

Event Guidelines

Arrival and Accommodation

Check-In & Room Keys

First - please check in at the Junior Counter next to the hotel reception. We try not to separate team members - yet we have to mix teams in single cases for organisational reasons.

Two keys are available for each room. At the end of your stay, please return keys 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 € 14.00 / 24 hours.

Parking at The Mall is available at a cost of € 3.70 / hour, max. € 37.00 / day. The weekend rate (Friday 5 p.m. - Monday 7 a.m.): amounts to € 2.50

We cannot provide free parking or 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 our staff for advice upon check-in!

Food

- Food and Drinks at the following occasions are covered with the participation fee for all participants:

- > Welcome Dinner Friday Evening, Luftburg/ Prater/ Vienna
- > Breakfast on Saturday, Hotel
- > Lunch on Saturday, Voucher card at The Mall
 - > Voucher Code for payment is "1111"
 - > Always keep track of how much is left on the voucher → if the invoice amount exceeds your voucher balance, tell the cashier you need a split invoice **before** actually paying!
- > Awards 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.

Organisational Matters

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

Junior Achievement Austria reminds all participants that alcohol and drugs are banned from our events. We ask you to be on time at the agreed meeting points and to be respectful with others (as well as with the equipment provided at the fair). We ask every participant to stay with the group and to refrain from adventurous or heroic behaviour at all times. We kindly ask the teachers and companions to support us with ensuring a smooth course of events at the JA Marketplace Vienna.

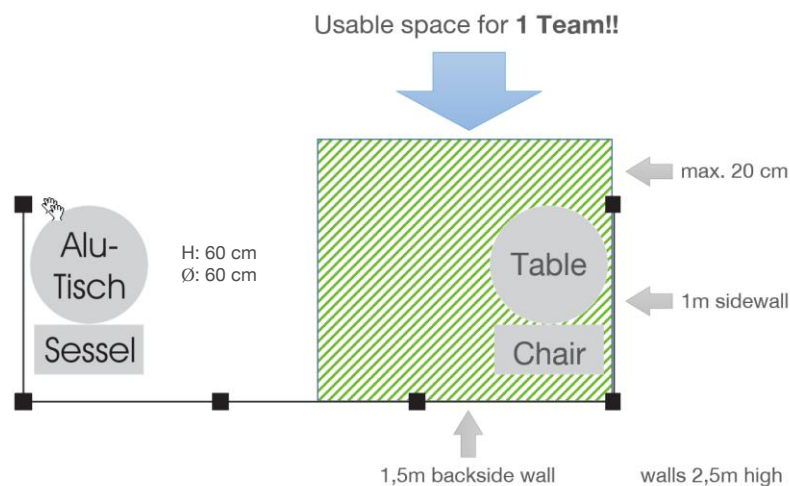
Trade Fair Stands

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

Each team has a stand size of 1 x 1.5 meters coverable walls available, walls are 2.5 meters high. Ground space may be used within this booth confines + 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 Mall. JA Staff 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 of a booth FOR 2 TEAMS:



ATTENTION: all applications to 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 to the trade fair stand. Stands have to be approved by our staff 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 tradefair booths! A storeroom is available for transportation packaging, bags etc. at the Mall 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.