

## REGULATIONS FOR DELIVERING AND COLLECTING GOODS

### GENERAL TERMS AND CONDITIONS:

Goods of whatever nature may only be delivered after permission has been arranged in advance between the two parties to the contract. There must be complete agreement about the scheduling and type of the delivery, and concerning any storage arrangements that may be necessary. All deliveries must be made in accordance with official regulations.

The dismantling, removal and transportation of all objects must be conducted in a correct and proper fashion, and must be completed by the deadline agreed in the contract. If regulations are violated, Salzburg Congress shall be entitled to remove, and if necessary store, all objects, regardless of whose property they are, at the risk and expense of the other party to the contract (see: Collection after the event).

### DELIVERIES BEFORE AN EVENT:

#### **Delivery times:**

No earlier than 7 days before the event

#### **Salzburg Congress delivery:**

Monday – Thursday	07.00 – 15.30
Friday	07.00 – 11.00

#### **Delivery times during the assembly period:**

As contractually agreed with the customer

#### **Destination:**

Each individual item delivered must be precisely labelled as follows:

#### **Tourismus Salzburg GmbH**

Salzburg Congress

*c/o Event Reference*

*Name of Event Manager at Salzburg Congress*

Auerspergstraße 6

5020 Salzburg

Austria

Salzburg Congress shall accept no customs duties, transportation fees, nor any accrued delivery or collection costs.

All customs formalities (import/export) must be completed by the sender in good time. If the Incoterms require the duties to be paid by the recipient, the recipient shall be considered to be the customer and not Salzburg Congress. This must be stated in the transport paperwork. Salzburg Congress is only the destination of the delivery.

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### Getting here with an HGV (no low bridges):

The A1 motorway (Autobahn) – Leave the motorway at ‘Salzburg Nord’ and head for the city centre (*Zentrum*) along Vogelweiderstraße - Schallmoser Hauptstraße - Franz-Josef-Straße – turn right onto Rainerstraße – turn left onto Markus-Sittikus-Straße – turn left onto Schwarzstraße – turn left onto Auerspergstraße (one way street).

### HGV access:

Please note that, between Saturday 3 pm and Sunday 10 pm and on public holidays vehicles above 3,5 tons are banned from Salzburg region and city centre without a special permit.

Driving ban also for vehicles above 7.5 tons from 10 pm to 5 am

Please contact the Department of Law for Traffic and Transport, who will be happy to assist you with obtaining a permit.

### Department of Law for Traffic and Transport – Government of the State Salzburg

Special licence Salzburg State

T 0043 662 8042 3479

F 0043 662 8042 3481

verkehrsrecht@salzburg.gv.at

gueterausweisstelle@salzburg.gv.at

### Loading area:

The ‘Salzburg Congress’ is situated in the inner city. It only has one **loading area** measuring 17 x 2.5 metres and use of the loading area is restricted during the event.

There is no loading ramp, so HGVs with a hydraulic lifting platform are required.

Manual and motorised forklifts and trolleys can be made available on request (free of charge).

### Receiving goods:

There is a **column with a bell** for goods deliveries in the loading area - right next to the entrance door. Consignments shall only be received if all transportation documents are valid and all details have been completed in full. Salzburg Congress reserves **the right to refuse to receive goods** that are not clearly labelled as the property of a specific recipient.

### Storage space:

Salzburg Congress can only provide a limited amount of storage capacity. Short-term storage of materials left over after assembly (empty boxes, crates, palettes etc.) must be approved by an authorised member of the Salzburg Congress team.

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### COLLECTION AFTER THE EVENT:

#### **Collection times:**

Until a maximum of 7 days after the event.

#### **Collection times during the dismantling period:**

As contractually agreed with the customer.

#### **Salzburg Congress collection times:**

Monday – Thursday 07.00 – 15.30

Friday 07.00 – 11.00

The customer shall take sole responsibility for organising collection of all property after the event. All goods must be suitably packaged and clearly and correctly labelled with the recipient's full address after the show.

Forwarding agents, freight transporters and parcel delivery services collecting goods are obliged to provide **all required transport documentation**; otherwise the goods cannot be released.

Any consignments that have not been collected after a 10-day post-show period will be disposed of **at the expense of the owner**.

Updated: 27.07.16