

Event Guidelines



Arrival & Accommodation

Check-In & Room Keys - please check in at the JA Alumni Austria Counter vis-à-vis of the hotel reception. We try not to separate team members - yet we have to mix teams in single cases for organisational reasons. Two key cards are available for each room. At the end of your stay, please return key cards for your teacher and all team members together. Any missing keys will have to be charged with € 10.- at the cost of the team.

Parking

- The hotel parking lot is available at a cost of € 15.90 / 24 hours.
- Parking at the shopping centre Lugner City is up to 2 hours and from 7 p.m. onwards up to 3 hours free of charge. For the prices of the additional hours or day tickets visit: <https://www.lugner.at/garagen/parkgarage-lugner-city/>

We cannot provide price reductions on parking fees.

Luggage

Trade Fair Equipment may be stored in storage rooms at the lobby to avoid carrying large pieces to your rooms. Please ask at the hotel reception for advice upon check-in!

Food

Food and Drinks at the following occasions are included in the participation fee:

- Welcome Dinner Friday Evening, UniCredit Center am Kaiserwasser
- Breakfast on Saturday, Hotel
- Lunch on Saturday, Voucher card at Lugner City
- Dinner on Saturday, Hotel
- Breakfast on Sunday, Hotel
- Vegetarian meals are available at all times during the event.
- Also, pork is NOT contained in any dish at the Dinners.
- If you have special dietary needs please notify hotel staff upon check-in.
- Alcohol is not served to students (regardless of age) during meals.

Smoking & Noise

- Smoking is not allowed at any time inside buildings. When smoking outside please do not litter street or pavement in front of buildings.
- Gathering in hotel aisles is prohibited after 10 p.m. Please use the lobby for meetings after this hour.

Lanyards

ALL participants are required to wear their lanyards and name tags visibly at all times during the event. Lanyards serve as entrance pass to certain meals and parts of the event! Your lanyard contains event details and contact data in case of need for assistance.

Code of conduct

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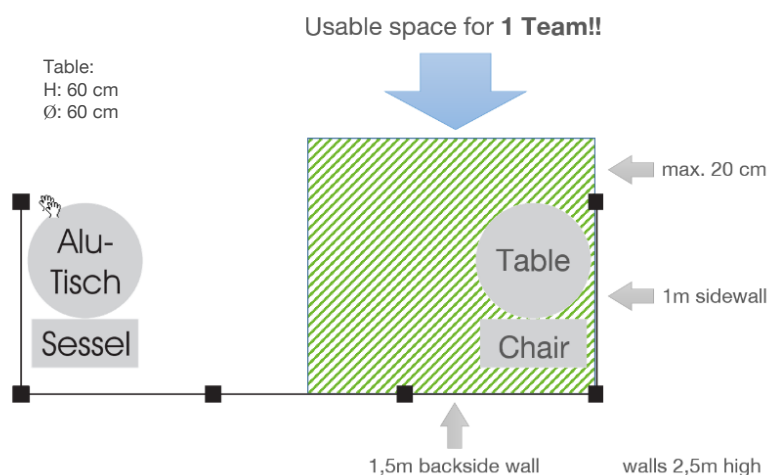
Traide Fair Stands

Each stand is sized 3x1 meters and hosts 2 student companies!

Each team has a stand size of 1 x 1.5 meters with coverable walls, walls are 2.5 meters high. Ground space may be used within this booth + max. 20 cm outward in front of the sidewalls. Each team has a threefold socket-outlet to connect electrical equipment at its disposal.

Stand decoration may not reach out over the side-walls of the booths. No roll-ups, displays, tables, cables or leaflets may be set up or fixed in front or opposite of the booth outside this area! This is necessary in order to ensure safe passage for travellers and customers of the shopping mall. JA Staff and JA Alumni will regularly review adherence to this rule and ask you to remove any items that are deemed unfair in terms of the competition or violating security regulations of the venue.

Example FOR 2 TEAMS:



ATTENTION: all applications on the stand must be made using tape that CAN BE REMOVED EASILY and WITHOUT RESIDUES from damageable surfaces! Examples: Masking Tape (Tesa Krepp), Scotch Magic Tape, Tesa Stripes / Pattafix, etc. Note: the wall elements and frames are non-magnetic! Strong adhesive tapes (e.g. gaffer), foam, nails or screws must NOT be used to fix things on the trade fair stand. Stands have to be approved by our staff/alumni before the end of the fair. Any damaged or messed facilities must be replaced at the cost of the student company!

Jackets and bags (neither of team members nor visitors) must not be visibly stored at the trade-fair booths! A storeroom is available for transportation packaging, bags etc. and will be locked during the day. There is no security, jackets and valuables should not be left in the storage room, lost items cannot be accounted for.