

HOUSE RULES

Preamble

The operator of the Austria Center Vienna (ACV) is Internationales Amtssitz- und Konferenzzentrum Wien AG (IAKW – AG). Most of the events held at the ACV are not subject to the *Wiener Veranstaltungsgesetz* (Vienna Events Act) or the *Wiener Veranstaltungsstättengesetz* (Vienna Event Venues Act), and there are only isolated instances of events to which these laws apply. Nevertheless, these house rules apply to all events held at the ACV. All visitors to the ACV, all event organisers and their employees and contractors, as well as all of IAKW-AG's contractors (hereafter referred to as "visitors") indicate their acceptance of these house rules by entering the ACV's premises.

1. Visitors to the ACV are required to behave in a manner which does not endanger, harm, obstruct or cause disturbance to others. All of the facilities must be used for their appointed purpose in a manner which as far as possible protects the structural integrity of the building and the inventory. All visitors are liable for any damage caused by them, in particular to halls, rooms, furnishings, fittings and equipment, and works of art, under Austrian civil law. IAKW-AG accepts no liability for accidents involving visitors to the ACV facilities and premises beyond that required by law.

2. During the official opening hours only the entrance hall of the ACV (coffee shop and information desk) is open to visitors. Access to all other areas is restricted to holders of admission tickets, or ground passes issued by IAKW-AG or event organisers.

3. For security reasons and to protect property, the areas of the ACV that are open to the public, and the circulation routes are under video surveillance.

4. Overcoats, umbrellas, walking sticks, suitcases and the like may only be deposited in the cloakrooms provided for this purpose. Attention is drawn to the fact that all of the cloakrooms at the ACV are operated by third-party firms, and not by IAKW-AG. All liability on the part of IAKW-AG for the loss of, or damage to items deposited in the cloakrooms is excluded.

5. Prams and pushchairs must be left in the rooms reserved for this purpose or the cloakroom areas. Prams and pushchairs may be taken into exhibitions and trade fairs provided that they are constantly attended by adults, and are not left in the circulation routes or exits.

6. Unless express consent is given for specific events or in specific cases, photography, filming and the production of sound recordings in the ACV are prohibited.

7. Smoking is strictly prohibited at the ACV, except in the designated smoking areas. Smoking restrictions under the *Tabakgesetz* (Tobacco Act) as amended must be observed at all times.

8. Escape routes, emergency exits and circulation routes must be kept free from obstructions at all time, and must be safely accessible. The escape routes and emergency exits may only be used in emergencies. IAKW-AG reserves the right to remove objects illegally deposited and vehicles illegally parked within the ACV building, and in the outdoor and parking areas, at the expense of those responsible.

9. Modification to or the rearrangement of existing furnishings, fittings and equipment, such as chairs, tables, decorations, works of art or, in particular, safety equipment, and any tampering with technical equipment is prohibited.

10. It is prohibited to bring weapons of any kind whatsoever onto the premises, to bring in and light sparklers and other fireworks, to bring in and store flammable liquids, and to bring in objects made of fragile, easily splintered or particularly hard materials (in particular, bottles, cups, jugs and cans).

11. Children under the age of 12 may not use the escalators and lifts unless accompanied by an adult.

12. Lost property should be handed in to the information desk at the main entrance. Items which are not claimed will be sent to the responsible lost property office.

13. All sales activities and the distribution of printed materials or goods of any kind whatsoever on the premises of the ACV are prohibited. Postering and the distribution of leaflets, etc. is prohibited. Persons flyposting or flyering will be charged lump-sum compensation of at least EUR 30 per occurrence. Special exemptions for such activities must be obtained from IAKW-AG in advance, in writing.

14. Animals, except for guide dogs and assistance dogs, are not allowed on the premises. Handlers of such dogs must on entering the ACV present a disability ID or pass and proof of the dog's training. Guide and assistance dogs must wear a harness or be kept on a lead. Assistance dogs must wear a muzzle.

15. Rallies and demonstrations are prohibited on the ACV premises, and such gatherings represent an infringement of IAKW-AG's rights.

16. The event facilities at the ACV are regularly cleaned before and after events, but only urgent cleaning is performed whilst events are in progress.

17. Lighting, including ancillary lighting, is not switched off until all visitors and employees have vacated the building. After the normal lighting has been switched off the emergency lighting (escape lights) continues to operate.

18. For reasons of safety and hazard prevention, the instructions of the safety and security staff, and stewards must be adhered to at all times. All notices, such as signage prohibiting access to specific areas, posted in the ACV's facilities, circulation routes and outdoor areas must be precisely complied with.

19. In the event of fire or other safety hazards, supervisory and security staff must be informed immediately, and their instructions and announcements complied with. If the alarm sirens are activated the premises must be vacated via the closest escape routes. Assistance must be given to endangered or injured persons.

20. IAKW-AG reserves the right to bar from the premises persons under the influence of alcohol or drugs, and other persons infringing the house rules, or whose behaviour clearly indicates that they are likely to do so, if necessary. IAKW-AG also reserves the right to request the identity documents of such persons in order to record their personal details and to forward such details to the police, if necessary. In such cases payments for admission tickets will not be refunded.

21. Attention is drawn to the fact that persons violating the duties of action and abstention in respect of the operation and use of event facilities, imposed on spectators (persons attending events) by statute and order under the Vienna Events Act, are liable to prosecution.

Approved by MA (Municipal Department) 36-V under number

Vienna,

in accordance with the Vienna Events Act, Provincial Law Gazette No. 12/1971 as amended

on behalf of Regine Brustbauer, Head of Department

AUSTRIA CENTER VIENNA
Internationales Amtssitz- und
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