

# PASSIVE HOUSE EXHIBITION

at the **27<sup>TH</sup>** INTERNATIONAL  
PASSIVE HOUSE CONFERENCE

5 and 6 April 2024 Innsbruck

## Conditions of Participation in the Passive House Exhibition 2024 in Innsbruck, Austria

### 1. Location of Exhibition

Faculty of Architecture / Campus "Technik" of the Leopold Franzens University Innsbruck, Technikerstr. 21, A-6020 Innsbruck, Austria

### 2. Exhibition Timetable

Friday, 5 April 2024: approx. 9.00 am until the end

Saturday, 6 April 2024: approx. 9.00 am until 5.30 pm

Attention! As the conference participants will be in other buildings during the scientific sessions, the catering/exhibition area will probably only attract a lot of people during the lunch breaks (Friday: approx. 10.30 am until 1.30 pm and Saturday: approx. 11.15 am until 1.30 pm) as well as during the evening event (Friday: from about 7.00 pm until the end).

Please be aware that the times indicated above are preliminary and that the organisers may change the schedule until the programme of the 27<sup>th</sup> International Passive House Conference is finalised.

### 3. Organiser

Passivhaus Institut GmbH, Rheinstr. 44-46, D-64283 Darmstadt, Germany

PHI Österreich GmbH, Anichstr. 29/54, A-6020 Innsbruck, Austria

### 4. Registration

4.1. Registration is possible exclusively via the [online registration form](#).

4.2. The submission of the registration form does not constitute an entitlement to admission to the exhibition.

4.3. By registering, the exhibitor accepts the terms of the agreement as set out in these conditions of participation. The applicant is liable for any violation of these conditions due to intent or negligence (gross or slight). He\*she is liable for ensuring that all workers and assistants employed at the exhibition are aware of these conditions and that these will be adhered to.

### 5. Admission / Allocation

5.1. The exhibitor will receive confirmation of the admission in writing. The contract between the organisers and the exhibitor is concluded with this admission.

5.2. All companies, institutions etc. whose products are factually and thematically relevant for the exhibition may be admitted. Participation with joint booths is permitted; however, the organisers must be informed of this in writing by all participants concerned. Furthermore, the organisers must give their formal consent to this.

## **6. Co-exhibitors**

- 6.1. A co-exhibitor is a company that intends to exhibit its products under its own name at the booth rented by the applicant.
- 6.2. Co-exhibitors must register online independently of the main exhibitor. Admitting a co-exhibitor without the permission of the organisers entitles the organisers to terminate the contract with the exhibitor without notice and claim compensation.
- 6.3. If exhibitors intend to rent an exhibition space together, they must appoint a joint exhibition representative who shall be the authorised contact person.
- 6.4. A compulsory fee of 30% of the price of the rented booth area plus 20% VAT will be charged for each admitted co-exhibitor.  
The flat rate includes the following services:
  - \*Conference participation on Friday 5 April and Saturday 6 April 2024
  - \*Catering for both exhibition days
  - \*Access to the evening event / exhibition party on Friday 5 April 2024
  - \*The co-exhibitor's company logo on the exhibition website
  - \*The co-exhibitor's contact details in the exhibitor section of the conference programme booklet.The main exhibitor shall be liable for any financial and other obligations of the co-exhibitors resulting from the terms of the contract.

## **7. Allocation of the Booth Space**

If necessary, the organisers reserve the right to change the size, shape and location of the allocated booth space. The organisers shall inform the exhibitor about the need for such measures without delay; an equivalent alternative will be offered where possible. The exhibitor is entitled to withdraw his\*her registration within one week of receipt of this notice regarding the change of location. Claims for compensation are mutually excluded.

## **8. Booth Setup**

Booth setup will take place on **Thursday 4 April 2024, following a strict timetable**. Exhibitors will get more detailed information concerning this prior to the exhibition. Due to the restricted parking / loading situation at the building where the exhibition takes place, spontaneous (un)loading is not possible! Booth setup **must be completed by 10 pm** at the latest and all packaging material must have been removed by then.

## **9. Staffing / Equipping of Booths**

The exhibition space must be equipped and staffed for the entire duration of the exhibition during the fixed opening hours.

- a. All booths must be self-supporting. Attachments to walls, columns and floors are prohibited. Columns, pillars, wall projections etc. within the exhibition booths are part of the allocated area. The exhibitor is liable for damages in the event of infringement.
- b. The attachment of advertising material, signs, decorations, etc., both inside and outside the buildings of the University of Innsbruck is prohibited. In case of non-compliance, the restoration costs must be charged to the exhibitor.
- c. Carpeting may only be carried out in such a way that no residues or damages occur on the floor of the exhibition area.
- d. The booth constructions must not be higher than 2.5 metres. If this rule is not adhered to and the exhibitor is unable to construct his\*her booth, the Passivhaus Institut GmbH and the PHI Österreich GmbH are not liable.
- e. The organisers reserve the right to request changes to the inadequate construction of a booth

or the removal of unsuitable exhibits that prove to be annoying or harmful to visitors or neighbouring exhibitors.

- f. Fire detectors, hydrants, emergency lightings, electrical distributors, switchboards, telephone exchangers etc. must remain freely accessible and must not be blocked or covered during the event/exhibition as well as during booth setup and booth dismantling. The use of open fire or light, e.g. alcohol, fuel oil, gas etc. is prohibited. Furthermore, smoking is prohibited on the premises of the Leopold Franzens University Innsbruck (cf. §5 Section 5a,f of the Regulations for the Allocation of Rooms of the Leopold Franzens University Innsbruck).
- g. Carpeting/rugs, covered cable channels etc. must be placed in such a way that no one can trip over them and that they do not block walking and escape routes. Moreover, inflammable materials must not be stored in secured areas (stairs, corridors, etc.). All escape routes, corridors and emergency exits must be accessible in their full width at all times.
- h. All materials used for booth construction and decoration must be flame retardant. The organisers can insist that the exhibitor submits the corresponding certificates regarding the flammability of objects (B1 according to DIN 4102 as well as ÖNROM EN 13501 and TRVB-N 136-79 point 7).
- i. The exhibitor must remove flammable packaging materials and waste immediately.
- j. During the setup and dismantling of the booth as well as during the event itself, exhibitors must comply with all police and other official regulations.
- k. Waste disposal: In general, reusable materials should be used for the construction and operation of the booth. It is not permitted to leave brochure materials or similar at the premises of the Leopold Franzens University Innsbruck. Otherwise the exhibitor responsible will be charged for the disposal.

### **10. Dismantling / Clearing of the Exhibition Space**

Partial or full dismantling of the booths before the end of the Passive House Exhibition 2024 is **not permitted before 4.00 pm** on Saturday 6 April 2024. The exhibition space **must be cleared by 8 pm on Saturday 6 April 2024**. Exhibitors who fail to comply will incur a general penalty of € 2,000 subject to proof of increased costs.

### **11. Sales Regulations**

The sale of goods at the booth (over-the-counter sale) is only permitted for offers that have been registered and confirmed by the organisers under the relevant provisions. **The organisers have the exclusive right to provide catering.** Furthermore, it is not permitted to distribute flyers outside the rented booth space on the premises of the Leopold Franzens University Innsbruck, except when the organisers and the Leopold Franzens University Innsbruck explicitly consent to this (cf. §2 Section 4 of the Regulations for the Allocation of Rooms of the Leopold Franzens University Innsbruck).

### **12. Insurance and Liability**

The insurance of all exhibited items is the responsibility of the exhibitor. The organisers accept no responsibility for the exhibited goods. The exhibitor shall be liable for any damage incurred to the exhibition building, its access roads and facilities by the exhibitor or his\*her representatives, without any proof of fault on the part of the organisers. The exhibitor is also liable for payment claims against the Leopold Franzens University Innsbruck and its partners resulting from the exhibitor's orders (e.g. electrical installations, booths, furniture, etc.) and commits to keeping the Passivhaus Institut GmbH and the PHI Österreich GmbH free from any claims. The Passivhaus Institut GmbH and the PHI Österreich GmbH also reserve the right to refuse the use of the booth space in the event of the exhibitor's default in / late payment to the Leopold Franzens University Innsbruck and its partners.

### **13. Fee for the Exhibition Space**

Full payment of the rental fee for the exhibition space and the co-exhibitor's fee in advance is a prerequisite for admission to the exhibition space.

#### **14. Defects Liability**

Any complaints about deficiencies regarding the rented space must be made to the organisers in writing immediately after occupation of the space and before the beginning of the exhibition at the latest so that the organisers can remedy any defects for which the organisers are responsible. Complaints that are made later will not be considered and will not result in any claims against the organisers.

#### **15. Withdrawal**

- 15.1. As a rule, withdrawal is not possible after successful admission
- 15.2. If an exhibitor fails to participate, the full rental fee is due, unless the organisers are able to reallocate the exhibition space. In that case, the exhibitor shall pay only 25% of the rental fee but not less than €400.00 plus 20% VAT in order to compensate for administrative expenses.
- 15.3. If the exhibitor cannot participate due to circumstances for which neither he\*she nor the organisers are responsible (force majeure), the participation fee will be reduced by half.

#### **16. Provisions**

- 16.1. The organisers are entitled to cancel, reschedule to a different time or location, change the length of the exhibition, or change/restrict the size of the rented space due to space reasons, police directions or other important reasons. The rescheduling or any other changes shall constitute a part of the rental agreement as soon as the exhibitor has received a notification.
- 16.2. If the exhibition cannot take place due to circumstances beyond the control of the organisers or force majeure, the organisers are entitled to demand an amount of up to 25% of the pro rata participation fee from the exhibitor. If the exhibitor has ordered additional services for which payment is due, the exhibitor may also be charged for these.
- 16.3. If the organisers are responsible for the cancellation of the exhibition, the exhibitor shall not owe any amount.
- 16.4. If the organisers are forced to break off an event that has already begun due to force majeure or reasons beyond the control of the organisers, the exhibitor shall have no right to claim remission or a refund of the participation fee in full or in part.

#### **17. Domiciliary Right**

The domiciliary right of the organisers shall apply on the premises to all persons involved during the event and its setup and dismantling. Staff instructions from both the organisers and the Leopold Franzens University Innsbruck must be followed at all times. Non-compliance with the conditions of participation shall entitle the organisers to close the booth at the expense of the exhibitor without any compensation if violation of these conditions continues even after a request for compliance.

#### **18. Invalidity of Individual Provisions**

If any of the provisions of these conditions of participation, should become invalid, the validity of the remaining provisions shall not be affected by this. Invalid provisions shall be replaced by a valid provision that comes as close as possible to the intended meaning and purpose of the invalid provision.

#### **19. Place of Jurisdiction**

The place of jurisdiction is Innsbruck, Austria.