



Event service Guide book



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A. THE MEETING FACILITIES

1. HILTON MEETING FACILITIES

The multifunctional meeting rooms and ballrooms vary between 48 m² and 825 m² over two floors with a total surface area of around 3.200 m².

The Hilton Vienna Park facilities are designed for exhibitions, meetings and receptions, product presentations, and therefore it is essential to know what structural provisions and technical equipment are available within the conference centre.

Meeting rooms

Park Suite 1– 10, Park Boardroom (level M1) + Green Room 1 &2 (level O)

- Rooms with daylight
- Dimmable light
- Analogue telephone connection with a direct line to our team
- Power sockets next to screens and in floor
- 16 A High voltage line in Park Suites 7-9

Ballrooms

Grand Klimt Hall I – III (Level M1) & Grand Park Hall I – III (Level O)

- Pillar-free
- 6 meter ceiling height
- Dimmable light
- Power sockets next to screens and in floor

Communal areas

Yard (level M1) – 700m²

- Power sockets next to meeting room doors
- Fixed coffee stations with WMF machines
- Park Pavilion co working space & business centre
- Park Theatre open meeting space
- Access to cloakroom

Klimt Ensemble (level M1 in front of Grand Klimt Hall) – 150 m²

- Power sockets next to meeting room doors
- Flexible space for buffet area or exhibition
- Access to cloakroom

Park Ensemble (Level O in front of Grand Park Hall) – 150 m²

Conference Technology

- Built-in projector screens / interactive flat panels in meeting rooms
- Video projector
- Soundproofing
- Additional conference technology available upon request

Internet access

The Hilton Hotels in Vienna are offering simple, up to date, high speed Internet access. Bandwidth intensive, complex, internet services which require high reliability or high number of concurrent connections are only available with a minimum of 8 weeks lead time. Please do not hesitate to contact us to discuss further details.

Catering

Only the hotel's own catering services may be employed to offer any type of catering in the hotel, including small refreshments such as coffee, mineral water, fruit juice and the like.

Should the organiser offer his own beverages (with the express permission of the hotel management) he must remunerate the hotel to the extent of 50% of its forgone sales on the same beverages, in the absence of any other written agreement.

2. DESIGN & REPARTITION OF THE MEETING SPACES

2.1 Meeting room maps and Rooms lay-out

Meeting Map Ground Floor (Park Hall 1-3, Green Rooms and Park Ensemble)



Forms of Seating

Conference And Event Rooms Capacity Chart

Name	Type	Floor	Area (Sq. ft)	Area (Sq. m)	Dimensions L x W x H ft	Theatre	Classroom	Cabaret	U-Shape	Boardroom	Barquet	Reception
Grand Park Hall 1+2+3	Ballroom	Ground Floor	8360	828	26.0 x 31.9 x 6.0	840	450	300	-	-	550	840
Grand Park Hall 1+2	Ballroom	Ground Floor	5741	550	26.0 x 20.4 x 6.0	560	290	216	-	-	384	560
Grand Park Hall 2+3	Ballroom	Ground Floor	6032	556	26.0 x 21.4 x 6.0	560	290	216	-	-	384	560
Grand Park Hall 1	Ballroom	Ground Floor	2935	270	26.0 x 10.4 x 6.0	280	140	96	74	102	192	280
Grand Park Hall 2	Ballroom	Ground Floor	2806	260	26.0 x 10.0 x 6.0	280	140	96	74	102	192	260
Grand Park Hall 3	Ballroom	Ground Floor	3226	296	26.0 x 11.4 x 6.0	280	149	96	74	102	192	260
Park Ensemble	Foyer	Ground Floor	2870	274	31.8 x 8.6 x 3.6	-	-	-	-	-	-	450
Green Room 1	Meeting Room	Ground Floor	558	50	7.5 x 7.3 x 3.1	40	20	21	16	14	-	-
Green Room 2	Meeting Room	Ground Floor	558	50	7.5 x 7.3 x 3.1	40	20	21	16	14	-	-
Extratimmer	Restaurant	Ground Floor	430	40	6.7 x 5.9 x 3.2	-	30	-	-	14	-	-

Meeting Map Mezzanine 1 (Yard and all meeting rooms)



Forms of Seating

Conference And Event Rooms Capacity Chart

Name	Type	Floor	Area (Sq. ft)	Area (Sq. m)	Dimensions L x W (m)	Theater	Classroom	Cabaret	U-Shape	Boardroom	Banquet	Reception
Park Suite 1	Meeting Room	Mezzanine M1	645	60	8.6 x 7.0 x 3.1	60	28	24	18	18	40	—
Park Suite 2	Meeting Room	Mezzanine M1	645	60	8.6 x 7.0 x 3.1	60	28	24	18	18	40	—
Park Suite 3	Meeting Room	Mezzanine M1	645	60	8.6 x 7.0 x 3.1	60	28	24	18	18	40	—
Park Suite 4	Meeting Room	Mezzanine M1	645	60	8.6 x 7.0 x 3.1	60	28	24	18	18	40	—
Park Suite 5	Meeting Room	Mezzanine M1	967	92	8.1 x 11.5 x 3.1	70	32	24	18	18	60	60
Park Suite 6	Meeting Room	Mezzanine M1	592	55	7.5 x 7.5 x 3.1	40	24	24	18	18	40	30
Park Suite 7	Meeting Room	Mezzanine M1	1231	114	15.0 x 7.6 x 3.1	100	50	48	30	32	80	90
Park Suite 8	Meeting Room	Mezzanine M1	1231	114	15.0 x 7.6 x 3.1	100	50	48	30	32	80	90
Park Suite 9	Meeting Room	Mezzanine M1	1231	114	15.0 x 7.6 x 3.1	100	50	48	30	32	80	90
Park Suite 10	Meeting Room	Mezzanine M1	731	68	15.0 x 4.5 x 3.1	50	16	35	—	28	40	45
Park Suite 7-10	Meeting Room	Mezzanine M1	4445	410	15.0 x 27.5 x 3.1	—	—	—	—	—	280	315
Park Suite 8-9-10	Meeting Room	Mezzanine M1	3122	308	15.0 x 20.5 x 3.1	—	—	—	—	—	200	220
Park Suite 7-8-9	Meeting Room	Mezzanine M1	3681	342	15.0 x 22.8 x 3.1	—	—	—	—	—	240	270
Park Suite 9-10	Meeting Room	Mezzanine M1	1982	182	15.0 x 12.1 x 3.1	—	—	—	—	—	120	135
Park Suite 8-9	Meeting Room	Mezzanine M1	2393	228	15.0 x 15.2 x 3.1	—	—	—	—	—	160	180
Park Suite 7-8	Meeting Room	Mezzanine M1	2376	228	15.0 x 15.2 x 3.1	—	—	—	—	—	160	180
Park Suite 6-10	Meeting Room	Mezzanine M1	5017	465	15.0 x 35.7 x 3.1	—	—	—	—	—	320	345
Park Boardroom	Meeting Room	Mezzanine M1	570	53	7.0 x 7.5 x 3.1	—	—	—	—	12	—	—
Grand Klimt Hall 1+2+3	Ballroom	Mezzanine M1	6501	604	20.0 x 30.2 x 5.8	460	300	200	—	—	430	460
Grand Klimt Hall 1+2	Ballroom	Mezzanine M1	4693	436	20.0 x 21.8 x 5.8	360	230	150	—	—	270	340
Grand Klimt Hall 2+3	Ballroom	Mezzanine M1	4693	436	20.0 x 21.8 x 5.8	360	230	150	—	—	270	340
Grand Klimt Hall 1	Ballroom	Mezzanine M1	1808	168	20.0 x 8.4 x 5.8	100	70	54	40	50	100	100
Grand Klimt Hall 2	Ballroom	Mezzanine M1	2884	268	20.0 x 15.4 x 5.8	260	160	96	75	50	170	240
Grand Klimt Hall 3	Ballroom	Mezzanine M1	1808	168	20.0 x 8.4 x 5.8	100	70	54	40	50	100	100
Klimt Ensemble	Foyer	Mezzanine M1	1615	150	—	—	—	—	—	—	—	150
Yard	Foyer	Mezzanine M1	7535	700	—	—	—	—	—	—	—	400
Park Library Boardroom	Meeting Room	Mezzanine M2	516	48	7.05 x 6.8 x 2.5	—	—	—	—	8	—	16

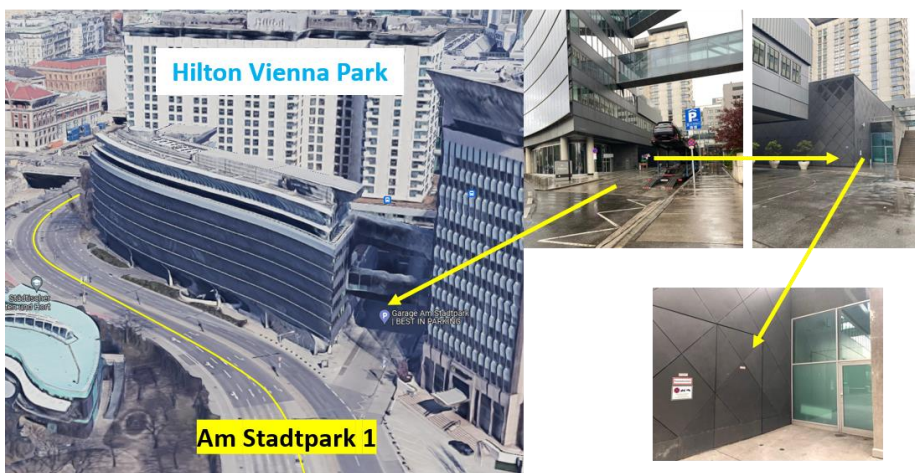
2.2 Accessibility

For an optimal clarification, it is essential to describe the access routes and walkways on each floor.

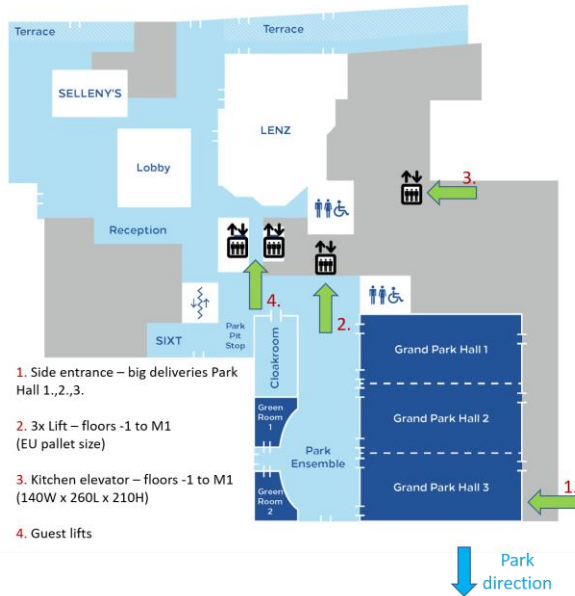
Ground Floor – Park Hall 1– 3 and Park Ensemble

For deliveries to Park Hall and Park Ensemble there is an entrance in the back of the Park Hall 3 see picture below. The measurements of the door is 3,40m high by 2,80 wide.

Park Hall 3 back entrance

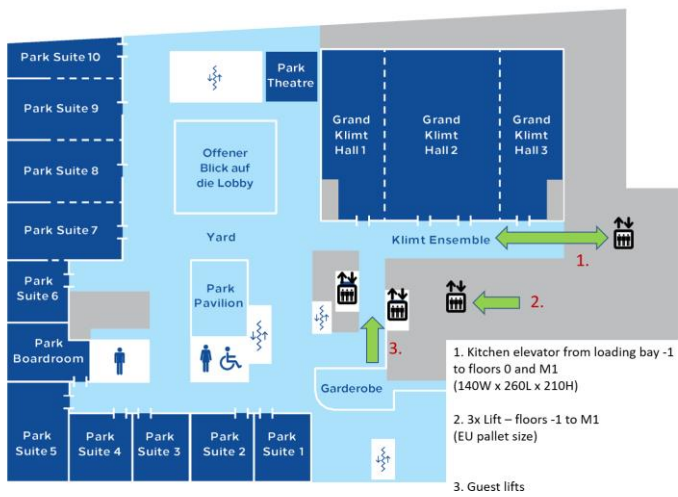


elevator map



Mezzanine 1 – Yard and all meeting rooms

This level may be accessed from the receiving department back of the house. There is an elevator (kitchen) available with a maximum load of 1.125 kg.



3. DESCRIPTION OF THE TECHNICAL EQUIPMENT

3.1 In-house electrical devices

Austrian standard sockets have 230 volt secured by 16 ampere. This one single socket is able to provide 3680 watt (3,68 kWh).

If you have American ports with 110 V, please ask our concierge / housekeeping for a transformer.

Every socket in the Hilton Vienna Park is market with numbers above. If you need more then 3,68 kWh, please make sure that you use another numbered socket.

High Voltage Lines:

High voltage lines can be provided in every meeting room on M1 and Ground Floor. Even in the small ones (Park Suites) will be 16 A available.

Klimt 1 to 3 has following lines:

- Klimt Hall 1: 16A & 32A & 63A
- Klimt Hall 2: 16A
- Klimt Hall 3: 16A & 32A & 63A



Park 1 to 3 and Park Ensemble Area have following lines:

- Park Hall 1: 32A & 63A
- Park Hall 2: 32A & 63A
- Park Hall 3: 32A & 63A
- Park Ensemble: 16A & 32A



If you do not have the right cable for the high voltage lines, please ask the Hilton engineering stuff for assistance.

For further information as where the high voltage lines are located, please see the room plans bellow.

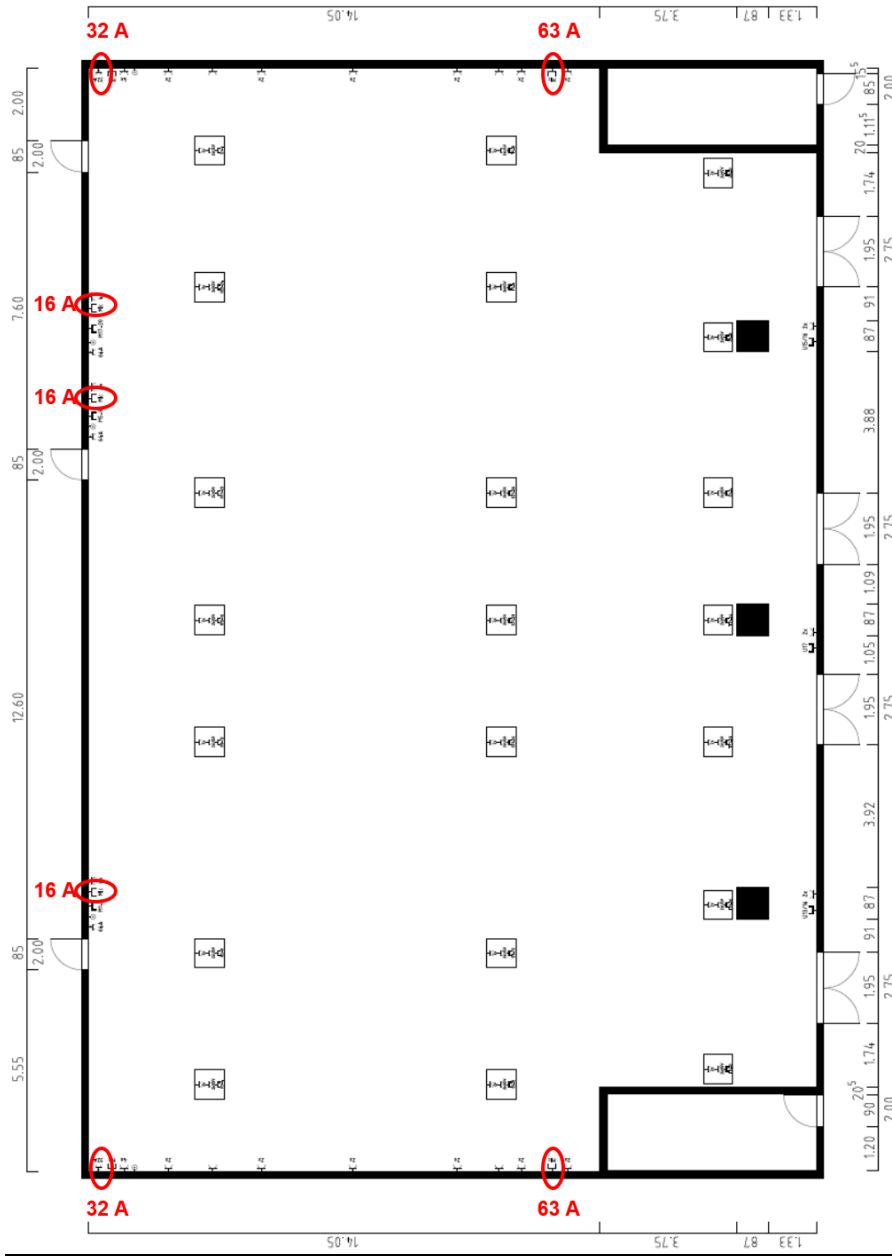
PLEASE NOTE:

It is always possible to go decrease the voltage with a distribution block, BUT never to increase.

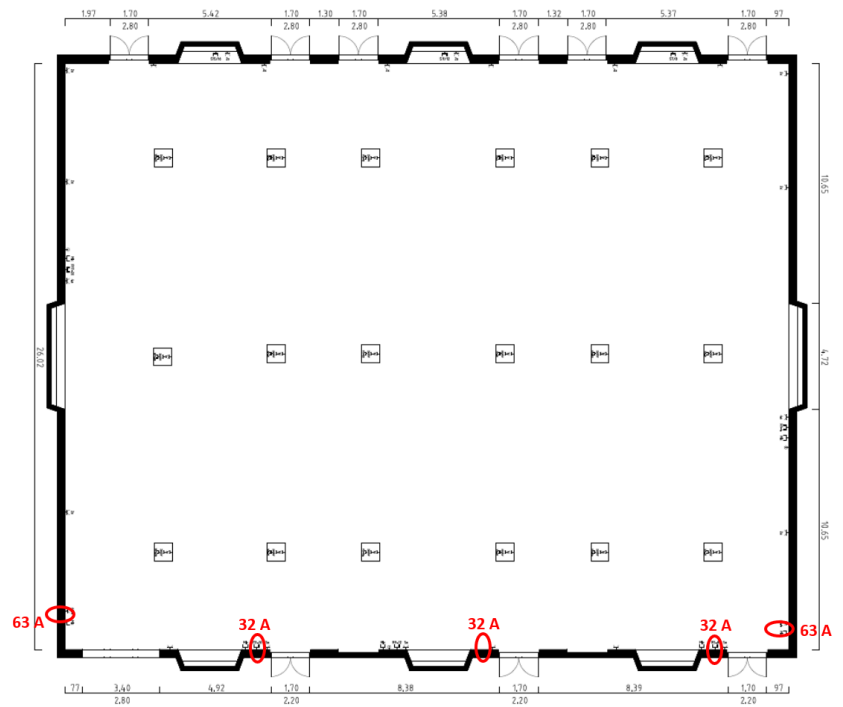
Conference speaker systems

The different meeting rooms have in-room speaker systems which will be controlled by banquet or the technical company AV Bernhard.

Klimt Hall 1-3



Park Hall 1-3



Park Ensemble



3.2 Technical Equipment provided by AV Bernhard

All our technical equipment is provided by an outsourcing company AV Bernhard, to be able to guarantee state-of-the-art equipment in all our meeting rooms. This goes from the projection screens which are build in to our meeting rooms, to flipcharts, to sound equipment up to event engineering for entire events.

3.3 In-House Furnishing

The Hilton Vienna Park Hotel has a variety of furnisher for different setup styles available. For your own planning the hotel provide a separate list of furnishing with the amount and measurements of the items.

If you require a particular setup style for a meeting or ballroom we will do so by our room planning system and revise accordingly.



40 pcs Slimfold table round 91cm,
110cm or 76cm height



171 pcs Slimfold table round
152cm. 76cm height
50 pcs Slimfold table round 183cm,
76cm height



81 pcs Slimfold edgy table round
183cm. 45cm height



28 pcs High table round 64cm,
100cm height



355 pcs Banquet table
60cm. 150cm height

3.4 Site conditions before and after exhibitions

Reports and dealing methods on possible damage will be discussed by the exhibition organizers.

To make sure that every previous damages of meeting and exhibition facilities are reported beforehand, the event organizer and one of responsible hotel staff members will go through accurately to prepare a completion certificate.

It is forbidden:

- To hang or fix anything on the walls / ceilings;
- To use materials or techniques that may cause damage to the spaces and furniture in the walls, floor, ceiling, columns, etc.;
- To block passages or access to the emergency exits;
- To use materials that might represent a security risk or might endanger people or Hotel facilities;
- To use materials that might damage the Hotel's structure or image (nails, paint, glue, etc.);
- To proceed with structural modification or decoration to the assigned areas, except in case of movable structures or stand-ups.

After ending of the event it will be proceed the same and make a completion certificate. In case of damages the hotel will write a "damage report" and the organizer will be charged accordingly.

3.5 Delivering and returning event materials

Deliveries:

Storage capacity is limited at the Hilton Vienna Park so material needs to be delivered shortly before the Conventions start. For more details please contact your Event Planer.

Please be aware of that all the material that are delivered in advance at the hotel, should be properly identified, as follows (each parcel/box):

DATE OF FUNCTION		NAME OF FUNCTION	
CONTACT PERSON		FUNCTION ROOM	
Hilton Meeting Desk			
ADDITIONAL COMMENTS			
<p><u>C O N T E N T</u></p> <p><input type="checkbox"/> HANDOUT</p> <p><input type="checkbox"/> DOCUMENTS</p> <p><input type="checkbox"/> BOOKS</p> <p><input type="checkbox"/> GIVE-AWAYS</p> <p><input type="checkbox"/> STATIONARY</p> <p><input type="checkbox"/> DECORATION</p> <p><input type="checkbox"/> OTHER</p> <p>_____</p>		<p><u>Hilton Vienna</u></p> <p><u>C & E DESK</u></p> <p>Am Stadtpark 1</p> <p>1030 Wien, Austria</p>	

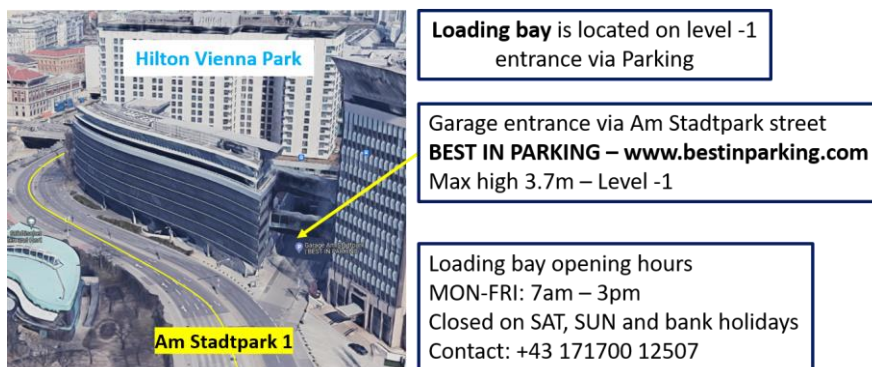
Please ask your event planer to send you package sign document.

There are two ways how to deliver materials for your event:

Small deliveries like packages or small pallets delivered usually by international or local couriers can be delivered directly to our

loading bay (level -1) or directly to **C&E desk (level M1)**.

- A. **Loading bay** is located at level -1 and it is possible to go there via parking entrance from the back of the hotel via Am Stadtpark street (see map below). For more information please visit www.bestinparking.com.



- B. **C&E desk** – for delivering up to 5 packages directly.

Opening hours: Mon-Fri: 7am – 3pm

In case of delivering **outside of any opening hours** please contact your Event Planer for more details.

Returns:

Hotel is not taking over any parcel shipments, all shipments need to be arranged by customer directly.

As hotel store capacity is very low, storing of parcels for courier pickup need to be planned ahead with Event Planer. Be sure that all parcels are properly labeled as requested by courier.

For the avoidance of doubt, it is clarified that the Hotel is not obliged to store any item after the end of the event. In case any such item is found in the Hotel after the end of the event, without a previous notice having been given to the Hotel by the Sponsors/exhibitors and accepted by the Hotel, it shall be considered as having been abandoned as useless and the Hotel shall be entitled to destroy it or have it removed as waste, in its absolute discretion, without any liability whatsoever in connection therewith.

4. GENERAL INSTRUCTIONS AND SPECIAL PROVISIONS REGARDING SITE USAGE AND SAFETY

Important comment:

The conference center's entrance hall and the passageways Lobby Hall next to the escalators and Lounge may not, under any circumstances, be treated as an exhibition space.

"Lenz" restaurant may not be set up for the use of exhibitors under any circumstances.

4.1 General instructions regarding safety installations

- Respect the walkways towards the different exits. The width of the passageways leading to the exits must be at least equal to the width of the corresponding exit.
- Never hide or block an emergency exit. Never hide the safety lighting in the lounges or the lighting which indicates the direction of the exits or the luminous signs pointing out the exits.
- Never hide electrical equipment boxes or other technical installations situated within the different rooms. Please agree in advance with the responsible Hotel person how many boxes you are carrying along and where they need to store.
- Do not interfere with the smoke extraction systems by covering the fresh air vents situated in the lower part of the walls of the rooms.
- Do not create installations below 2 m in height in order not to interfere with the safety regulation.
- Leave all means of fire alarm and fire fighting clearly visible and completely unobstructed.
- In case of emergency, alert the central safety post. Users may do this by:
 - phoning at the number: 122
 - internal emergency call: 33333

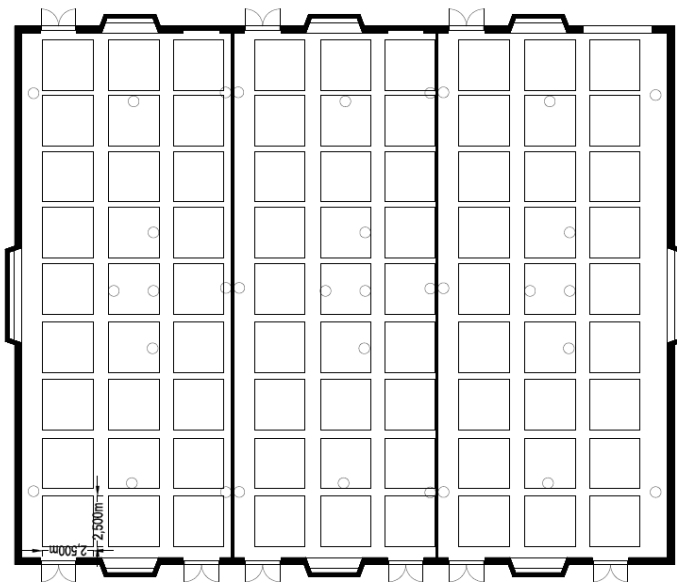
4.2 Electrical installation

Electrical installations must be conformed and approved by the Austrian laws and the safety constructions of the hotel

- Hanging Points in Park Rooms 1–3

Hanging Points are constructed for trusses which carrying among others light productions. Each hanging points are able to hold up to 500 kg.

Park Hall 1, 2, 3



- Hanging Points in Klimt Ballroom 1–3

Each hanging points are able to hold up to 85 kg (Room plan is under construction).

PLEASE NOTE:

Electrical cables and water channels must not under any circumstances cause an obstruction to the public in the case of an evacuation. In particular, shielding must be provided for this purpose in walkways.

4.3 Safety precautions

Preliminary remark:

The organizer must appoint a safety representative who will ensure that safety regulations are implemented.

Fireworks and pyrotechnics:

All effects created by pyrotechnical generators and loud explosions, explosions with sparks, flames or smoke are strictly forbidden.

Dangerous products:

- **Compressed gas:** Air, nitrogen and carbon dioxide are permitted. Other gases are strictly FORBIDDEN.
- **Inflammable liquids:** All inflammable liquid containers introduced into the stands must be empty (paint or varnish tins, bottles of perfume, aerosol sprays etc).
- **Radioactive products:** Must be previously authorized.
- **Operating machines:** Must be declared thirty days prior to the event or exhibition in three different samples.

Storage of materials:

Packaging and merchandise which could feed a fire must not clutter up the booths of the stands. Exhibitors must take care only to include the packaging and products necessary for that day. They must clean their stands or have them cleaned every day and remove any empty packaging.

Floral decorations:

With the exception of lounges and stands specifically for floral activities, plants and flowers made of plastic or paper are forbidden. Those made of natural fibre fabrics are tolerated only if they are fireproofed. Natural plants and flowers may be used, and preferably planted in soil which is kept moist.

Fireproofing:

Fireproofing can improve the quality of materials which are in their normal state averagely or easily inflammable.

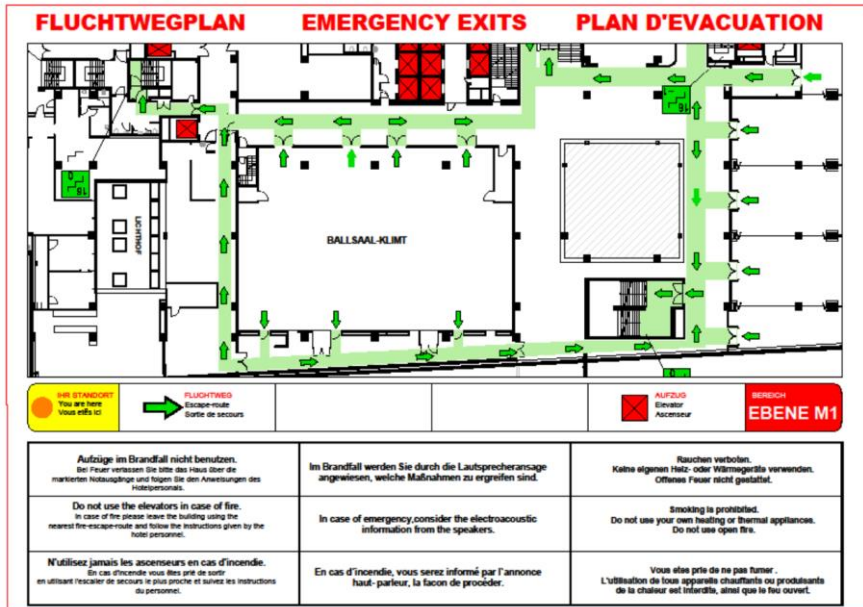
Fireproofing can be carried out by:

- spraying with a special liquid,
- the application of a special paint or varnish with a brush,
- the immersion in a special bath.

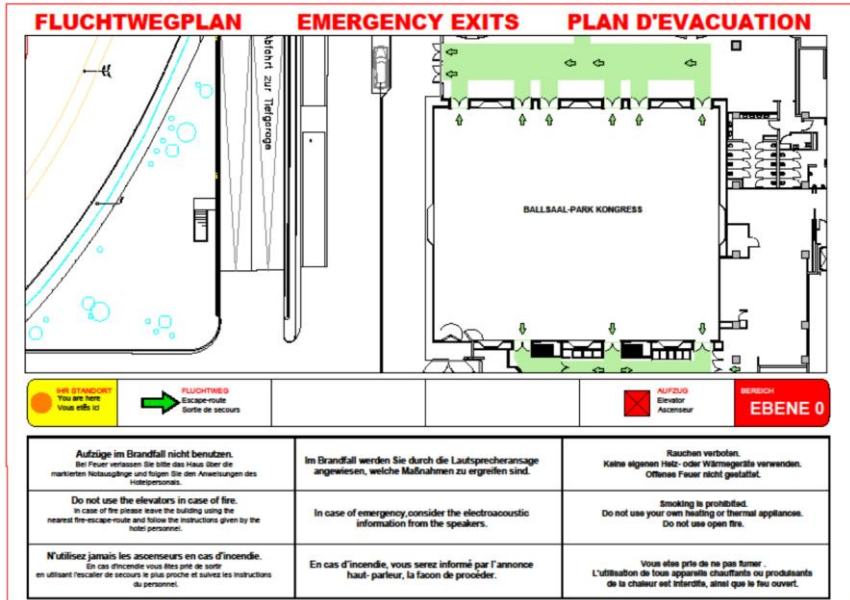
4.4 Emergency access in case of fire

The Building and Housing Code sets the safety rules regarding protection from fire risk. It is imperative that exhibitors / event coordinator conform to Austrian “Veranstaltungstättengesetz”.

EMERGENCY EXITS LEVEL M1



EMERGENCY EXITS LEVEL 0



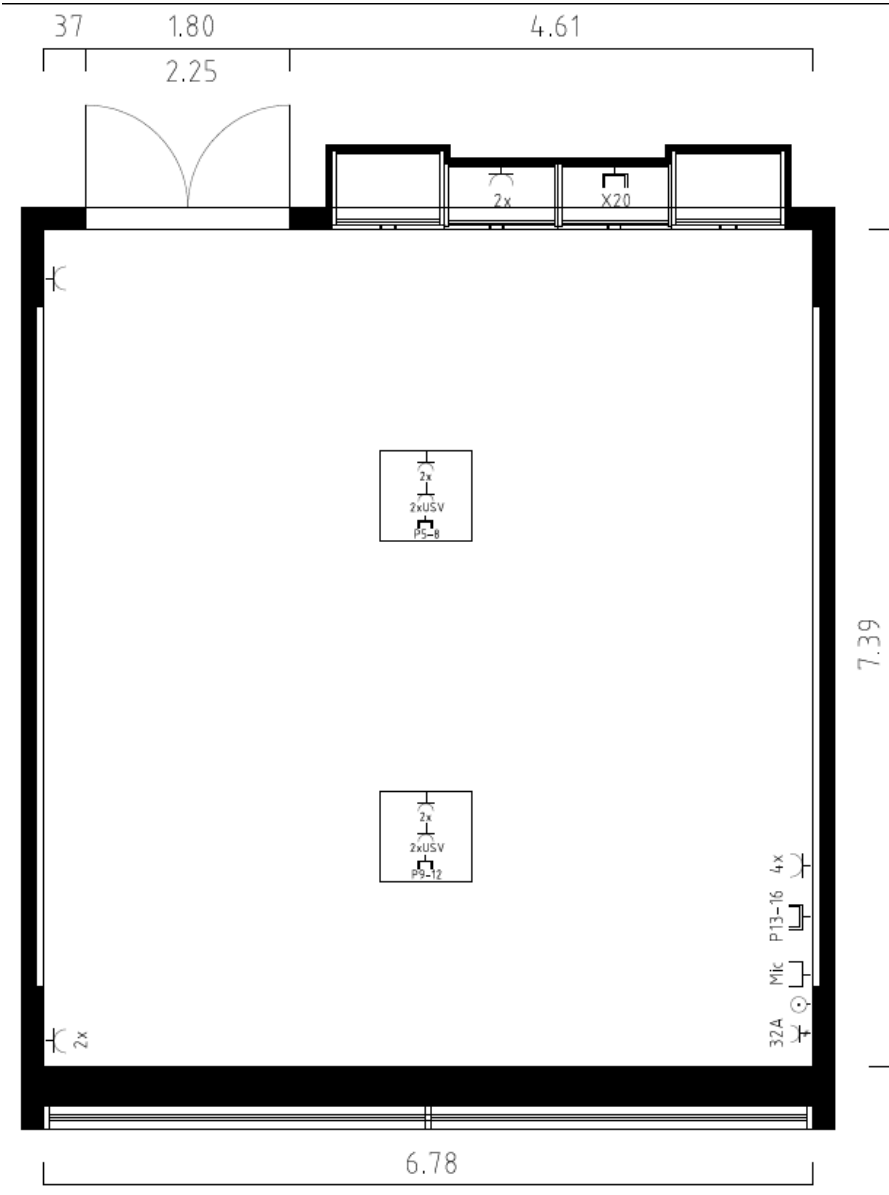
The positioning of stands in the public area must not impede access. Wall hydrants, emergency telephones, smoke extraction system air grilles, electrical equipment boxes, extinguishers, dry risers and break-glass alarms must be permanently accessible and their positions must be signposted. They must be maintained in perfect working order. The interior furnishings of stands must not obstruct the proper functioning of smoke extraction systems, or of detectors or sprinkler systems.

It is the organizer's responsibility to ensure that these conditions are respected in their entirety for each space.

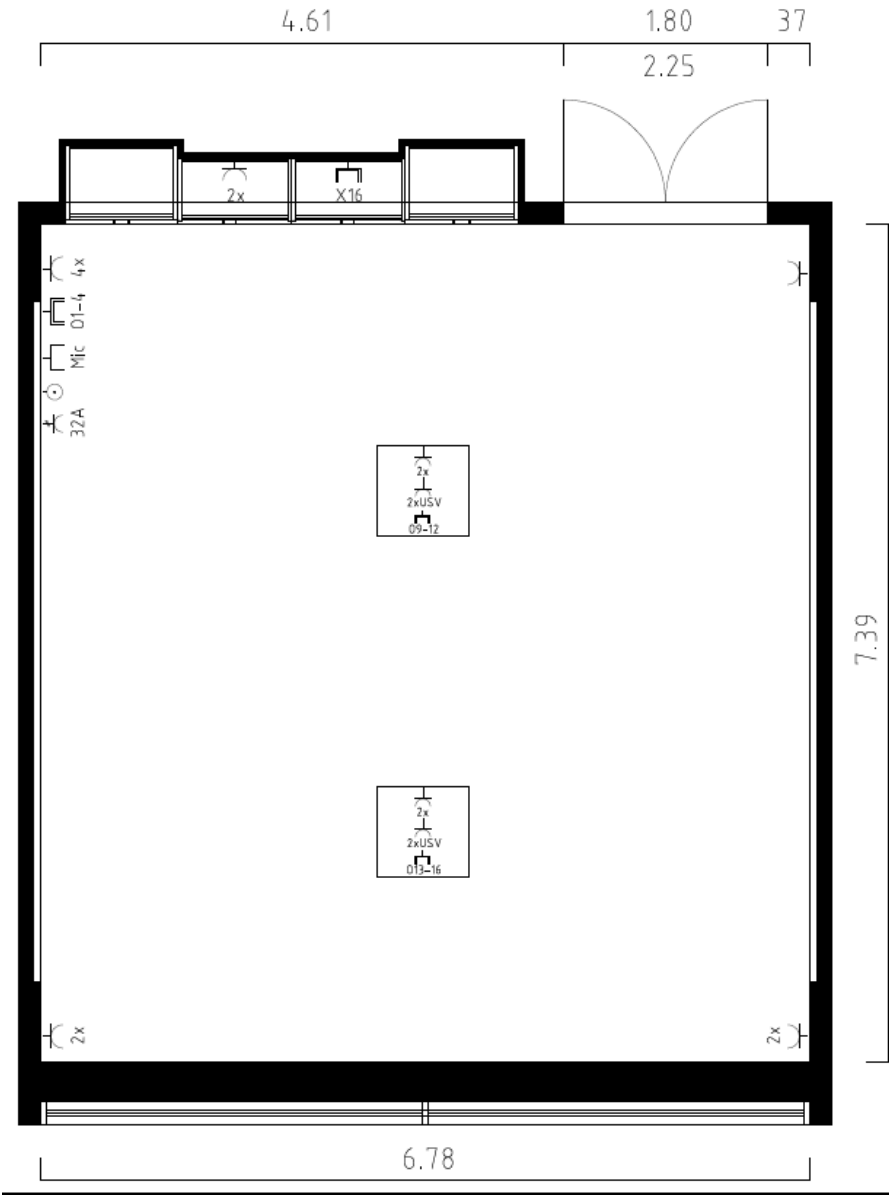
5. Structural provisions of meeting rooms

Commented [MT1]: Occupancy? > would move whole chapter to ANNEX

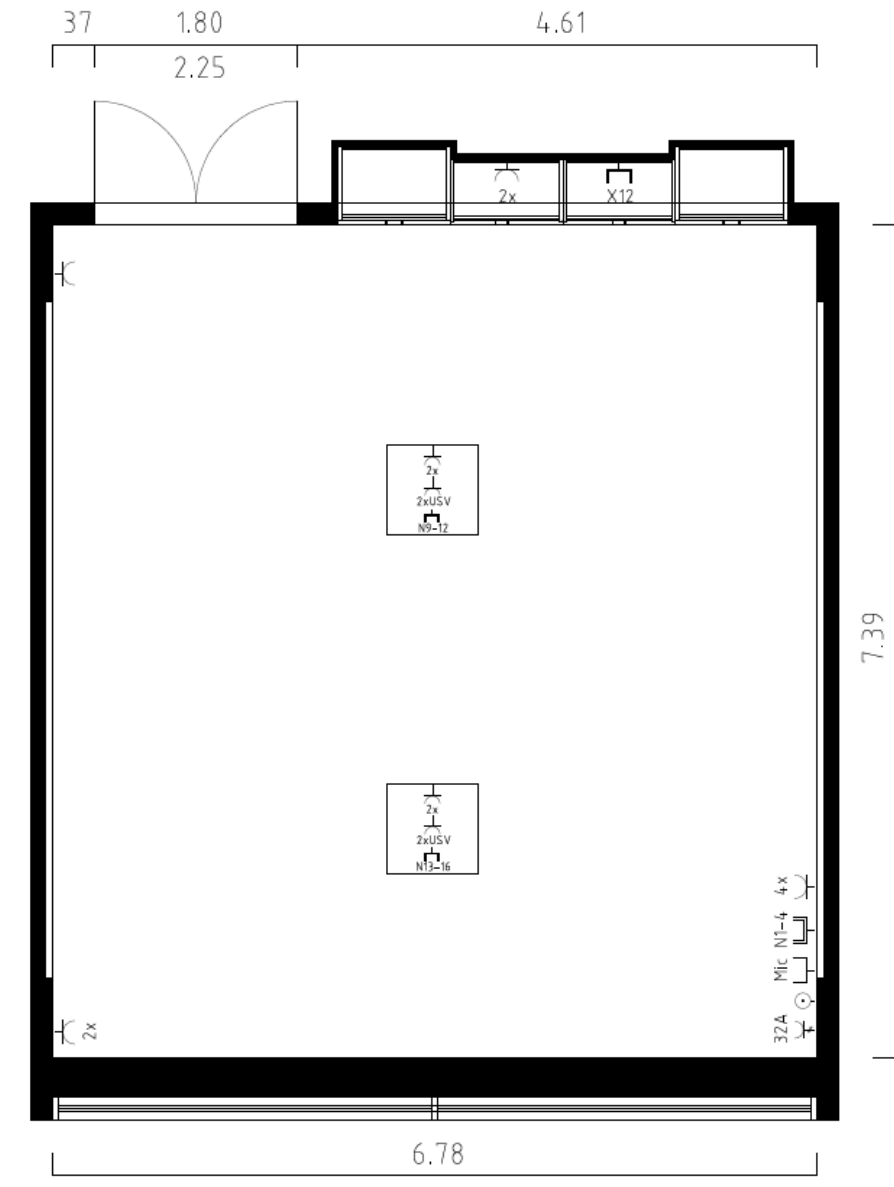
Park Suite 1



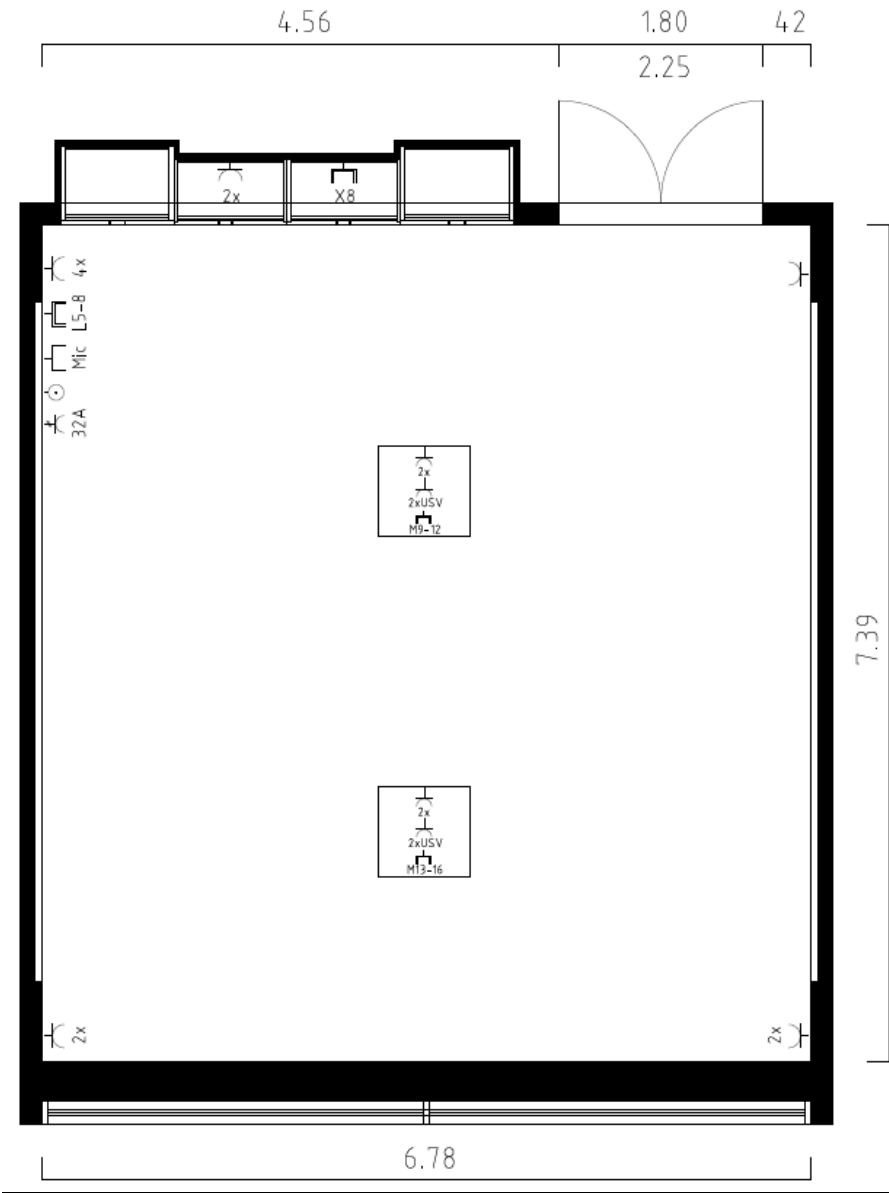
Park Suite 2



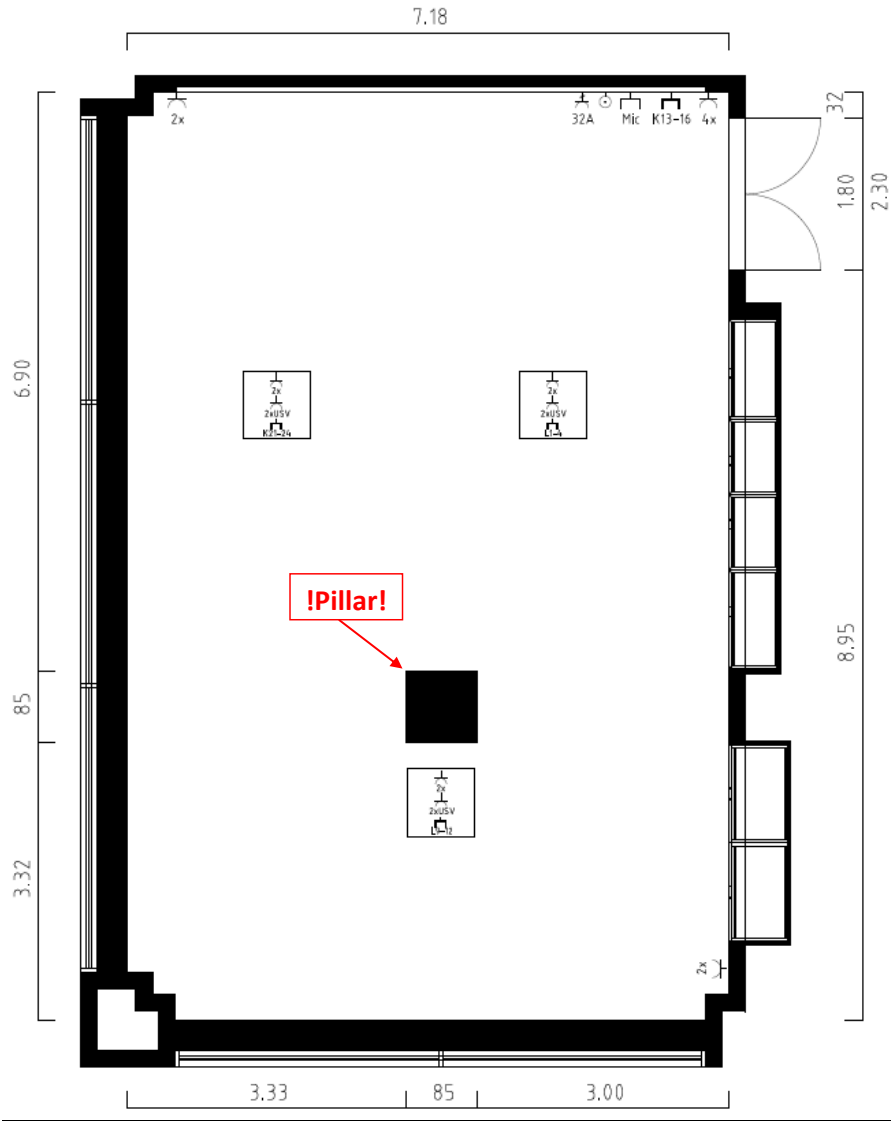
Park Suite 3



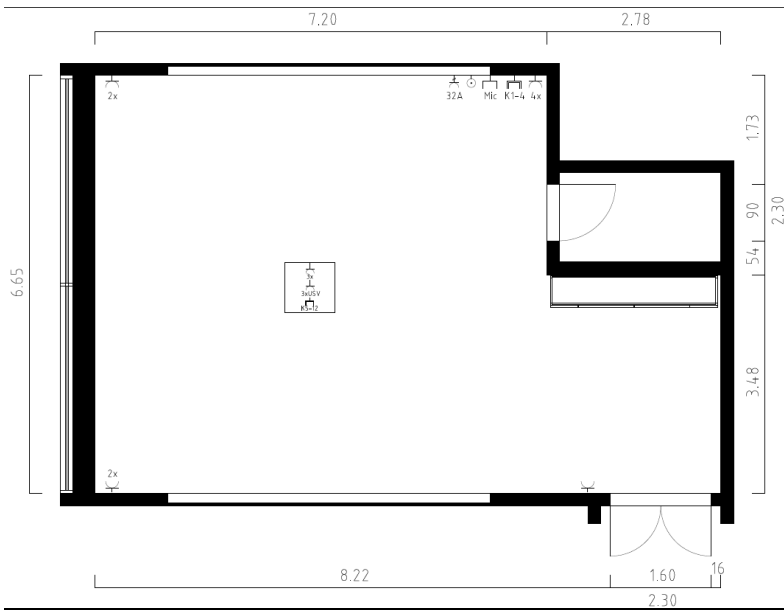
Park Suite 4



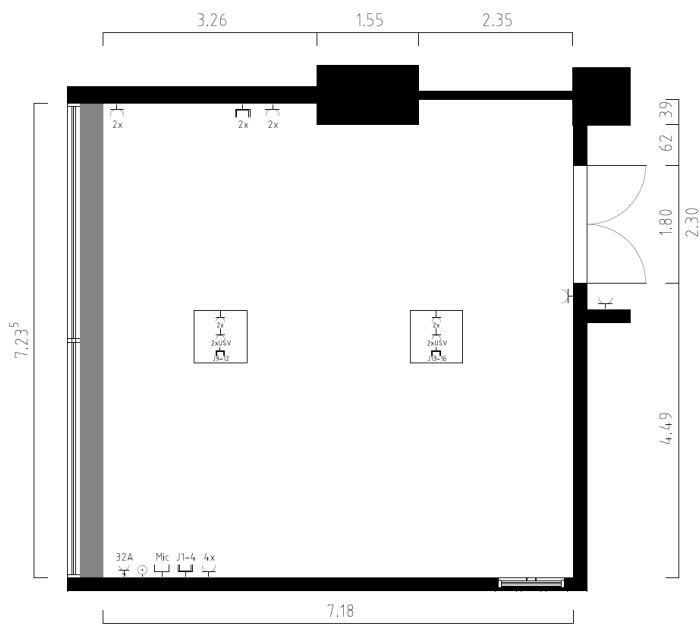
Park Suite 5



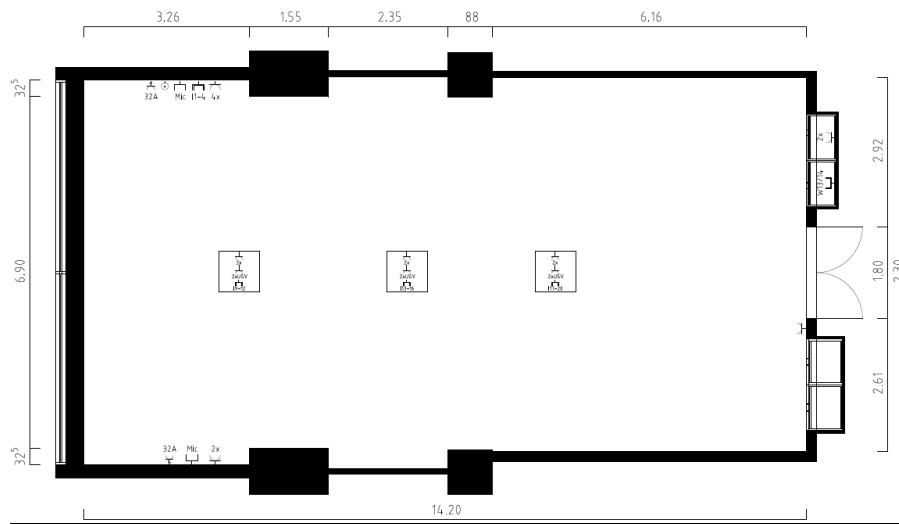
Park Boardroom



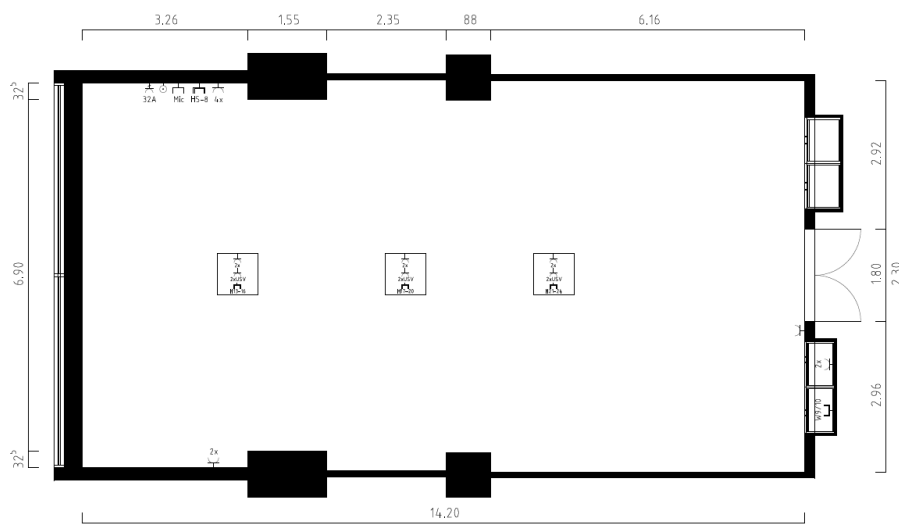
Park Suite 6



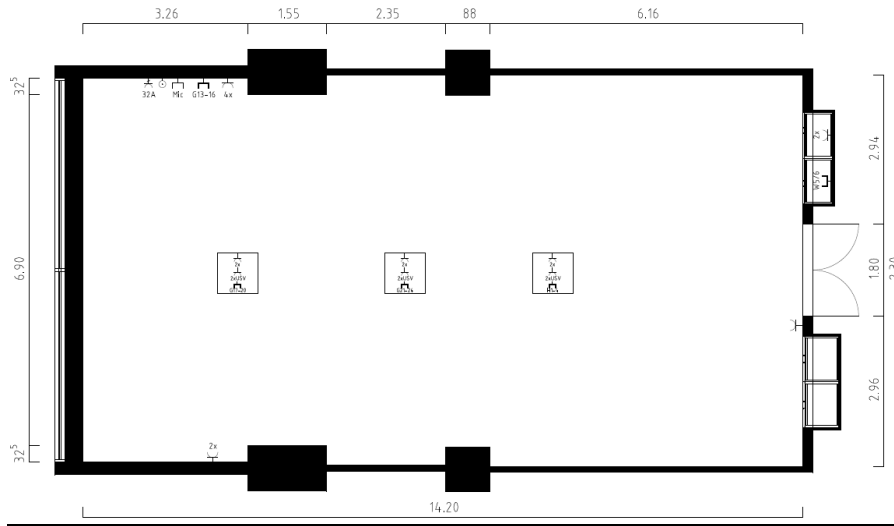
Park Suite 7



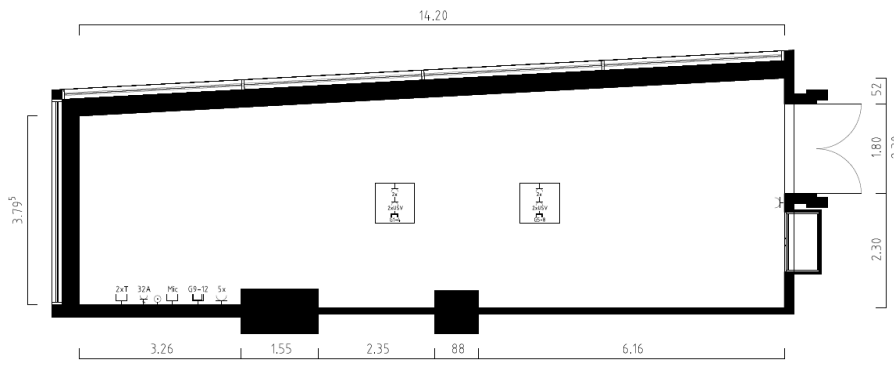
Park Suite 8



Park Suite 9



Park Suite 10



B. ADDITIONAL SERVICES

Business Center Facilities

The Business Centre Desk combines two main parts. On the one hand it is first refuge of all meeting guests and on the other hand it is opened for all hotel guests.

The business centre offers the following business services to our guests:

- Photocopying
- Scanning
- Printer for laptop customers
- Guest computer access for basic jobs

Opening hours

Mon – Fri: 7am – 3pm

The reception (and/or MOD) answers the demands of guests, after service hours. This means that the Business Centre can be accessed by guests 24 hours a day, 7 days a week.

The operation hours of C&E service are subject to occupancy.

Storage

Storage capacity is limited at the Hilton Vienna Park so material needs to be delivered shortly before the Conventions start.

For the avoidance of doubt, it is clarified that the Hotel is not obliged to store any item after the end of the event. In case any such item is found in the Hotel after the end of the event, without a previous notice having been given to the Hotel by the client and accepted by the Hotel, it shall be considered as having been abandoned as useless and the Hotel shall be entitled to destroy it or have it removed as waste, in its absolute discretion, without any liability whatsoever in connection therewith.

Used materials and other waste removing:

The organiser must vacate the rooms allocated to him by the agreed deadline. If the organiser is unable to meet the deadline for vacating the premises then the hotel is permitted to have all the organiser's objects removed at the latter's expense and risk and to store them with a third party.

Any waste (general rubbish, cardboard packaging, paper and plastic packaging, no bulky waste) that exceeds 0.5 m³, the hotel reserves its right to charge the organizer € 25.00 per each commenced 0.5 m³ of waste. For bulky waste, separate charges will apply.

Entertainment

"Lenz" is a modern restaurant offering contemporary European cuisine and a selection of Austria's finest food. The "Sellenys's bar" is the hotel's meeting point for light meals, famous Viennese pastries and tarts at any time of day. In the evening, it's the perfect place to enjoy a cocktail at the end of a business day.

Leisure and Culture

Hotel guests have 24-hour access to a "Hilton Fitness by Precor ®" health club, full of modern equipment. The interconnecting wellness zone has a sauna, steam room and solarium. The Stadtpark, which runs alongside the hotel, is perfect for jogging and walking. Vienna's cultural life offers something for everybody, from operas and musicals to countless topical exhibitions.

Miscellaneous

It is possible to set up flagpole in front of the hotel.

Fixing with spring hook at the highest end, the bottom end will be hitched with a weight at the pole cable. High: 5m