall, in company meeting rooms, and at the entrance to the Symposium Hall right before the start of the session.

### **Space Integrity / Promotional Activities**

Exhibitors are prohibited from publicizing, distributing, canvassing and/or maintaining any activities, inducements, demonstrations, materials or displays outside the space assigned to them.

### **Product Disclaimer**

The acceptance of a product or service for exhibition does not in any manner constitute endorsement by ICRA.

### **Installation of Exhibits**

Any exhibit that is not unpacked by the end of set-up time will be placed in storage and cannot be returned until the close of the exhibition on the first day. No waste may be placed in the aisles after the final cleaning. Please do not litter the floor in the booths or aisles after cleaning.

### **Dismantling**

No packing or dismantling of exhibits will be permitted prior to the published dismantling time. **IMPORTANT:** Please note, that between official end of show and start of dismantling there is one hour designated for unsecure manual chain hoists and remove aisle carpets. No crates are to be delivered to the booths and only light dismantling within the booth area is granted. No items are allowed to be placed in the aisles.

### **Insurance**

Insurance on all exhibits remains the responsibility of the exhibitor. Neither ICRA, nor its agents or assignees will assume any responsibility for property loss, damage, personal injury, or other claims related to the exhibitor's space. Exhibitors are required to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

### **Other Prohibited Practices**

Operation of unprotected X-ray equipment, UV sources or sources of ionizing radiation.

Use of billboard advertisements and/or display of signs outside the exhibit area unless approved by the ICRA.

Entry into another exhibitor's booth, examination or photographing of another exhibitor's booth without permission.

### **Liability**

Neither ICRA, Stand-Out, IML, VIECON, nor any of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees, or other representatives, resulting from the Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from an earthquake, fire, theft, water, or accident of any other cause, or from ICRA, Stand-Out, IML, VIECON, or either of their officers', agents', employees', or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ICRA, Stand-Out,

IML, VIECON and their respective owners, directors, officers, employees, agents, and representatives from any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ICRA, Stand-Out, IML, VIECON shall be responsible for the security of the exhibitor's products, proprietary software, or hardware information. It is the responsibility of the exhibitor to maintain proper insurance coverage for its property and liability. The exhibitor understands that neither ICRA, Stand-Out, IML, VIECON maintain insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

The ICRA Congress Organization will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders. Advertising / promoting a specific product does not mean acceptance by ICRA and it is the full responsibility of the exhibitor to ensure that it is in accordance with Austrian and European law, where applicable.

Although security staff is appointed, neither ICRA, Stand-Out, IML, VIECON or their agents can assume responsibility for any loss or damage to booths, equipment, or personal belongings on-site.

## **10 STAND BUILDING REQUIREMENTS AND RULES**

Two-Story Booths (Double Deck Buildings) are not allowed at ICRA. The safety and stability of the booth construction and all used material is the sole responsibility of the Exhibitor and his stand building company. Neither Stand-Out, ICRA nor the venue take any responsibility for any damage or accidents caused by exhibition stands. It is the responsibility of the Exhibitor and his stand building company to have proper liability insurance.

### **10.1 VENUE SPECIFICATIONS / HALL INFORMATION**

The Exhibitor and subcontractors have to comply with the VIECON Technical Guidelines & House Rules:

**Technical regulations:** [https://www.vieconcenter.at/assets/PDFs/VIECON\\_Technical\\_Regulations.pdf](https://www.vieconcenter.at/assets/PDFs/VIECON_Technical_Regulations.pdf)

**House Rules:** [https://vieconcenter.at/assets/Veranstalter/Logistik-Operations/HouseRules\\_VIECON\\_MesseWien.pdf](https://vieconcenter.at/assets/Veranstalter/Logistik-Operations/HouseRules_VIECON_MesseWien.pdf)

**Main entrance to the venue:** Messeplatz 1, 1020 Vienna, Austria

**Exhibition area:** Hall B

#### **Additional useful information for Hall B:**

Max. Exhibition Hall floor weight limit: 1.600 kg/m<sup>2</sup>

Floor: Black concrete

Electricity, water, waste & telecoms are delivered via service ducts at floor level and must be ordered in advance from the exhibition service provider

Room height: 8.50 meters, except under the gallery and under the restaurant area 4,20 meters;

**Maximum booth construction height: 3,5 meters** (back walls to adjacent booths must be white)

#### **Aisles**

All exhibitors are asked to keep the aisles free of their working material during the set-up and dismantling. For main aisles a minimum width of 1,2 – 1,5m should be always guaranteed.

### **Escape Ways**

All entrance and exit doors to the halls, including emergency exits, escape routes, passageways, staircases, etc., must be kept free and unobstructed at all times in their complete width.

### **Flooring**

It is mandatory to cover the floor space of your stand. If you do not bring your own carpet, it is obligatory to order it in the STANDout web shop at additional cost. When laying carpet/mats only easy to remove two-sided residue-free adhesive tape (with PE/PP adhesives (non-toxic solvents)) is allowed. If tape is used that is not fully removable or leaves traces, additional cleaning costs will be charged to the exhibitor.

### **Light**

The installation of electronic devices and especially lighting on exhibition stands should be set up in such a way that outside of normal hours for visitors, they can be turned off to avoid unnecessary consumption of electricity. The exhibitor must ensure that all electrical equipment is switched off and back on again on a daily basis. The same applies for other special areas managed by the exhibitor.

### **Personal Safety Equipment**

Please do not forget to bring your personal safety equipment and make sure to work under safe circumstances for yourself and your environment at any time.

Please note that all persons accessing the exhibition halls during the set-up must also be wearing personal protective equipment, as this is mandatory during set-up. This means a reflective safety vest and hard-soled shoes (runners, heels, ballet flats, sandals, etc. will not be permitted). Additionally, and depending on the stage of buildup, if rigging and crate removal procedures are still taking place hard hats may be required. In case your group does not have the required personal protective equipment, there is a high chance that they will be denied access to the exhibition halls during set up.

### **Responsible on-site team leader of stand building team**

Please note that it is obligatory that one English or German speaking team leader of the stand building team is present on-site during set-up and dismantling for coordination with service providers, exhibition management, the venue and security staff.

### **Food and Beverages**

For orders, please see 13.2.

### **Smoke**

The operation of any machine in the exhibition that emanates fumes, gases or steam or any item or device that generates or contains flames, is not permitted.

## **10.2 SECURITY & DANGEROUS GOODS**

If an accident occurs as the result of a demonstration, the Exhibitor concerned must immediately carry out all necessary measures and accept responsibility for the settlement of all matters concerning the accident.

- No inflammable substances or sensitive material with inflammable or explosive basis may be brought into the exhibition area without prior permission from the venue/exhibition management.
- Use of open flames is prohibited.
- Decorating material and wallpaper which are used by the Exhibitor must be fire-proof.

- Highly inflammable materials shall not be used in the erection, lining and outer or inner decoration of the stands.
- The use of containers with pressure gas or liquid gas bottles shall be subject to approval by venue/exhibition management and by the competent authorities.

Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibit.

## **11 WORK ENVIRONMENT**

Please take care when exhibiting fully functional machines (no dummies).

### **11.1 CONTROL**

- Only products / machines which comply with the European Standards may be exhibited.
- Please make sure to be equipped with standardized personal protective equipment.
- Exhibitors must be able to prove to the relevant authorities that their products have the necessary CE-marking.
- If there is an obvious risk of a serious accident involving personal injury as a result of a machine demonstration, the official local Safety Inspectorate may issue an immediate ban on further use.

### **11.2 SAFETY AT EXHIBITIONS**

- The manufacturer / importer or his agent is responsible for ensuring that such devices / materials are sufficiently safe and must also have taken the requisite measures to ensure that said devices / materials do not constitute any risk of ill-health when properly used.
- Technical devices, e.g. machines, may be demonstrated at an exhibition even if they are not CE-marked, provided that the following conditions are met: "For Exhibition Demonstration Only" or "Not CE-marked".
- Before a device is activated (demonstrated), adequate safety measures must be taken to prevent accidents. For demo runs, it is of particular importance to ensure that there is an adequate cordoning / safety distance for visitors and stand personnel.
- Persons under the age of 18 (minors) are prohibited from using certain dangerous machinery.

## **12 STAND BUILDING RULES**

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither STANDout, ICRA nor VIECON take any responsibility for any damage or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

Please do not forget to bring with you all certificates for all the materials used for booth construction as well as for all exhibits/machines. Also do not forget to bring the fire certificates for all materials in use.

### **12.1 GENERAL REQUIREMENTS**

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- Equipment to be shown or demonstrated must be placed within the exhibition space contracted to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ICRA and must have the approval of appropriate authorities.

- All activities in the booth area potentially attracting a large audience and causing queues (e.g. presentation, quizzes, giveaways distribution) may not take place in the immediate borders of the booth facing the aisles, as this might impede aisle traffic. Such activities must be clearly identifiable in the booth layout sent in for approval to exhibition management. ICRA reserves the right to stop such activities in the booth immediately, if they are blocking passageways around the booth area. Exhibition booths must be staffed at all times during the exhibition hours. The exhibition areas are to be used only during the specified opening hours.  
It is forbidden to store flammable and dangerous substances in the exhibition area. The storage of empty packing must be booked through IML.

## 12.2 STANDBUILDING HEIGHTS

Room height: 8.50 meters, except under the gallery and under the restaurant area 4,20 meters;  
**Maximum booth construction height: 3,5 meters** (back walls to adjacent booths must be white)

## 12.3 SEPARATION WALLS

All stands must be separated from the neighboring stand(s) by means of a separation wall with a height of 2.5 m. The separation wall can be provided by the exhibitor or can be ordered via the STANDout web shop at extra cost. This separation wall shall be finished and white on the inside as well as on the outside.

These side and back walls of stands must be finished with white, neat and neutral panels - no logos - on the outside - not with cloth - and without cables hanging down on the back.

The standard height of stands/walls shall be 2.5 m (incl. platform).

For any variation from this norm height – (see maximum stand building heights 10.2 specific permission) must be obtained from the exhibition management.

## 12.4 SUSPENSION FROM THE CEILING

Suspensions from the ceiling are allowed and possible upon request. The upper rim of the suspension may not exceed the maximum stand building height depending on your booth size. Please make sure that your required building height is feasible at your booth space. For further exact details of the processing please see paragraph 11.12. The “Suspension Request Form” will be forwarded after your request.

## 12.5 SUBMISSION OF CONSTRUCTION PLANS

It is obligatory to upload the following documents as pdf-files to AIM Austria (information on upload platform will be provided by 16 February 2026)

- Stand design/drawings to scale
- Ground view including measurements and meter grid
- Front elevation including height indication, cross section measurements
- 3-D view
- Plan showing the position of exhibition equipment, machinery and/or installations (clear identification of presentation, quiz and give-away zones etc.)
- Installation diagrams (electricity, water etc.)

**Construction plans for approval are required as soon as possible, at the latest by 15 April 2026.**

If you exhibit with an umbrella/folding stand or order a rental modular stand no approval is required. Appropriate separation walls to your neighboring stands, at the height of 2.5 m are obligatory in any case.

**Important:** If you have a column inside your booth area, please check with the exhibition management if

it must be accessible and ask for the exact size. If you plan to cover the column, please provide a detailed drawing of the construction of the planned column covering to the exhibition management. Depending on the stand design and structure, you might be asked to submit static calculations (at own cost). In any case nothing may be fixed directly onto the column.

Construction may not begin without approval by the Exhibition Management. The measurements of the booked area are outside measurements. Substantially completed stand constructions must not interfere with approved drawings. The Exhibition Management reserves the right to cancel stand operation and require changes in accordance with approved drawings and described stand concept described.

## 12.6 TYPE OF STAND / SPACE

The **standard height of side and back walls** towards neighboring booths is **2.5 m** (including platform). Exceptions up to the maximum allowed stand-building height in each hall are allowed only when coordinated and approved by the exhibition management. On the open side any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid wall parts must not be longer than 20% of the length of the booth and may not interfere with other exhibitors.

Corner Stand (2 sides open)

**According to international custom, a corner booth shall be built open on 2 sides.**

The standard height of the backwall towards the neighboring stand shall be 2.5 m (incl. platform). Exceptions up to the maximum allowed stand-building height in each hall are allowed only when coordinated and approved by the exhibition management.

On the 2 open sides, any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid wall parts must not be longer than 25% – 35% of the length of the booth of each side and not interfere with other exhibitors.

Peninsula Stand (3 sides open)

**According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides.**

The standard height of the backwall towards the neighboring stand shall be 2.5 m (incl. platform). Exceptions up to the maximum allowed stand-building height in each hall are allowed only when coordinated and approved by the exhibition management.

On the 3 open sides, any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid wall parts must not be longer than 25% – 35% of the length of the booth of each side and not interfere with other exhibitors.

Island Stand (4 open sides)

**According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides.**

On the 4 open sides, any solid walls, other parts of the booth structure or equipment are only allowed with special permission of the exhibition management if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid wall parts must not be longer than 25% – 35% of the length of the booth of each side and may not interfere with other exhibitors.

## 12.7 RAISED FLOORS, STAIRS, AND RAMPS WITHIN EXHIBITION BOOTHS

The following regulations are essential to reduce the frequency of slip and trip incidences.

General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections with a height difference of 4 cm must be clearly distinguishable from areas of the surrounding floor space and must have a ramp which must be within the floor space

booked and may not be placed in the aisles.

- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by the exhibition management before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval (stand approval is mandatory). This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.
- For raised floors, stairs and ramps please also refer to the venue regulations.

### **12.8 FIRE CERTIFICATES / MATERIALS**

- All material used to set up the stand (partitions, backdrops, structures, platforms, linings fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof in compliance with the Decree of Ministry.
- Depending on how they are used, the materials must respond to the following reaction to fire classes:
  - Class 1: walls, curtains, false ceilings and ceilings, platforms, and their coverings
  - Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.
- Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof, they must be specially treated with fireproofing products.
- Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which in a fire emit toxic gases or large quantities of smoke. Please bring the appropriate certificates (in English) on-site for all the materials you use.
- For fire certificates/materials please also refer to the venue regulations.

### **12.9 MEETING ROOMS ON STANDS & STORAGE ROOMS, NOTICE ON DOORS**

Separate rooms in booths located in the halls where people can go for a break must have a line of sight in the direction of escape and a clear view of the nearest emergency exit and escape route. Staff recreation rooms which can only be entered or exited via a separate room (closets) are not allowed at booths located in the halls.

Generally, the use of swing doors, revolving doors, code-entry doors and sliding doors is prohibited on rooms used by visitors at trade fair stands or exhibition booths.

The use of swing doors, revolving doors, doors with coded locks, sliding doors or any other restrictions to access in escape routes is permitted provided an appropriate building permit has been issued by the relevant authorities.

It must always be possible to open doors in the direction of escape.

If a door is situated on an escape route at the edge of the booth, it must not open into the aisle as this is an escape route to allow visitors to exit the hall in an emergency.

## 12.10 FURTHER CONSTRUCTION REGULATIONS

- The exhibition management reserves the right to cancel stand construction and ask for changes in accordance with approved drawings and described stand concept.
- Signs may not project beyond the delimiting walls of the stand, and each Exhibitor must avoid hindering the view or entrance way of neighboring stands.
- Obstruction of the gangways and aisles shall not be permitted. Special care must be taken to avoid lights or spotlights that may be disturbing visitors or neighboring stands.
- Audio-visual and other sound devices that attract attention need to be shown clearly on the plan and will be permitted only in locations in which the visitor viewing them will be in the booth and not impeding aisle traffic. The volume level may not exceed 70dB(A). The sound may not interfere with the activities of the neighboring Exhibitors. The exhibition management reserves the right to stop such activities.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled as not to irritate visitors and Exhibitors.
- Particular care shall be exercised in the passageways and accesses of the exhibition premises in order to avoid damage to the floors. Within the halls, only means of transport with PVC or rubber wheels should be used.
- It is not permitted to stick posters on hall or room walls or doors.
- Any counter, desk etc. or device (i-pads, screens etc.) which attracts visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a distance of approx. 1 m) in order to ensure that the visitors will be in the booth and not standing in the aisle.
- Coffee bars or other F&B-stations must be inside the booth area to ensure **that** the visitors are standing and queuing up inside the booth area and not standing in the aisle. Depending on the size of the bars a distance of 1.5/2 m to the edge of the booth is required.
- Screens may not be placed directly on the edge of the stand. The required distance to the border depends on the size of the screens (LED-wall) and the size of the booth.

## 13 RULES AND REGULATIONS FOR ONLINE ORDERS

### 13.1 CONDITIONS FOR STANDout WEBSHOP

Please check the rules and regulations directly in the web shop

**STANDout Web shop login:**

[Customer Login](#)

["Webshop - How to" manual](#)

### 13.2 CATERING

**IMPORTANT:** No food and drinks from outside may be brought into the building, due to health and food safety regulations and will be checked very strictly. Exceptions must be discussed with the exclusive caterer.

**"Gerstner Catering"** is the exclusive in-house caterer at VIECON.

The Exhibitor may not sell food or drink for consumption on the premises.

Any planned catering activities by the Exhibitor must take place on the premises of the rented stand and within the official hours of the Exhibition. Sufficient storage and serving space within the booth area must be planned. Please refer to the stand building rules in point 10.

Catering stations/bars may not be placed immediately at the borders of the booth facing the aisles, as this might impede aisle traffic.

Catering activities must be kept at reasonable levels and may not disturb neighboring stands or affect

the overall appearance of the Exhibition. ICRA reserves the right to cancel/stop such activities should it be deemed necessary, without incurring any responsibility and/or being liable for compensation to the Exhibitor.

**Online portal to place your orders:**

[Gerstner Exhibition & Congress Catering](#) (Orders can be placed from 1 March 2026 on.)

**Note:** All orders must be placed at least two weeks prior to the start of the event. After this deadline, the web shop will be closed. Any “last-minute” orders may only be accepted upon prior consultation. Please note that a **late order surcharge of 35%** applies to all orders placed within two weeks of the event or during the event.

### 13.3 CLEANING

- Overall cleaning of the exhibit halls (public areas, aisles) during and after set-up and dismantling is arranged by ICRA, excluding booth areas
- booth cleaning and waste containers to be ordered via STANDout
- removal of packing material and empty boxes (NO EMPTY CRATES) via IML (storage)

**The exhibitor must remove all construction waste from the booth after dismantling (e.g. wooden panels, floor elements, carpet rolls etc.). Otherwise, removal and cleaning costs will be charged automatically to the exhibitor (= the contract partner) after dismantling. Please advise your stand builder accordingly!**

Cleaning of general surfaces walking aisles and heating/air conditioning will be provided by ICRA. To organize (daily-) cleaning of your booth area, please use the STANDout web shop. If any special cleaning service is needed, please get in contact with STANDout directly. Process of ordering different cleaning services via Web shop are listed in the “How To Web shop” manual provided [here](#).

Without the completed online cleaning order, no cleaning of the booth will be done.

The cleaning of the stands will be finished every morning before the exhibition opens. In case meeting rooms are located on the stand area please leave these unlocked during the night, otherwise, the cleaning staff have no access.

For cleaning of (black) rubber marks on delicate floors a special cleaning must be ordered, this is not included in the standard cleaning service.

**Deadline for ordering without 25% late order surcharge 29 April 2026**

### 13.4 WATER CONNECTION AND DRAINAGE, COMPRESSED AIR

Only on request and not possible in all areas! A double floor (100 mm) is obligatory in order to cover the tubes.

Please provide detailed drawings with the exact position. It is the obligation of the Exhibitor / Stand Builder to verify that the installation is provided in the right place.

Connection points need to be kept accessible at all times.

### 13.5 ELECTRICITY

**Important:** The main power connections for shell scheme booths (built by STANDout) are not included in the package and need to be ordered at additional costs. Please note that the power supply in the exhibition halls is switched off overnight. Exhibitors who require electricity outside of official opening hours must order a continuous power supply in advance. Continuous power is only available up to a maximum of 2.2 kW (green socket on stand) within the exhibition hall.

External contractors (booths not to be built by STANDout – space only exhibitors): Main power connections can be ordered via the STANDOUT web shop [Customer Login](#)

Please order main power connections according to expected consumption.

**Deadline** for ordering without 25% late order surcharge 29 April 2026

### **13.6 INTERNET CONNECTION**

Please order your internet connections (wired LAN connections, Wi-Fi options, switches, technical support) via the CANCOM online shop at <https://shop.viecon.cancom.com/exhibitions/719>

#### **Deadlines:**

Until 11 May 2026: Regular price

Until 28 May 2026: Late booking price with a surcharge of 20% to 30% depending on items

From 28 May 2026: Item upon availability, surcharge will apply

**Important note:** Private networks set-up by the exhibitors/stand builders themselves are generally prohibited.

### **13.7 RENTAL FURNITURE**

Rental modular booths, rental modular stand material and carpet will be completed/ delivered at the latest on 31.05.2026 morning. Before that time no delivery can be guaranteed.

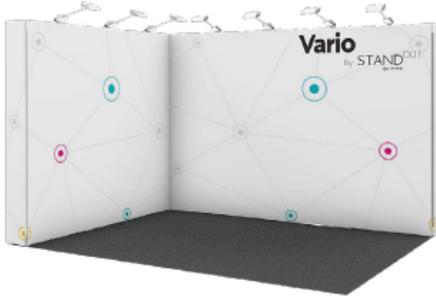
Please note that TV screens ordered in the web shop and some furniture can only be provided by Monday 1 May 2026 around noon at the latest. Any additional on-site orders are without guarantee and time limit for delivery.

### **13.8 RENTAL MODULAR BOOTH**

Please order your modular booths via the STANDOUT web shop [Customer Login](#)

Please find information to complete the order in the “How To Web shop” manual to be found [here](#)

## VARIO



€ 272,90 / m<sup>2</sup>



sample picture: 3x4 m

This shell scheme includes the following equipment:

- Carpet tiles (red | dark grey | black)
- Vario Wall Fabric, H = 250 cm (cladding: graphic fabric)
- Digital printing on all walls (graphic fabric)
- Extension arm, 1 pcs. per wall element
- Basic cleaning before fair starts

Equipment NOT included:

Main power connection including distributor, wifi/ Internet, decoration, daily stand cleaning

## EASY



€ 106,50 / m<sup>2</sup>



sample picture: 3x4 m

This shell scheme includes the following equipment:

- Carpet files (red | dark grey | black)
- Walls coated white
- Frame fascia (H=175 mm)
- Lettering fascia with company wording (printing area: 1925x300 mm)
- Spot: 1 pcs. per 3m<sup>2</sup> stand area on electricity rail
- Basic cleaning before fair starts

Equipment NOT included:

Main power connection including distributor, wifi/ Internet, decoration, daily stand cleaning

## EASY LIGHT



€ 83,50 / m<sup>2</sup>



sample picture: 3x4 m

This shell scheme includes the following equipment:

- Carpet tiles (red | dark grey | black)
- Walls coated white
- Frame fascia (H=175 mm)
- Basic cleaning before fair starts

Equipment NOT included:

lettering fascia, lighting, main power connection including distributor, wifi/ Internet, decoration, daily stand cleaning

### 13.9 GRAPHICS AND LETTERING (IN CONNECTION WITH STANDARD RENTAL MODULAR BOOTH)

STANDout is offering 2 types of backwall branding for shell scheme booths in the web shop.

- Digital print on wall fillings (poles and beams between graphic panels visible)
- Seamless opaque fabric in slim frame (no visible shell scheme structure)

Please find information on backwall brandings and other brandable items (information desks, e.g.) within the STANDout web shop: [Customer Login](#)

Additional information on the ordering process and [print quantities](#) needed for different booth sizes can be found in the [“How to Web shop” manual](#).

Also please use the graphic manual to align with your data preparation. Please note that STANDout does not provide data preparation services. Print ready files need to be submitted via internal fileshare within the order deadline (29 April 2026) We will provide you with graphic dimensions per email after receiving your web shop order.

### 13.10 SECURITY SERVICE

In case a dedicated night guard is needed please use the order form [here](#).

If ordered, the person responsible for the booth must be present at the start and end times of the ordered security service hours in order to check the start and end of the service. It is recommended to check the booth together with the security guard(s).

Exhibitors are advised to:

- not leave their booth unattended as long as visitors are still in the building
- cover all products or materials exhibited, or better, place them under lock and key.

Exhibitors are required to close objects of value in closets or show windows with thick glass that can be closed by locks. No special safety containers are available. Neither the general security service nor VIECON nor ICRA nor the Exhibition Management or STANDout can accept liability for thefts, losses or damages of any sort occurring during the day or at night. Exhibitors exhibiting equipment of value should take out a complementary insurance policy.

### 13.11 BOOTH STAFF

CAM Security (supplier of VIECON Congress Center) provides a booking form for the reservation of security and booth staff at ICRA 2026. Please use the order form [here](#).

### 13.12 SUSPENSION POINTS

- All incoming requests go to: [rigging@standout.eu](mailto:rigging@standout.eu)
- Hanging points and pre-rigs are exclusively provided by STANDout
- Trusses, motors, manual chain hoists and light can be provided by STANDout, but is not a must
- order form and fact sheet at **STANDout Exhibition Services – online portal: [Customer Login](#)**
- **Deadline for rigging orders is 15 April 2026** (this applies to exhibitors and organizer due to material and manpower availability/planning)
- 25% surcharge applies to all orders after this deadline, and the feasibility of the project must be checked.
- Rigging orders will be charged directly via STANDout
- Height recommendation in hall B: max. truss height at 5-6m (possible to go higher at some points, but more expensive due to pre-rigs)
- Max. loads: 4m to 4m ceiling grid with a max. load per node of 250kg
- If a submitted plan exceeds the maximum roof load, STANDout may require a civil engineer’s point-load calculation and approval. All related costs are the responsibility of the booth builder/exhibitor.

**THANK YOU FOR YOUR SUPPORT!**