



# exhibition - sponsoring forum acusticum 2026

8-12 September · Graz, Austria

## application form

Please complete this form, sign it with your company's authorized signature, and send it to [exhibition2026@forum-acusticum.org](mailto:exhibition2026@forum-acusticum.org) to apply for a booth or sponsorship at FA2026.

By submitting the form, you agree to the Exhibition Rules and the House Rules. After the document has been signed by both parties, you will receive an invoice. From that moment on, the booth will be reserved for you for four weeks.

Your booking becomes final only after full payment has been received. If payment is not made within the four-week period, the reservation will automatically expire.

### COMPANY INFORMATION

Company

Contact Person

Tax Code

VAT

Address

City

ZIP Code

Country

Phone

E-Mail

### OPTIONS

#### booth only

Size 6

Size 9

Size 12

Size 18

#### exhibition & sponsoring

Bronze

Silver

Gold

Platinum

booth location preference

EAA Summer School Sponsorship

# GREEN EVENT AGREEMENT

We commit ourselves to meet the following requirements of the event:

- **Waste** accruing at the booth has to be disposed of according to the requirements of the waste management scheme. Types of waste presumably generated:
- We host **booth visitors**:  
 Beverages:      yes                      no  
 If yes: We use for that purpose only bulk packs of reusable packs (no cans, PET bottles, tetra packs, etc.) Description:
- Food:              yes                      no  
 If yes: We don't use any disposable products for this purpose (cups, tumblers, plates and cutlery)
- At our booth **product tastings** are offered:  
 We use reusable dishes for this purpose: Description:
- The use of reusable dishes is not possible for the following reason:
- Therefore we use small tasting units made of cardboard or organically degradable plastics.  
 Description:
- We distribute **giveaways** (others than product samples)  
 yes                      no  
 If yes: The giveaways do not produce large quantities of waste (e.g. disposable packaging material for beverages) or hazardous wastes (e.g. products with batteries or accumulators).
- The **materials** brought and used by us for the design of the booth (racks, roll-ups, decoration, maybe floor covering) are reusable and are reused.

**In addition to that** we conclude the following agreement:

For the purposes of saving resources and avoiding waste we reduce the distribution of printed matter as follows:

Our giveaways are made of environmentally friendly and natural materials or awarded with a quality label (Ecolabel, organic label, Fair Trade label...): We are using the following giveaways:

# GREEN EVENT REGULATIONS

## INTRODUCTION

If, within the framework of an event an exhibition or information booths are additionally made available, this field should also make a contribution to an environmentally-friendly event.

Thus, those enterprises producing a booth, as well as those using it, are to be informed and involved. Of course also the organizer is called upon to take within his (her) sphere of influence appropriate decisions (e.g. in the course of the commissioning of enterprises for the construction of booths) in order to orient this field of the event according to the principle of sustainability.

In this context the differentiation is made as follows:

Exhibitors: those enterprises and persons presenting their products/topics at a booth.

Booth builders: those persons/enterprises directly or indirectly responsible for the design and the construction of the booth (material, re-use, etc.). Exhibitors and booth builders can, but don't have to be identical.

Exhibitors and booth builders must be informed about the requirements and must receive general information about environmentally-friendly behavior (criterion A1 and A2).

Moreover, an agreement on certain requirements is to be concluded with the exhibitors (criterion A3). For both fields you will find examples enclosed with this information. Please process the examples in such a way that they fit for the framework conditions of your event. You can integrate the requirements of course also into your general exhibitor documents /exhibitor contracts.

The criteria apply also to booths of sponsors.

## INFORMATION FOR EXHIBITORS

We want to carry out this event according to the Guideline of the Austrian Ecolabel for Green Meetings and Green Events. In this context we try to save resources, avoid waste, and act in an environmentally conscious way in all fields. Please make also a contribution and take note of the following indications:

### Information about traveling to the destination:

- Please make use of the good connection to public means of transport: At [www.oebb.at](http://www.oebb.at) you can still book cheap Sparschiene tickets (destination: Graz Hauptbahnhof)
- Local connections by public means of transport: bus and tram (more information, prices, departure times and map at <https://www.holding-graz.at/en/mobility/>)
- CO2 compensation of traveling to the destination by car: [co2.myclimate.org](http://co2.myclimate.org)
- Bicycles can be parked in front of the venue.
- Please also have a look at <https://www.mcg.at/en/arrival-parking/> for travelling to MCG.

### Information about the accommodation:

- We would be pleased if you spent the night at an eco-certified enterprise. You will find a list at [https://www.graztourismus.at/kongress/en/congress-calendar/forum-acusticum-2026\\_ccb\\_10236\\*](https://www.graztourismus.at/kongress/en/congress-calendar/forum-acusticum-2026_ccb_10236*). Or you select an accommodation at walking distance from the venue.
- Select accommodations for your staff members which are as close as possible to the venue.
- Most hotels are located in the immediate vicinity of a tram or bus stop. From there the tram or the bus will bring you to the venue and back during the day (stop: Fröhlichgasse/Messe).
- The Ecolabel hotels are listed at <https://www.umweltzeichen-hotels.at/en/all-hotels>.

### Information on waste avoidance and waste separation:

You are obliged to comply with the waste management concept provided for this event. Please try to avoid as much of the waste as possible right from the beginning:

- Reduce the volume of the material to be transported and to be stored as far as possible.
- Refrain from mass distribution of flyer or other printed matter, hand out printed matter only upon request, or give preference to electronic information transfer (e.g. indication of links for download etc.).
- Use 100% recycling paper or at least paper bleached completely without the use of chlorine (TFC) for the required printed matter, or commission a certified printing company with the printing job according to the Guidelines of the Austrian Ecolabel.

- Reuse the remaining brochures at other events.
- For the purposes of resource saving and waste avoidance you are kindly requested to refrain from giveaways (except for product samples). If this should not be possible, use durable and/or reusable products made of environmentally sound materials (domestic wood, natural fibers) without synthetic individual packaging, without batteries, from fair trade, or with certified quality seals.
- Give preference to cloth and paper bags vis-à-vis plastic bags.
- Return your badges/name tags at the registration desk after the event.

Please dispose wastes which are nevertheless generated according to the following requirements:

- Our color system for waste separation: Residual waste, cardboard/paper, packages (foil, plastics, tetra pack), glass, metal, organic waste (see [https://www.abfallwirtschaft.steiermark.at/cms/dokumente/10023425\\_152026162/6db67f2c/Abfalltrennblatt\\_ENG\\_Druckversion.pdf](https://www.abfallwirtschaft.steiermark.at/cms/dokumente/10023425_152026162/6db67f2c/Abfalltrennblatt_ENG_Druckversion.pdf))
- Small dividing islands can be found on the whole premises of the event.
- Big containers for residual waste, cardboard, paper, packages (shrink film, plastics, tetra) glass, metal, and organic waste can be found at exhibition grounds (outside).
- At the end of the event numerous division islands (residual waste, cardboard/paper, valuable materials) will be at your disposal.
- Please inform immediately about glass breakage, spilled products at the fair office.
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#### **Information about energy:**

- Turn off electricity during the assembly of the booth and during night; do not leave the standby function of appliances on during the night.
- Don't use any "open front" cooling devices.



## **EXHIBITION RULES AND REGULATIONS**

The words “Exhibit Management” or “Management” as used herein shall mean University of Music and Performing Arts Graz, or its representatives or contractors acting for it in the management of the Exhibition. The contract shall only enter into force upon written acceptance (counter-signature) by the University of Music and Performing Arts Graz.

### **EXHIBIT SPACE ASSIGNMENT AND ALLOCATIONS**

It is understood that Exhibit Management reserves the right, in the interests of optimum traffic control and exhibit exposure, to relocate those exhibits which may be affected by a change in the floor plan. Such change would not be made unless deemed absolutely necessary. Exhibit Management also agrees to advise exhibitors and service contractors if such change is necessary. Exhibit Management determination with respect to assignment of exhibit space is to be binding on all parties.

### **ALLOCATIONS AND COST**

The cost of individual exhibits is indicated on the contract. Exhibit management will assign exhibits according to the date the application was received and to applicant's sequence of choices, in the event applicant's choices of exhibit spaces is not available. Exhibit management will assign other space, with the understanding that applicant may accept or refuse in writing this assignment, immediately afterward. All prices are listed excluding VAT in this document.

### **ADMISSION**

Exhibits will be open to conference registrants and exhibitors according to the number of representatives included in the selected package that is indicated on the contract. Additional booth staff must register as regular conference participants. Any additional personnel beyond the package allocation will be charged according to the regular registration.

### **PERSONNEL AND ATTIRE**

Exhibit Management reserves the right to determine whether the character and/or attire of booth personnel is acceptable and in keeping with the best interests of exhibitors and the exhibition.



## **SOUND LEVEL AND ODORS**

Mechanical or electrical devices, which produce sound and/or objectionable odors, must be operated so as not to prove disturbing to other exhibitors. Exhibit Management reserves the right to determine the acceptable sound level and odors in all such instances.

## **ADVERTISING MATTER**

The Exhibitor may, at his discretion, distribute handbills or other printed advertising matter from his exhibit. However, printed materials should be used sparingly to support the principles of the Green Meeting. In the event of any complaint resulting from such distribution, the matter shall be referred to Exhibit Management for disposition.

## **CANCELLATIONS**

In the event of cancellation, the organizer may charge a reasonable cancellation fee based on the time of withdrawal, which shall be 0% for cancellations up to six months prior to the event date, 30% up to three months prior, 60% up to one month prior, and 100% for cancellations less than seven days prior to the event date or in the event of non-attendance.

## **LIABILITY**

Exhibit Management and all organizations and individuals who are employed by or associated with it in connection with this Exhibition will not be responsible and shall be held harmless by all exhibitors for damage or loss resulting from fire, theft or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public and others. The exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness or otherwise of exhibitor or his employees or agents. The organizer shall be liable only for damages caused by intent or gross negligence. Liability for personal injury shall remain governed by mandatory statutory provisions.

## **ELECTRICAL SAFETY**

All wiring on displays or display features must conform to the minimum standards established by various governmental agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and or such other seals of



official approving agencies as may be required at the site of the exhibition.

## **LOSSES**

Exhibit Management cannot take responsibility for damage to exhibitor's property or lost shipments either coming in or going out nor for moving costs. Damage to inadequately packed property is exhibitor's own responsibility. If exhibit fails to arrive, exhibitor is nevertheless responsible for exhibit space rental. Exhibitors are advised to insure against these risks.

## **SAFETY AND FIRE LAWS**

Exhibitors must strictly observe all applicable fire and safety laws of the venue. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted. Exhibits may not block aisles and fire exits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Acetate and most rayon drapes are not flameproof, and may be prohibited. No storage behind exhibits is provided or permitted.

## **TERMINATION AND EXHIBITION**

Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Exhibit Management under the application (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Exhibit Management, said Application and/or the Exhibition or any part thereof, may be terminated by Exhibit Management. Exhibit Management shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of Exhibition (or any part thereof) as aforesaid, then Exhibit Management shall not be liable to the exhibitor other than for a prorated refund of such exhibitor's space price payment determined on the basis of the number of exhibit days remaining. For purposes hereof, the phrase "cause or causes not reasonably within the control of Exhibit Management" shall include, but not by way of limitation, fire casualty, flood, epidemic, earthquake, explosion or accident, blockade, embargo, inclement weather, government restraints or orders of civil defense or military authorities, act of public enemy, riot or civil disturbance, strike, lockout, boycott or other labor disturbances, inability to secure sufficient labor, technical or other personnel failure, impairment or lack of adequate transportation facilities, inability to obtain or condemnation, requisition or



commandeering of necessary supplies of equipment, local, state or Federal law, ordinances, rule, order, decree or regulation, whether legislative, executive or judicial and whether constitutional or unconstitutional, or Act of God. In the event of force majeure, the organizer may cancel or terminate the event. Fees already paid shall be refunded on a pro rata basis.

## **REJECTED DISPLAYS**

The exhibitor agrees that his exhibit shall be admitted herein and shall remain from day to day solely in strict compliance with the rules and regulations herein laid down. Exhibit Management reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representatives with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of the exhibit space price unearned based on the number of days of the exhibit remaining at the time of ejection. If an exhibit or exhibitor is rejected for violation of these rules and regulations or for any other stated reason, no return of exhibit space shall be made.

## **INSURANCE**

Exhibitors are advised to see that their regular company insurance includes extraterritorial coverage, that they have their own theft, public liability and property damage insurance. Exhibit Management and all organizations and individuals who are employed by or associated with it in connection with the Exhibition will not be responsible for injury or damage that may occur to an exhibitor or his employees or agents nor to the safety of any exhibit or other property against robbery, fire, accident or any other destructive causes.

## **SUB-LEASING**

Exhibitors may not permit other manufacturers to use their space or any part thereof, without express written permission of Exhibit Management.

## **RESPONSIBILITY CLAUSE**

Exhibitor assumes responsibility and agrees to indemnify and defend University of Music and Performing Arts, Graz and the Venue and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither Graz University of Technology nor the Venue maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.





## **BOOTHS**

The Exhibitor shall be liable for all materials and/or furnishings rented until these are returned in good condition. In the event of materials and/or furnishings not being returned in a good condition, the Exhibit Management reserves the right to invoice any and all items at the cost charged by AMB Ausstellungsservice u. Messebau GmbH who provide the booths. The booths are constructed with aluminum poles (250 cm high, in accordance with the trade fair terms and conditions) as well as aluminum frames with inserted 4 mm fiberboard panels which form the stand system's walls. Nailing, painting or gluing the rented materials and/or furnishings is strictly prohibited. Painting the walls and using double-adhesive tape, adhesive stickers or non-removable wallpaper is not allowed. The exhibitor shall remove all wallpaper and labels immediately after the end of the event. In the event of damage, the cost per running meter when new shall be charged.

## **GREEN EVENT**

By participating, exhibitors must agree to adhere to the principles outlined in the Guideline of the Austrian Ecolabel for Green Meetings and Green Events. This includes minimizing waste, using sustainable materials, reducing energy consumption, and avoiding unnecessary printed materials. All exhibitors are required to sign this agreement to confirm their commitment to supporting a sustainable and environmentally responsible event.

## **MCG HOUSE RULES**

The house rules of Messecongress Graz can be found at <https://www.mcg.at/wp-content/uploads/2025/08/house-rules-albcvh-082025.pdf> in the current version.

## **PRIVACY POLICY**

The personal data of participants at the exhibition is stored, as far as this is necessary for the registration or participation in the events. We may also inform you that photos, audio and/or video recordings may be made during our events. These recordings may be used for documentation and PR purposes and may be published on the internet, on the websites of the University of Music and Performing Arts Graz, on social media (Facebook, Instagram, etc.) and in print media. Detailed information on data protection can be found at <https://www.kug.ac.at/privacy>. If you have any questions about data protection,



you can contact the University of Music and Performing Arts Graz at any time by email at [datenschutz@kug.ac.at](mailto:datenschutz@kug.ac.at).

#### **APPLICABLE LAW AND EXCLUSIVE JURISDICTION**

This agreement shall be governed by Austrian law, excluding the UN Convention on Contracts for the International Sale of Goods. The place of jurisdiction shall be Graz, Austria.