



forum acusticum 2026

8-12 September · Graz, Austria

e x h i b i t i o n
m a n u a l



forum-acusticum.org/fa2026/





TIME TABLE

Important Deadlines (July 31):

Please complete your registration and submit your 50-word abstract, organization logo, and advertisement (if included in your registration package) by July 31, 2026.

EXHIBITION TIMES

Tuesday	Sept. 8	12:00 - 18:00
Wednesday	Sept. 9	08:00 - 18:00
Thursday	Sept. 10	08:00 - 18:00
Friday	Sept. 11	08:00 - 16:00

Access to the conference center is given from 08:00 each day.

MOVE-IN AND MOVE-OUT HOURS

Exhibitor move-in

Monday	Sept. 7	08:00 - 18:00
Tuesday	Sept. 8	08:00 - 12:00

Exhibitor move-out

Friday	Sept. 11	16:00 - 20:00
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CONFERENCE VENUE

MESSECONGRESS GRAZ (MCG)

Messeplatz 1
8010 Graz
Austria

<https://mcg.at/en>

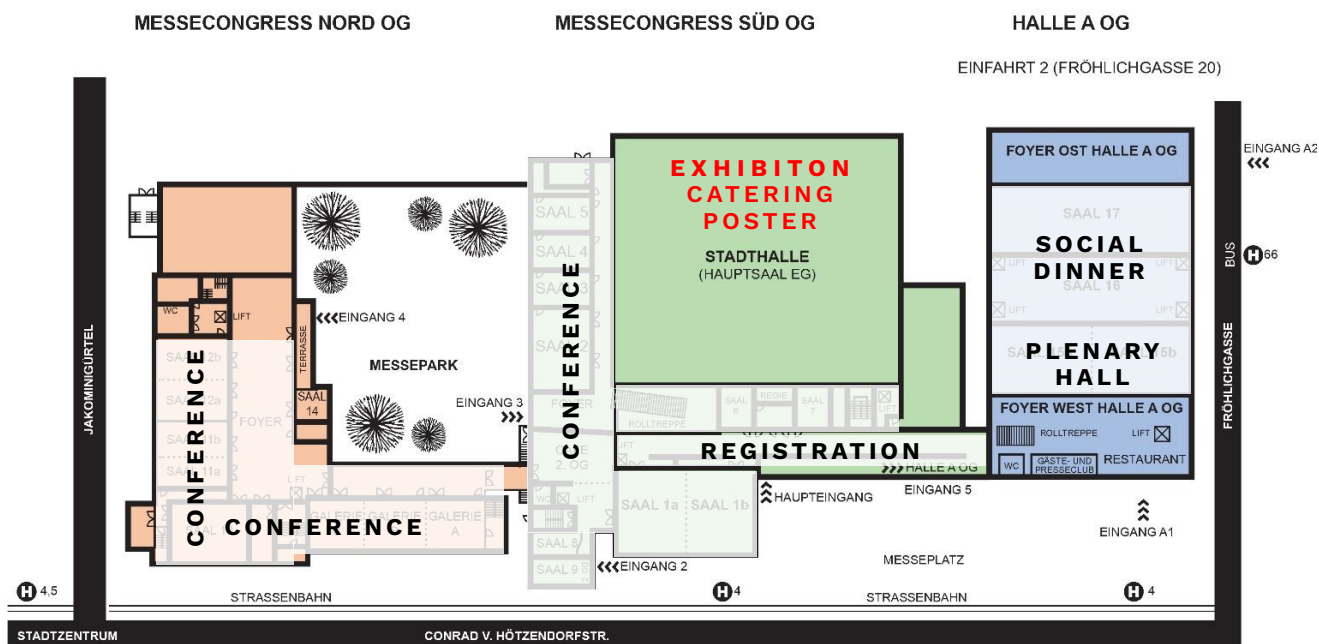
Map: goo.gl/maps/Rrdy5XKiYzD2

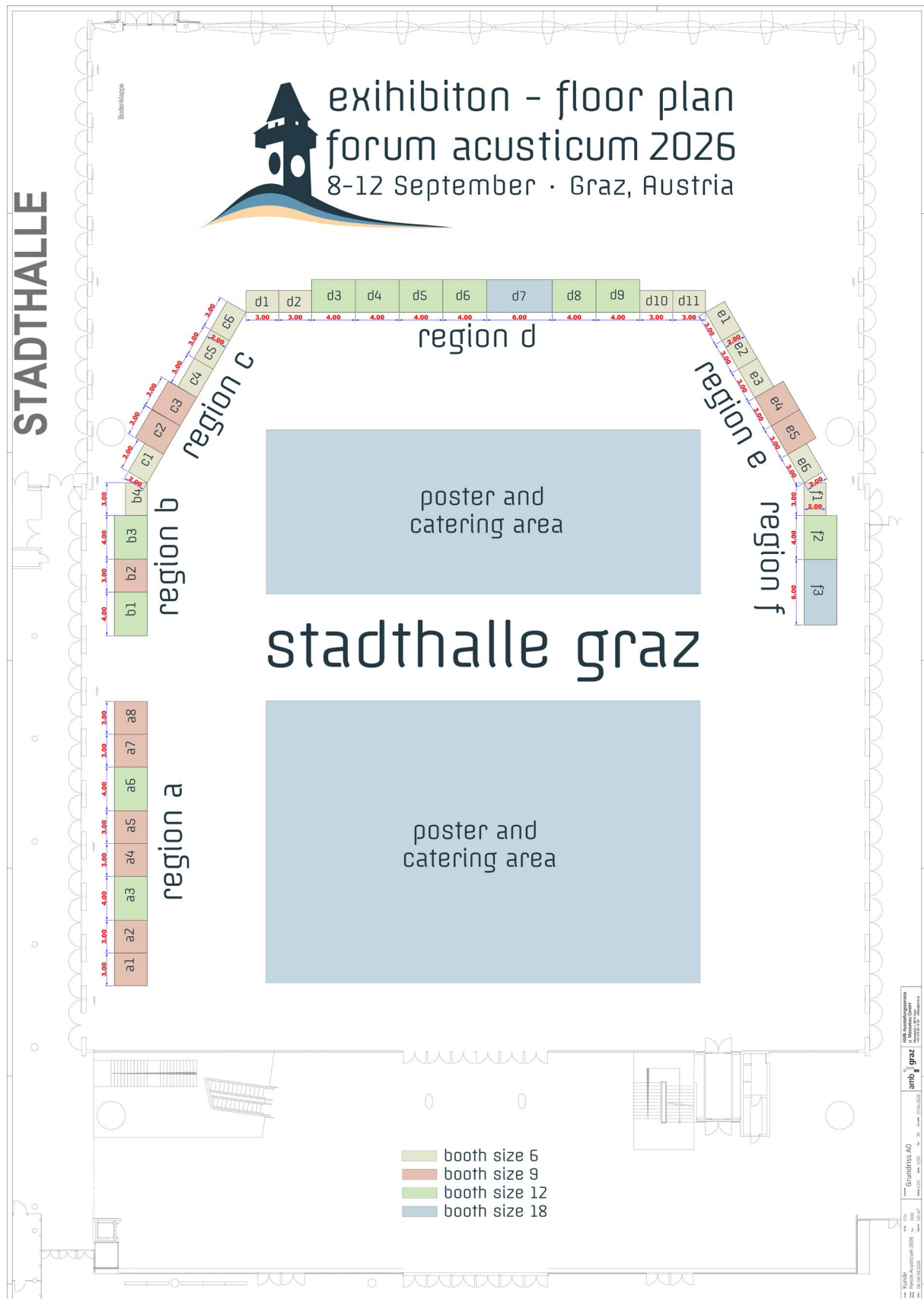
EXHIBITION AREA

Stadthalle Graz

Stadthalle Graz (largest hall of the venue) will host the poster sessions as well as the coffee breaks and lunch.

FLOOR PLAN MESSECONGRESS GRAZ







TRAVELING BY PUBLIC TRANSPORT

The MCG is easy to reach by public transport. Trams and buses stop close by, and Ostbahnhof railway station (served by regional and S-Bahn trains) is only about 350 m away.

PARKING FACILITIES

The public underground car park at Fröhlichgasse 20 (max. entrance height: 2.8 m) and Fröhlichgasse 23 (max. entrance height: 2.1 m) will be available to you. As with all other public car parks, you will have to pay the costs yourself.

Address for navigation: Fröhlichgasse 20, 8010 Graz

If you are traveling by car, take the A2 and exit at Graz Ost. From there it is only 1.5 kilometers to the MCG.

BOOTHS (UZ 75 CERTIFIED)

Each booth includes:

- Carpet including protective film
- Fascia made of cardboard at the front, fully printed
- 30-watt LED spotlights (amount depending on booth size)
- Power connection up to 1,500 watts including electricity consumption
- 1 pc. 3-way power distributor (plug types: Type F/Schuko)
- 1 pc. expo counter 100cm x 50cm, height 100 cm
- 1 pc. standing table 70cm x 70cm, height 110 cm
- 2 pcs. bar stools

Please be advised that exhibitors must provide their own power adapters for any equipment that does not utilize the standard Type F/Schuko plug.

Please note that 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.



C U S T O M I Z A T I O N

Customization of the booth walls can be ordered separately. All price are listed excluding VAT.

Printed Wall Panel	985 x 2315 mm	148 €
Printed Wall	3940 x 2470 mm	920 €
Printed Wall	2940 x 2470 mm	690 €
Printed Wall	1940 x 2470 mm	460 €
Branded Counter Surface	1000 x 1000 mm	77 €
Poster print	841 x 1189 mm	26 €

For additional equipment such as monitors please contact the booth rental company AMB (office@amb.at). The product catalog and the prices are available on the FA26 homepage (<https://forum-acusticum.org/fa2026/>).

P R I N T D E F I N I T I O N S A N D W E B A P P E A R A N C E

Each booth includes a fascia where the logo and the company/organization name are printed.

Please note:

The size of the printing area is 2 x 0.4 m.

Logos for print are accepted in CMYK color space and in EPS, SVG or TIFF format of adequate size and a resolution of 300 dpi.

Web appearance:

For optimal web display, please supply the logo in RGB color space, preferably as a vector graphic.

Your organization will be noted in the list of exhibitors including a 50-word description, the website address, and the logo, if this information is received by June 30, 2026.



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graz - austria, 08 - 12 september

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BOOTH VISUALIZATION



© AMB



© AMB

Printed Wall Panel

EXAMPLE
RENDER

4 X 3 M



© AMB

Printed Wall



REGISTRATION OF STAFF

Depending on the package selected, 5/4/3/2 booth representative badges are included. Registration of each representative has to be conducted via the conference registration site https://conforg.fr/bin/IA/reg_fa2026_en using the discount code sent by mail. Please complete registration until July 31st, 2026.

DELIVERY

Delivery is handled by our logistics partner AMB Logistics and has to be arranged on an individual basis. Detailed information can be found in the documents provided by AMB Logistics available on the conference website under https://forum-acusticum.org/fa2026/wp-content/uploads/2026/06/Speditionleistungen2026Graz_AMBLogistics.pdf

Delivery address:

AMB Ausstellungsservice und Messebau GmbH
Division Logistics
Messeplatz 1
8010 Graz
Austria

Please contact Romana Sommer (romana.sommer@amb-logistics.at) for further details.

SELF-DELIVERY

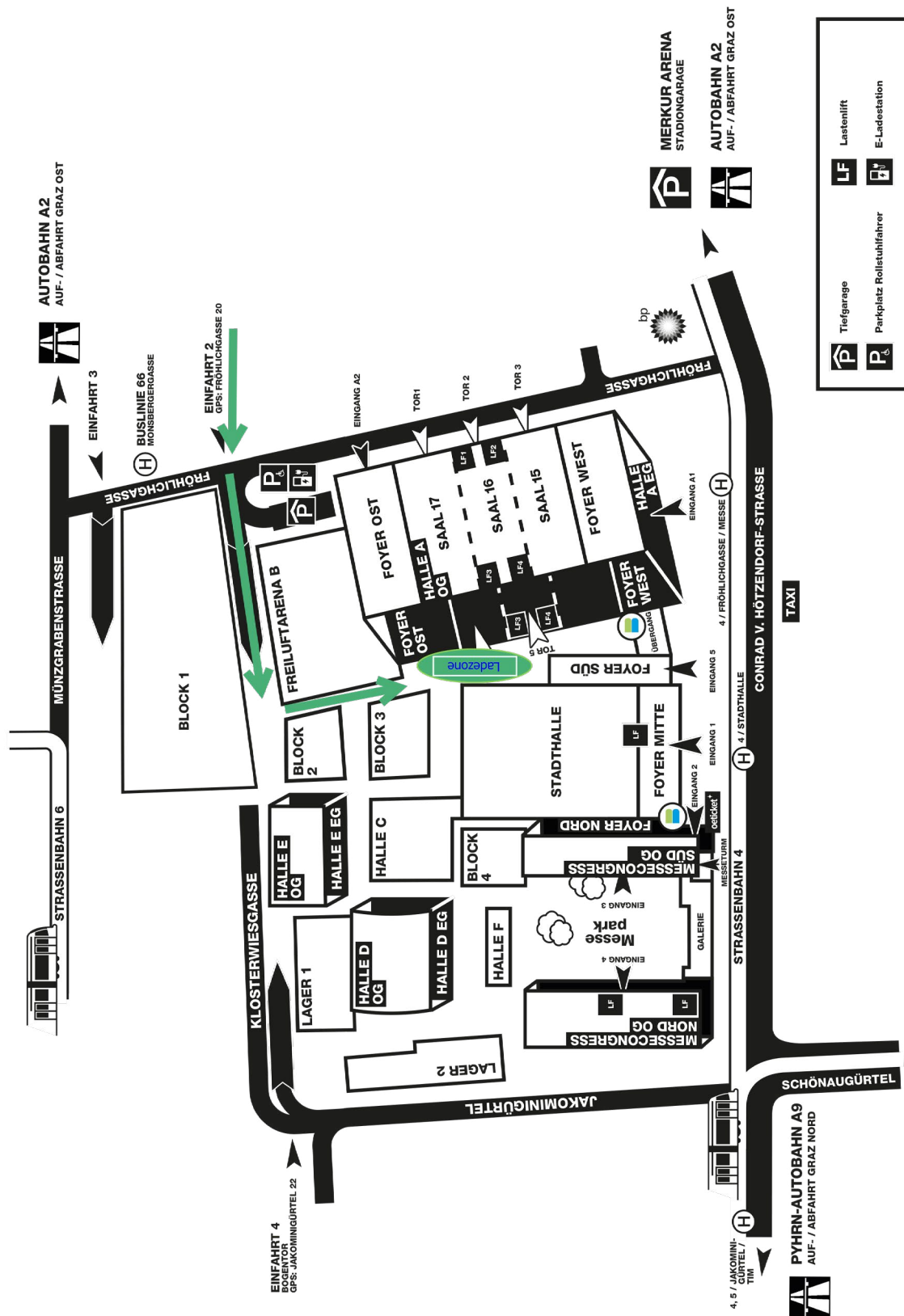
If you choose to handle the transport and delivery of your exhibits and materials personally, please note the following:

Official Move-in Hours: All self-deliveries must be executed strictly within the official move-in hours designated for the conference. Deliveries outside of these hours cannot be accommodated.

Self-Delivery address:

Messe Graz
Einfahrt 2 über Fröhlichgasse 20
Messeplatz 1
8010 Graz
Austria

Access Map: Please refer to the map below, which illustrates the designated route and area for self-delivery vehicles.





C O N T A C T

EXHIBITION CHAIRS

Franz Graf

E-mail: exhibition2026@forum-acusticum.org

Mobile: +43 664 602 876 1631

Lukas Gölles

E-mail: exhibition2026@forum-acusticum.org

Mobile: +43 316 389 3553

BOOTH RENTAL COMPANY

AMB Ausstellungsservice & Messebau GmbH

Messeplatz 1

8010 Graz

Austria

Christian Hoppel

E-mail: office@amb.at

Phone: +43 316 83 10 00 14

LOGISTICS PARTNER

AMB Ausstellungsservice & Messebau GmbH – Division Logistics

Messeplatz 1

8010 Graz

Austria

Romana Sommer

E-mail: romana.sommer@amb-logistics.at

Phone: +43 316 8088 155



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.

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.



IMPRINT

University of Music and Performing Arts Graz
Institute of Electronic Music and Acoustics
Inffeldgasse 10/3
8010 Graz
Austria

Picture Copyrights:
Lukas Gölles

Logo Design:
Noah Rachdi

Brochure Design:
Lukas Gölles

Errors and omissions excepted.