

# Event Guidelines



## Arrival at the hotel

Please check in at the JA Austria Welcome Desk in the hotel lobby. Our staff will provide you with all the information you need. We endeavour not to separate teams, but for organisational reasons we may have to mix teams in individual cases. Two key cards are available for each room. At the end of your stay, please return the key cards for your team and the teacher to reception. Each lost key card will be charged to the team at a cost of €10.

## Parking

- The cost for the hotel's underground car can be found here: <https://www.jufahotels.com/hotel/wien/>
- Parking is free for up to 3 hours in the Millennium City car park from 7:30 a.m. to 8:00 p.m. Further information: [https://millennium-city.at/wp-content/uploads/2023/12/Parktarife-MILLENNIUM-City\\_Neu.pdf](https://millennium-city.at/wp-content/uploads/2023/12/Parktarife-MILLENNIUM-City_Neu.pdf)

We cannot offer any discounts on parking.

## Luggage

Trade fair equipment can be stored in storage rooms in the hotel lobby to avoid transporting large items to hotel rooms. For more information, please contact the hotel reception.

## Meals

Meals and drinks are included in the participation fees as follows:

- Welcome dinner on Friday evening (UniCredit Centre am Kaiserwasser)
- Breakfast on Saturday (hotel)
- Lunch on Saturday (voucher card for Millennium City)
- Dinner on Saturday evening (hotel)
- Breakfast on Sunday (hotel)
- Vegetarian meals will be available throughout the event.
- If you have any special dietary requirements, please let us know when you check in at the hotel.
- The Trade Fair (JA Marketplace Vienna) is an alcohol-free event. Alcoholic beverages will not be served to young people during meals or at the hotel (regardless of age).

## Smoking & noise

- Smoking is not permitted at any time in enclosed spaces. When smoking outdoors, please do not litter in front of the entrance or on the pavement.
- Gatherings in hotel corridors are prohibited after 10 p.m. Please use the lobby for meetings after this time.

## Lanyards

All participants are requested to wear their lanyards and name tags visibly and continuously throughout the event.

Lanyards serve as passes for certain meals and programme items. Your lanyard contains event and contact details for emergencies.

## Code of conduct

Junior Achievement Austria reminds all participants that alcohol and drug consumption is prohibited at our events.

Punctual arrival at meeting points and respectful treatment of people and equipment (e.g. at the trade fair) are expected.

Participants should not leave the group; risky behaviour should be avoided.

Teachers and accompanying persons are asked to support JA Austria in ensuring that Marketplace Vienna runs smoothly.

## Trade fair stands

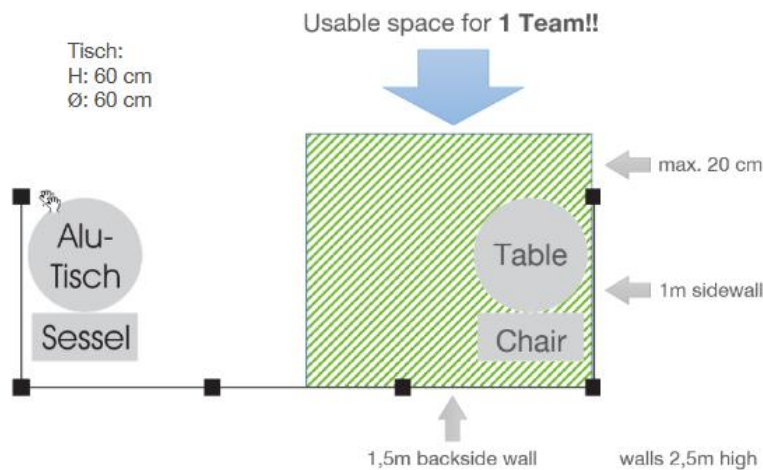
### **Each stand is 3x1 metres in size and has space for 2 Junior Companies!**

Each team has a stand measuring 1 × 1.5 metres with walls that can be covered with posters.

The walls are 2.5 metres high. The floor may be used within the stand and up to a maximum of 20 cm outside the front walls of the stand. Each team has access to a power connection with a triple socket. Stand decorations may not extend beyond the side walls. No roll-ups, exhibits, tables, cables or brochures may be placed or fixed in front of or opposite the stand outside this area!

This is necessary to ensure safe passage for passers-by and customers of the shopping centre. JA Austria staff and helpers will regularly check compliance with this rule and, if necessary, request the removal of any items that appear unfair in relation to the competition or the safety precautions of the venue.

Example of a stand for 2 teams:



**ATTENTION:** Only COMPLETELY REMOVABLE materials such as Tesa Krepp, Scotch Magic Tape, Pattafix or similar may be used on the exhibition stands. PLEASE NOTE that the wall elements and the frame are not magnetic! Strong adhesive tapes (e.g. gaffer tape), foam, nails or screws may NOT be used to fix items to the exhibition stand. Stands must be approved by our staff before the end of the event. Any damage to the stands must be covered by the respective Junior Team! Any Junior Team that leaves the exhibition stand without the approval of JA Austria staff risks incurring costs for the repair or replacement of damaged materials that could not be documented in time.

Jackets and bags may not be stored visibly at the exhibition stand (neither by team members nor by visitors)!

A storage room is available in the shopping centre for packaging materials, bags, etc. and is locked during the day. However, there is no security – jackets and valuables should not be stored in the storage room. No liability can be accepted for these items.

Contact in emergencies: Milica Markovic, +43 676 84 17 17 55