

## **Vienna International Practice Firm Fair 2026**

**March 10, 2026, 9:00 AM – 3:30 PM**

Festival Hall (1st Floor), Vienna City Hall

### **Information for Exhibitors**

#### **Setup & Dismantling**

- Setup: possible from March 9, 2026, 3:00 PM; must be completed by March 10, 8:30 AM at the latest (security check).
- Dismantling: only after the official fair closing at 3:30 PM.
- Furniture (tables/chairs) can be collected at the info desk from March 9, 3:00 PM.
- Additional furniture can be ordered directly from the stand construction company *Standout* (Contact: markus.kreuzberger@standout.eu).

#### **Delivery & Transport**

- Loading zones: Lichtenfelsgasse and Feldererstraße.
- Freight elevator (Entrance Feldererstraße, Staircase 6):
  - Width: 128 cm | Height: 220 cm | Interior length: 250 cm | Load capacity: 2000 kg
- No parking available at City Hall. Short-term parking zone applies! Entry to the arcade courtyard is not permitted.

#### **Fair Code of Conduct**

- Sales: Real product sales are not allowed.
- Decoration:
  - No flammable materials; fabrics must be fireproofed.
  - Gas-filled balloons are prohibited.
  - Posters must be removed without leaving residue.
- Prohibitions:
  - Smoking throughout the City Hall
  - Alcohol during the entire event
- Waste disposal: independently, sorted (plastic, paper, residual waste). Please bring your own garbage bags!

#### **Insurance**

The fair management will take out exhibition insurance (fire, burglary, theft during stand occupancy, event liability).

- No transport insurance!
- Insurance application by January 31, 2026 via email to: susanna.traunfellner@schulenbfi.at
  - File: fill in *versicherung\_2026*
  - Details: name of the practice firm + stand number
  - Maximum insured value: €3,000
- Insurance coverage valid from March 9–10, 2026.
- Report damages immediately to Mag. Susanna Traunfellner (Info desk, Festival Hall entrance).

## **Further Information**

- Stand plans: see *hallenplan\_2026*
- Exhibitor list: see *aussteller\_2026*
- Payment information: see *zahlung\_2026*
- Visitors use ACT fair credit cards.
- “Visitor passes” are confirmed by exhibitors with company stamp.

## **On-Site Services**

- Buffet: Lunch, drinks, coffee & cake in the North Buffet – run by students of HLW 10
- Cloakroom: free of charge on the 1st floor.

## **Sustainability – ÖKO EVENT**

Please support our environmental concept:

- No plastic bottles or aluminum cans
- Use recycled paper, double-sided printing
- Avoid waste

## **Contact**

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