

Exhibitor Manual

LAB | SUPPLY

Vienna

May 12th, 2026

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1. General Information

Contact Organiser	Vogel Event Solutions GmbH Elisabeth Dietz Product Manager Event Tel. +49 931 418-2258 Mobil: +49 151 21072674 elisabeth.dietz@vogel.de Neele Wirth Managerin Event Support und Regionalmessen Tel.: +49 931 418-2340 neele.wirth@vogel.de Lisa Steinkühler Eventmanagerin Tel.: +49 931 418 2212 lisa.steinkuehler@vogel.de
Location Address	Wien Vienna Congress Center (Messe Wien) Messeplatz 1 1020 Wien, Österreich
Directions to Location	https://irp.cdn-website.com/ec4f4a40/files/uploaded/Uebersichtsplan+VIECON+Anlieferung_Parken_Engl.pdf 
Booth Staff Registration	Please register yourself and your colleagues using the following link: https://www.lab-supply.info/en-gb/besuchen/wien Click on the "Access code" field in the top left corner and enter your code. You will have received this code from us by email. Afterwards, the ticket category "Exhibitor stand staff" will be unlocked. Stand staff: 1 person is included per running meter of stand space Full catering with food & beverages on the day of the fair (lunch & 3 drink vouchers) Subject to availability, participation in the exclusive exhibitor evening event with food & beverages Additional stand staff can be booked for an extra charge. You can make the booking via the following link: https://www.lab-supply.info/en-gb/besuchen/wien
Parking	https://irp.cdn-website.com/ec4f4a40/files/uploaded/Uebersichtsplan+VIECON+Anlieferung_Parken_Engl.pdf 
FAQs	https://www.lab-supply.info/en-gb/ausstellen Here you can find our FAQs as PDF Download

Safety-related guidelines and instructions	Please inform the trade fair organization as quickly as possible in the event of an emergency (medical emergency, fall, injury, fire, etc.) so that assistance can be provided in a targeted manner. For medical or health-related emergencies, a paramedic team for initial care is present on site at every LAB-SUPPLY event. Required corridors, escape routes, and emergency exits must be kept clear at all times. Fire brigade and emergency access routes must remain unobstructed at all times. Instructions given by security personnel must be followed (parking behavior, evacuation, etc.).
Emergency procedures	Please inform the trade fair organization as quickly as possible in the event of an emergency (medical emergency, fall, injury, fire, etc.) so that assistance can be provided in a targeted manner. For medical or health-related emergencies, a paramedic team for initial care is present on site at every LAB-SUPPLY event. Required corridors, escape routes, and emergency exits must be kept clear at all times. Fire brigade and emergency access routes must remain unobstructed at all times. Instructions given by security personnel must be followed (parking behavior, evacuation, etc.).

2. Time Table for set-up and trade show day

Exhibitor Registration at Location	There is a central point on site that is signposted. We kindly ask all exhibitors to first register at the exhibitor registration desk and ask for the booth location. Then unload the exhibition goods, park your car IMMEDIATELY in the adjacent parking lot before setting up the booth
Set-up times for exhibitors	Monday, May 11, 2026, from 1:00 p.m. to 6:00 p.m. OR Tuesday, May 12, 2026, from 7:30 a.m. to 9:00 a.m. ATTENTION: Visitor admission begins at 9:00 a.m. Please ensure that your setup is completed by this time.
Opening Hours for Visitors	Admission: from 09:00 am Start of lectures: 09:30 am Opening hours of the exhibition: 09:30am-03:00pm
Dismantling times for exhibitors	Tuesday, May 12, 2026, 03:00pm until 06:00pm We urge you not to dismantle before 3:30 pm Prior dismantling, even after consultation, is not permitted.

3. Information on delivery and assembly

Directions to Location	https://irp.cdn-website.com/ec4f4a40/files/uploaded/Uebersichtsplan+VIECON+Anlieferung-Parken_Engl.pdf
Times for delivery for freight forwarders/parcel services	On May 11, 2026, from 10:00 a.m. On May 12, 2026, from 7:30 a.m.
Delivery address of exhibition goods	Wien Vienna Congress Center (Messe Wien) “LAB-SUPPLY_ YOUR COMPANY NAME” Messeplatz 1 1020 Wien, Österreich
Package reception and collection	If your company’s stand staff will not be on site at the time of delivery, the corresponding package reception form must be completed in advance and sent to events@vogel.de. The form for delivery confirmation and the liability waiver for goods reception can be found here: https://www.lab-supply.info/ausstellen/wien2026 Important notice regarding deliveries on setup day and collection. We kindly ask you to deliver your exhibition goods only on the setup day. Deliveries in advance are only possible in exceptional cases and after prior consultation with us. The same applies to collection after the trade fair. Please schedule collection preferably on the afternoon of the fair day. Later collections are only possible after prior consultation. Depending on the location, overnight storage fees may apply.

Delivery of heavy exhibition goods	You cannot unload at ground level. The truck must have a lowerable ramp. A pallet truck is available, but not a forklift truck
Delivery by courier and parcel services	Please book your courier or parcel service for the set-up day. Earlier deliveries are only possible after prior agreement with the organizer and the location. The VIECON – Vienna Congress & Convention Center and the LAB-SUPPLY assume no liability for damaged exhibition goods that are accepted before the official delivery dates. Please note your company name visibly on the freight/packages (sticker or similar). This will enable us to allocate consignments better and help the courier and parcel services more quickly. Unloading via a ramp is not possible. Please note this when making your booking. A pallet truck is available on site, but no forklift truck.

Storage of empty pallets and cardboard boxes	We have a storage room for the temporary storage of empties, pallets and other packaging material that you as an exhibitor will need for dismantling. Please contact the trade fair organization to inquire about the room. We will be happy to help you store larger pallets. Pallets must not be left in front of the stand after set-up, but must be brought to the storage room independently. You are welcome to ask the trade fair organization on site for a pallet truck. The storage room is open until 06:00pm during set-up. The storage room will not be open again for dismantling until 03:30pm on May 12th, 2026.
Collection of exhibition goods	Please book your forwarding/courier or parcel service for after 03:30pm on May 12th, 2026. Please pack your exhibition goods and stamp them accordingly. If you have to leave the location before the arrival of your forwarding agent, please contact the trade fair organization in advance. The stand personnel will receive a storage slip, which must be completed in full. Please do not leave any exhibition goods unstamped. The Vienna Congress Center and LAB-SUPPLY assume no liability for lost or damaged exhibition goods. If collection is not possible by 06:00pm on May 12th, 2026, we kindly ask you to inform the trade fair organization in good time so that this can be clarified with the location beforehand.

4. Information on the exhibition booth

Exhibition Booth equipment	Stand equipment: per running meter booked: Table area or open space (table dimensions: depth 60-100 cm / standard height approx. 73 cm) per stand booking: 1x chair 1x 230V plug connection (please provide 5m cable to the junction point, if necessary with multiple socket strip) Additional Schuko connection and three-phase current possible for an extra charge.
Information on technical connections (electricity, internet)	Unless otherwise stated at the time of registration, you will receive a 230V power connection. Please bring your own extension cable. extension cables can be borrowed from the trade fair organization for a deposit of €10. Free WIFI is available at the location. If you require a high-voltage (three-phase) power connection or a LAN connection, please contact us. These can be booked for an additional fee.

Order additional services	If you require technical equipment, such as a monitor or similar, and are unable to bring it yourself, this can be booked at an additional cost through the venue. Please contact us if needed, and we will be happy to provide you with the appropriate contact. Additional furniture, such as bar stools, shelves, or other typical trade show booth equipment, cannot be rented from us at LAB-SUPPLY.
Lead system for visitor leads	Starting in 2026, we offer you the option to book our lead app to capture visitor data. The lead app can be booked for €350 per location, allowing you to conveniently scan visitor leads via the badges. One access can be booked per company at the booth. If you wish to book the lead system at a later date, please contact events@vogel.de

5. Information on Lectures

Current Programm	https://www.lab-supply.info/en-gb/besuchen/wien
Submission of Presentation	Please submit your presentation via the following link: https://vogel.jotform.com/form/251962755365366 You can find the submission deadlines here: https://www.lab-supply.info/en-gb/call-for-papers-2026
Technical Equipment	Speakers do not need to bring their own equipment. We provide a screen, a projector and a laptop. It is sufficient to bring the presentation on a USB stick. If necessary, a USB stick can be borrowed from the trade fair organization. (for a deposit of 10€) It is possible to connect your own laptop. We ask you to test this in advance when setting up the day before to ensure that the laptop is compatible with the projector provided.
Leadsystem	For your technical presentation, you have the option to receive the participant leads from us. This service must be booked separately in advance of your booth reservation! Your technical presentation with lead guarantee 30-minute technical presentation in a separate conference room. Prominent promotion of the presentation (e.g., via email marketing, social media, etc.), as well as in the on-site trade fair materials and on information boards Lead guarantee The presenting company will receive the full leads of the presentation participants (first name, last name, job position, company, email address) as a digital file afterwards. GDPR-compliant use of the leads is possible.

6. Marketing

Marketing LAB-SUPPLY	You can download our advertising material here https://www.lab-supply.info/en-gb/ausstellen/wien2026 We provide you with logos, graphics and banners relating to the LAB-SUPPLY that you can use for your own corporate communications. The "How-to" guide, which gives you tips on how to use the advertising material, is also sure to be helpful. If you need advertising material in a specific size or resolution, you can contact us with your requirements.
Marketing LABORPRAXIS	For more than 45 years, the LABORPRAXIS has been supporting laboratory staff in their daily work and provides assistance in the spirit of our brand essence: “Those who use us can do more.” We reach the readers of LABORPRAXIS with 8 print editions, a German and an English English specialist portal, more than 200 newsletters, the regional trade fair LAB-SUPPLY and via social networks such as LinkedIn, Facebook and Xing. LABORPRAXIS also provides laboratory staff in China all useful information on all communication channels including WeChat. Further information can be found here: https://b2bmarketing.vogel.de/pages/laborpraxis

7. Exhibitor Evening

Location, Time, Date, Registration	The exhibitor evening will take place on Monday, May 11, 2026, from 7:00 p.m. to 10:00 p.m. ARCOTEL Kaiserwasser Wagramer Straße 8 1220 Wien (Wien) Telefon: +43 1 224 24 200 We are always delighted to spend the evening before the fair with our exhibitors in a relaxed atmosphere, enjoying good food and drinks. Participation for stand staff is free of charge, but a binding registration/cancellation is required in advance, at the latest 14 days prior to the event. Please inform us if you are unable to attend the exhibitor evening at short notice. NOTE: Places are limited depending on the location. Early registration is therefore recommended. Sustainability notice: If stand staff are registered in advance but do not show up without any explanation, we reserve the right to send you a request for a donation to the Vogel Foundation. Information about our foundation can be found here: https://www.vogel-stiftung.de/
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8. Hotel Recommendation

Information on Hotels	LAB-SUPPLY Vienna – Hotel Room Contingents 2026
	Motel One Wien-Prater We have reserved a room contingent for 2026 (30 single rooms) for you. Address: Ausstellungsstraße 401020 Vienna, Austria Phone: +43 1 729 7800 Email: wien-prater@motel-one.com Arrival: 11 May 2026 Departure: 12 May 2026 Rate: €251.79 per night incl. breakfast Booking keyword: LabSupplyWien2026 Booking deadline: 20 April 2026 Booking method: Only via the call-off form Payment & cancellation: Booking only possible with a guarantee (credit card details required or advance payment) Free cancellation possible until 27 April 2026 Hampton by Hilton Vienna Messe We have reserved a room contingent for 2026 (30 single rooms) for you. Address: Perspektivstraße 10 1020 Vienna, Austria Phone: +43 1 890 2434 Email: info@hampton-vienna.at Arrival: 11 May 2026 Departure: 12 May 2026 Rate: €139 per night incl. breakfast Booking keyword: LAB-SUPPLY Wien Booking link: https://www.hilton.com/en/book/reservation/rooms/?ctyhocn=VIENAHX&arrivalDate=2026-05-11&departureDate=2026-05-12&groupCode=CHH902&room1NumAdults=1&cid=OM,WW,HILTONLINK,EN,DirectLink Booking deadline: 13 April 2026 Booking method: Via the email address or phone

9. Further information for exhibitors

Warning SPAM Emails	We would like to warn you about misleading offers relating to LAB-SUPPLY. Please do not respond to any requests from third parties who ask you to compare data in the name of LAB-SUPPLY or who offer you products and services in our name. Please do not respond to any offers from foreign service providers who offer you lists of LAB-SUPPLY visitors. We do not sell visitor data to third parties. Please assume that these offered lists are fake and in no way GDPR-compliant.
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20 Years of LAB-SUPPLY



20 Years of LAB SUPPLY – Let's Celebrate Together!

This year, LAB SUPPLY is celebrating its 20th anniversary. Two decades full of encounters, exchange, and collaboration – none of this would have been possible without our exhibitors and participants. For this, we want to sincerely say thank you.

Throughout the anniversary year, we have planned small activities and gestures at each location. They are meant to express our appreciation and give back a small piece of what has always made LAB SUPPLY special: a strong sense of community.

Because LAB SUPPLY is more than just a trade fair – for us, it's like a small family. Personal, familiar, and shaped by long-standing partnerships.

We are delighted when our exhibitors celebrate this special anniversary with us and raise a toast to 20 years of LAB SUPPLY. Here's to many more years of exchange and collaboration!



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