

INTERSPEECH 2019

Exhibition Manual



CONFERENCE VENUE

Messecongress Graz

Messeplatz 1

8010 Graz

Austria

<https://mcg.at/en/>

Map:

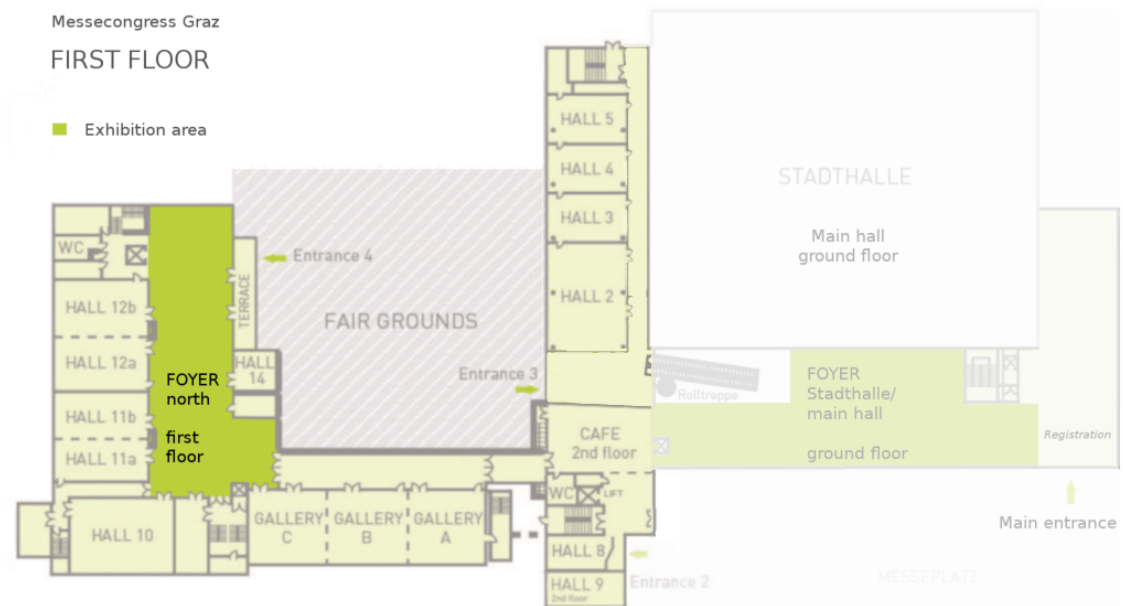
<https://goo.gl/maps/Rrdy5XKiYzD2>

EXHIBITION AREA

Ground floor: Booths of size 3 x 3 m and 3 x 4 m

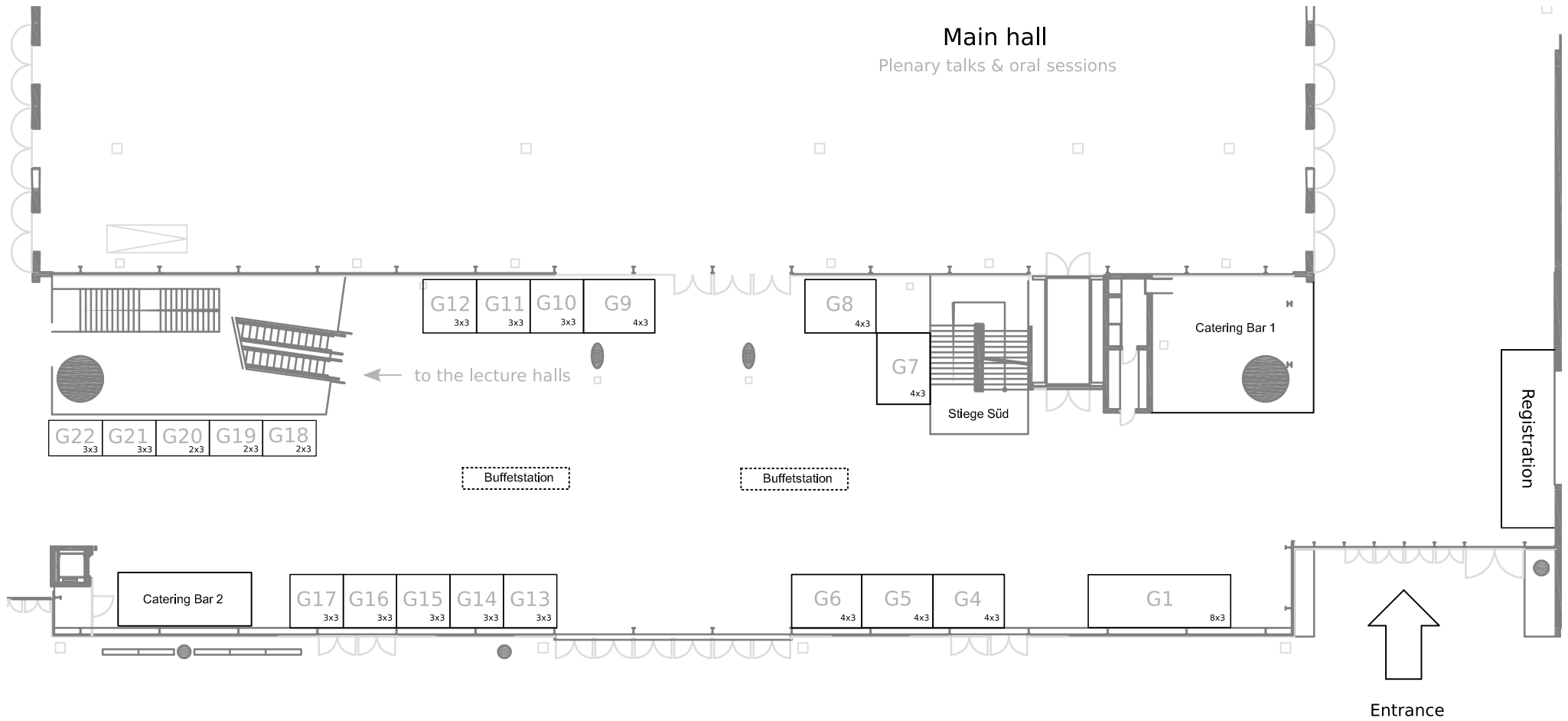
First floor: Booths of size 2 x 3 m

In both areas coffee and refreshments will be served. Plenaries and the biggest lecture session will be in the main hall on the ground floor, other lecture sessions and posters on the first floor.



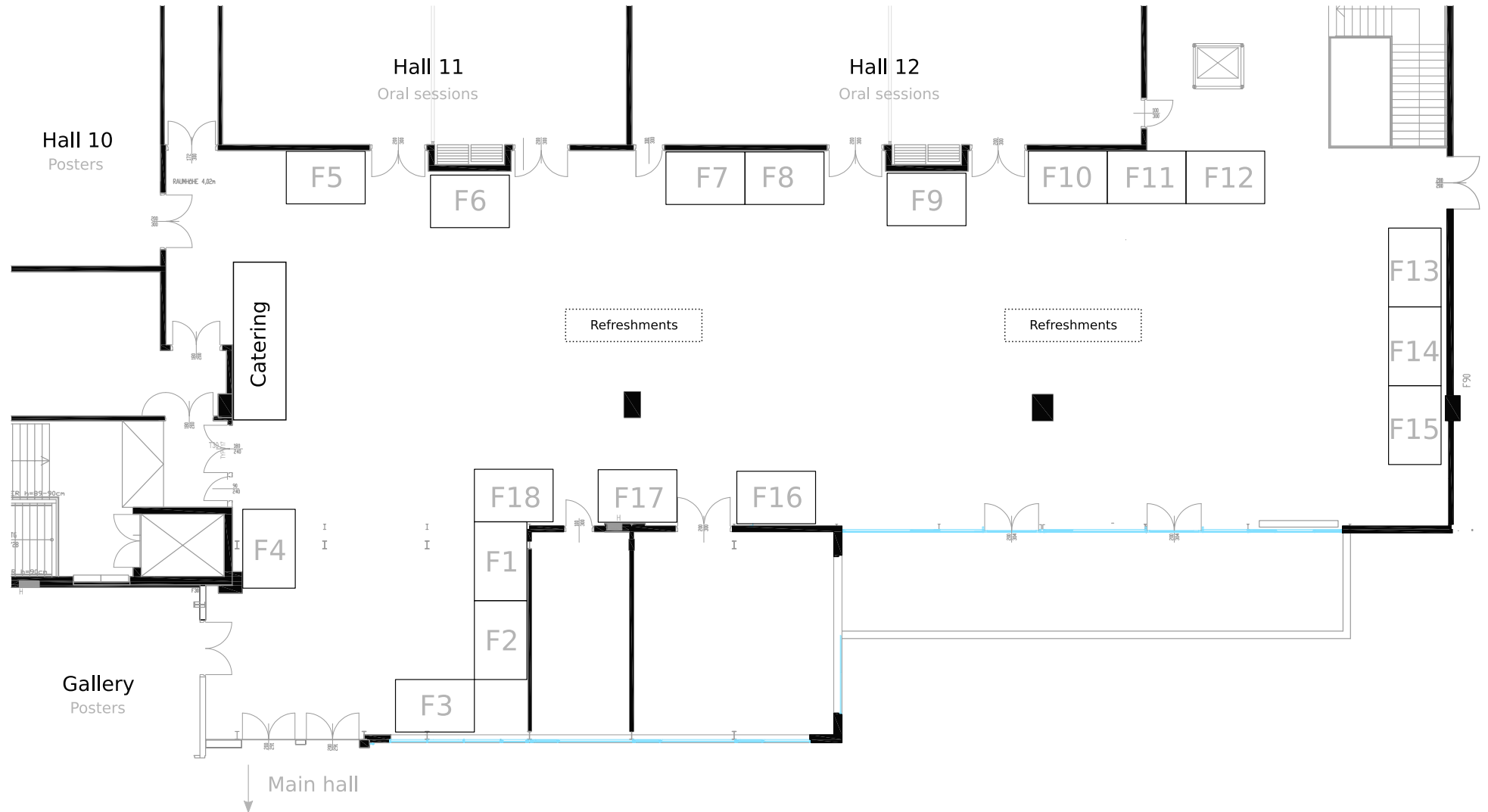
EXHIBITION GROUND FLOOR

Lower Level



EXHIBITION FIRST FLOOR

Upper Level



EXHIBITION TIMES

Monday, Sept. 16	09:00 – 18:00
Tuesday, Sept. 17	09:00 – 18:00
Wednesday, Sept. 18	09:00 – 18:00
Thursday, Sept. 19	09:00 – 16:00

Access to the conference center is given from 8:00 each day.

SET-UP AND BREAKDOWN HOURS

Set-up of custom booths

Saturday, Sept. 14	08:00 – 18:00
--------------------	---------------

Exhibitor move-in

Saturday, Sept. 14	16:00 – 20:00
Sunday, Sept. 15	08:00 – 18:00

Exhibitor move-out and breakdown of booths

Thursday, Sept. 19	16:00 – 22:00
Friday, Sept. 20	08:00 – 14:00

BOOTHS

Each booth includes:

- » Three-sided booth with carpet – booths can be chosen to be two- or one-sided depending on the location
- » Walls elements measure 1 x 2.5 m
- » Front panel with individual print
- » Info counter with lockable compartment (L x W x H = 100 x 50 x 100 cm)
- » Office desk 80 x 80 cm
- » 2 (small/medium booth) or 4 (large booth) side chairs
- » 1 bar stool
- » 230 V power outlet (max 1 kW)
- » Spot lights

Please note that nailing, painting or gluing the rented materials and/or furnishings is strictly prohibited. Painting the walls and using double-adhesive tape, adhesive stickers or non-removable wallpaper is not allowed. The exhibitor shall remove all wallpaper and labels immediately after the end of the event. In the event of damage, the cost per running meter when new shall be charged.

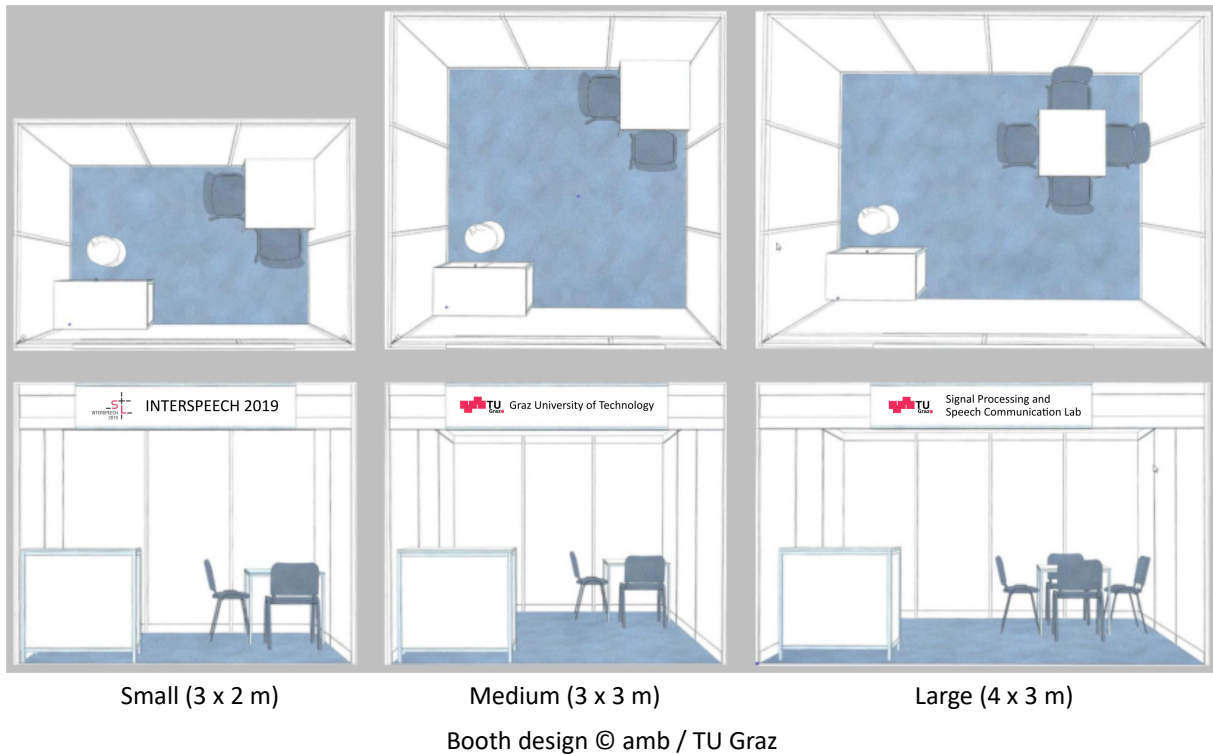
Customization

Customization of the booth walls can be ordered separately from the booth rental company AMB.

- Print on the wall 985 x 2315 mm € 125,- net per piece
- Print on the counter 969 x 855 mm € 65,- net per piece
- Poster print A0 € 28,- net per piece

Additional equipment

For customization and additional equipment such as monitors please contact Markus Miculics (markus.miculics@amb.at) from AMB.



LISTING

Your organization will be noted in the list of exhibitors including a 50 to 150-word description and the website address, if this information is received by June 15, 2019.

PRINT DEFINITIONS AND WEB APPEARANCE

Each booth includes a front panel where the logo and the company/organisation name are printed.

Please note:

- The size of the printing area is 2 x 0.4 m.
- Logos for print are accepted in CMYK color space and in EPS, SVG or TIFF format of adequate size and a resolution of 300 dpi.

Web appearance (for sponsors):

- For web appearance, please provide a logo in RGB color space.

REGISTRATION OF STAFF

Two booth representative badges are included. Each booth representative badge includes the entrance to the exhibition area, refreshment breaks, and the welcome reception at the conference venue on Monday evening.

Registration of each representative has to be conducted via the conference registration site <https://www.softconf.com/j/is2019-payment-workshops/> using the complimentary code sent by mail. Additional representative badges are available for € 150 per representative on the same website.

DELIVERY

Delivery is handled by our logistics partner AMB Logistics and has to be arranged on an individual basis. Detailed information can be found in the documents provided by AMB Logistics available on the conference website under https://interspeech2019.org/sponsorship_and_exhibition/exhibition-information/.

Delivery address:

AMB Ausstellungsservice und Messebau GmbH
Division Logistics
Messeplatz 1
8010 Graz
Austria

Please mark the following information on the packages and all documents:

Interspeech 2019
Exhibitor's name
Hall name
Booth number

Halls are either "Foyer Mitte Stadthalle" (booths G – ground floor/lower level) or "Foyer Messecongress Nord" (booths F – first floor/upper level).

Goods should arrive at the warehouse between Sept. 10 and Sept. 12 and will be distributed on Sept. 13 and Sept. 14. Deliveries by air freight which contain goods to declare must arrive in Graz not later than September 3.

Please contact Marko Prijevic (marko.prijevic@amb-logistics.at) for further details.

CONTACT**Exhibition chairs**

Franz Graf

E-mail: exhibition@interspeech2019.org

Mobile: +43 664 602 876 1631 (during exhibition build-up Sept. 14-15 and conference hours Sept. 16-19)

Christina Leitner

E-mail: exhibition@interspeech2019.org

Mobile: +43 681 84100924 (during conference hours Sept. 15-19)

Booth rental company

AMB Ausstellungsservice u. Messebau GmbH
Messeplatz 1
8010 Graz
Austria

Contact: Markus Miculics

E-mail: markus.miculics@amb.at

Tel.: +43 316 831 000 13 (during exhibition build-up Sept. 14-15 and office hours Sept. 16-19)

www.ambgraz.at/en/

Exhibition catalogue:

https://www.amb.at/media/Bestellkatalog_Jahr_2019_Neu.pdf

Logistics partner

AMB Ausstellungsservice u. Messebau GmbH
Division Logistics
Messeplatz 1
8010 Graz
Austria

Contact: Marko Prijevic

E-mail: marko.prijevic@amb-logistics.at

Mobile: +43 664 8088 2155 (during exhibition build-up Sept. 14-15)

<http://www.amb-logistics.at/en/>

EXHIBITION RULES AND REGULATIONS

The words "Exhibit Management" or "Management" as used herein shall mean Graz University of Technology, or its representatives or contractors acting for it in the management of the Exhibition.

Exhibit Space Assignment and Allocations

It is understood that Exhibit Management reserves the right, in the interests of optimum traffic control and exhibit exposure, to relocate those exhibits which may be affected by a change in the floor plan. Such change would not be made unless deemed absolutely necessary. Exhibit Management also agrees to advise exhibitors and service contractors if such change is necessary. Exhibit Management determination with respect to assignment of exhibit space is to be binding on all parties.

Allocations and Cost

The cost of individual exhibits is indicated on the contract. Exhibit management will assign exhibits according to the date the application was received and to applicant's sequence of choices, in the event applicant's choices of exhibit spaces is not available. Exhibit management will assign other space, with the understanding that applicant may accept or refuse in writing this assignment, immediately afterward.

Admission

Exhibits will be open free of charge to exhibitors (two representatives per booth) and conference registrants. For additional booth staff there will be a €150 charge, which will include entrance to the exhibit area, refreshment breaks and the welcome reception.

Personnel and Attire

Exhibit Management reserves the right to determine whether the character and/or attire of booth personnel is acceptable and in keeping with the best interests of exhibitors and the exhibition

Sound Level and Odors

Mechanical or electrical devices, which produce sound and/or objectionable odors, must be operated so as not to prove disturbing to other exhibitors. Exhibit Management reserves the right to determine the acceptable sound level and odors in all such instances.

Advertising Matter

The Exhibitor may, at his discretion, distribute handbills or other printed advertising matter from his exhibit. In the event of any complaint resulting from such distribution, the matter shall be referred to Exhibit Management for disposition.

Cancellations

It is agreed that in event of cancellation, Exhibit Management shall have the right to retain as a cancellation fee all amounts then paid by exhibitor (and due from him) up to the time of cancellation.

Liability

Exhibit Management and all organizations and individuals who are employed by or associated with it in connection with this Exhibition will not be responsible and shall be held harmless by all exhibitors for damage or loss resulting from fire, theft or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public and others. The exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness or otherwise of exhibitor or his employees or agents.

Electrical Safety

All wiring on displays or display features must conform to the minimum standards established by various governmental agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and or such other seals of official approving agencies as may be required at the site of the exhibition.

Safety and Fire Laws

Exhibitors must strictly observe all applicable fire and safety laws of the venue. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted. Exhibits may not block aisles and fire exits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Acetate and most rayon drapes are not flameproof, and may be prohibited. No storage behind exhibits is provided or permitted.

Losses

Exhibit Management cannot take responsibility for damage to exhibitor's property or lost shipments either coming in or going out nor for moving costs. Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is nevertheless responsible for exhibit space rental. Exhibitors are advised to insure against these risks.

Termination and Exhibition

In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Exhibit Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Exhibit Management under the application (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Exhibit Management, said Application and/or the Exhibition or any part thereof, may be terminated by Exhibit Management. Exhibit Management shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of Exhibition (or any part thereof) as aforesaid, then Exhibit Management shall not be liable to the exhibitor other than for a prorated refund of such exhibitor's space price payment determined on the basis of the number of exhibit days remaining. For purposes hereof, the phrase "cause or causes not reasonably within the control of Exhibit Management" shall include, but not by way of limitation, fire casualty, flood, epidemic, earthquake, explosion or accident, blockade, embargo, inclement weather, government restraints, restraints or orders of civil defense or military authorities, act of public enemy, not of civil disturbance, strike, lockout, boycott or other labor disturbances, inability to secure sufficient labor, technical or other personnel failure, impairment or lack of adequate transportation facilities, inability to obtain or condemnation, requisition or commandeering of necessary supplies of equipment, local, state or Federal law, ordinances, rule, order, decree or regulation, whether legislative, executive or judicial and whether constitutional or unconstitutional, or Act of God.

Rejected Displays

The exhibitor agrees that his exhibit shall be admitted herein and shall remain from day to day solely in strict compliance with the rules and regulations herein laid down. Exhibit Management reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of the exhibit space price unearned based on the number of days of the exhibit remaining at the time of ejection. If an exhibit or exhibitor is rejected for violation of these rules and regulations or for any other stated reason, no return of exhibit space shall be made.

Insurance

Exhibitors are advised to see that their regular company insurance includes extraterritorial coverage, that they have their own theft, public liability and property damage insurance. Exhibit Management and all organizations and individuals who are employed by or associated with it in connection with the Exhibition will not be responsible for injury or damage that may occur to an exhibitor or his employees or agents nor to the safety of any exhibit or other property against robbery, fire, accident or any other destructive causes.

Sub-Leasing

Exhibitors may not permit other manufacturers to use their space or any part thereof, without express written permission of Exhibit Management.

Responsibility Clause

Exhibitor assumes responsibility and agrees to indemnify and defend Graz University of Technology and the Venue and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither Graz University of Technology nor the Venue maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Booths

The Exhibitor shall be liable for all materials and/or furnishings rented until these are returned in good condition. In the event of materials and/or furnishings not being returned in a good condition, the Exhibit Management reserves the right to invoice any and all items at the cost charged by amb Ausstellungsservice u. Messebau GmbH who provide the booths.

The booths are constructed with aluminum poles (250 cm high, in accordance with the trade fair terms and conditions) as well as aluminum frames with inserted 4 mm fiberboard panels which form the stand system's walls. Nailing, painting or gluing the rented materials and/or furnishings is strictly prohibited. Painting the walls and using double-adhesive tape,

adhesive stickers or non-removable wallpaper is not allowed. The exhibitor shall remove all wallpaper and labels immediately after the end of the event. In the event of damage, the cost per running meter when new shall be charged.

Privacy Policy

The personal data of participants at the exhibition is stored, as far as this is necessary for the registration or participation in the events. We may also inform you that photographs, audio and/or video recordings may be taken during our events. These recordings can be used in various media (print, TV, online) and in publications (print, online).

The Privacy Policy of Graz University of Technology as organizer can be found at <https://datenschutz.tugraz.at/erklaerung/> in the current version.