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## 1 Preface

Messe Düsseldorf GmbH has issued guidelines for its trade fairs and other events in order to provide each exhibitor/organiser with the best conditions for presenting their exhibits and making contact with their visitors and all those who are interested. For these guidelines, the regulations on the construction and operation of special buildings for the state of North Rhine-Westphalia (Sonderbauverordnung SBauVO) were to be considered. The guidelines are binding for all exhibitors and organisers.

In the interests of our exhibitors and visitors, these guidelines contain safety regulations which are intended to ensure a high standard of safety where technical and stand construction considerations at the event are concerned.

The regulations applicable for fire prevention, construction and other safety precautions have been agreed with the Düsseldorf Department of Works, as the local authority responsible for trade fair construction and technical acceptance. Compliance with these regulations will be checked at the time of acceptance and by the Department of Works if applicable. In addition, the relevant and current statutory regulations must be observed. In the interests of all participants, a stand may be prevented from opening where any defects found are not rectified by the start of the event. Any other reservations which might be involved because they may arise in the context of safety concerns as resulting from stand construction inspections will still be upheld.

The order forms for services are generally sent together with the accreditation and must be completely filled in and returned by the specified deadlines. In case of delay, Messe Düsseldorf cannot guarantee handling in due form, and time and/or the services may not be executable anymore. In addition, any orders and changes or modifications received within 21 days of the commencement of build-up will be subject to a 35% surcharge. The same applies for services utilised but not ordered in advance. Services already rendered must be paid in full.

Further circulars on the preparation for and implementation of the event will be sent to exhibitors where required. Such circulars are part of the conditions of participation and these technical guidelines.

These Technical Guidelines have been formulated to conform with those of Deutsche Messe AG Hannover, Leipziger Messe GmbH, Messe Berlin GmbH, Messe Düsseldorf GmbH, Messe Frankfurt GmbH, Messe München GmbH, KölnMesse GmbH and NürnbergMesse GmbH. Since building law is subject to the law of the particular German state and since conditions vary at the individual sites, the regulations will differ.

Messe Düsseldorf GmbH reserves the right to make any amendments.

The German text is binding.

### 1.1 House rules for the Düsseldorf exhibition grounds

Emergency Tel No.: 111 (internal) (or: 0211 / 4560-111)

Police: 110 (external)

Fire Brigade: 112 (external)

- The exhibition grounds are private property. The owner is Messe Düsseldorf GmbH, Messeplatz, Stockumer Kirchstraße 61, 40474 Düsseldorf, Tel: +49 211 45 60 01. It and the relevant organiser exercise property rights.
- Visitors may enter the grounds, including the buildings (except the administration building) with a valid admission ticket only. All other persons require an identity card. The visit is limited to the times and buildings as specified on the admission ticket or identity card. Admission to the exhibition stands is permitted only under the supervision of the stand personnel.
- Children under the age of 14 may enter the exhibition grounds only accompanied by a parent or

guardian. Exceptions apply only where these are expressly posted at the cash desks.

4. The facilities made available to visitors must be treated with all due care and respect. Visitors are not permitted to enter or operate any other facilities and equipment.
5. Photography or filming is not permitted within the exhibition grounds and the halls, in particular photographing or filming of the exhibition stands and exhibits.
6. Special permission is required to drive vehicles within the exhibition grounds.
7. Smoking is prohibited in all gastronomy facilities. Smoking may be prohibited in additional, individual areas. The corresponding instructions must be observed. Permanently installed ashtrays are available in the entrance areas of the trade fair halls.
8. Depending on the type of event, persons may not be allowed to carry bags and similar receptacles. For safety reasons, bags and similar receptacles as well as clothing, such as coats, jackets and capes may be checked for their contents.
9. Weapons may not be taken into the grounds.
10. Dogs and other animals may not be taken into the grounds.
11. Visitors must leave the event and the grounds at closing time.
12. Rooms or buildings may be closed or evacuated on the orders of Messe Düsseldorf for safety reasons. People in these areas must follow instructions and go to the relevant assembly point outside.
13. In individual cases, the instructions of the supervisory personnel must be observed.

## **1.2 General hall opening hours**

### **1.2.1 Construction and dismantling times**

General construction and dismantling times in halls and outdoor areas are 7.30 am to 8:00 pm (10:00 pm on the final construction day). Exhibitors are notified by circular of any change to these times at a particular event. For general safety reasons, both halls and grounds remain locked outside the stated times.

### **1.2.2 Duration of the event**

During the period of the actual event, the halls remain closed until 90 minutes before the official opening time and are closed one hour after the official closing time. Exhibitors who need to work at their stand after this time due to special circumstances require a written night working permit from the organiser. In any event, the halls will remain locked. Entry and exit will be granted by the security personnel upon presentation of the permit.

## **2 Traffic in the exhibition grounds, emergency routes, safety equipment**

### **2.1 Road Traffic Regulations**

To ensure the smooth flow of traffic during the construction and dismantling time as well as during the actual event, certain traffic regulations within the exhibition grounds must be strictly observed. The exhibition grounds are private property. The German Road Traffic Regulations apply throughout the exhibitions grounds and in the car parks. The driving of any vehicle within the exhibition grounds is allowed subject to special permission, at one's own risk and is principally prohibited during the event. A maximum speed limit of 20km/h applies within the exhibition grounds for all vehicles. Inside the halls, and where required by the situation, vehicles may only be driven at walking pace. Vehicles must stop prior to entering or leaving the halls, so as to check for adequate clearance. Vehicles may only be driven into the halls for immediate loading and unloading subject to prior permission. Instructions issued by

Messe Düsseldorf, Messe employees or representatives shall be obeyed. Vehicles may not be parked in the halls. The engine must be switched off when loading or unloading the vehicle. Caravans/mobile homes may not be brought onto the exhibition grounds.

Parking is prohibited within the exhibition grounds. Vehicles, trailers, skips, containers and goods of any kind that are illegally parked in the exhibitions grounds will be towed away by an authorised recovery company acting upon the instructions of Messe Düsseldorf at the cost and risk of the driver or owner. The relevant notices and instructions given by the traffic control personnel employed by Messe Düsseldorf must be observed.

## **2.2 Emergency routes**

### **2.2.1 Fire service movement zones, fire hydrants**

The essential access routes, marked by no-stopping signs, to the halls and the movement zones for the emergency services must be kept clear at all times. Vehicles and objects parked or deposited on the emergency exit routes and safety areas will be towed away at the cost and risk of the owner. Hydrants in the halls and in the open-air area must not be built over or made unrecognisable or inaccessible.

### **2.2.2 Emergency exits, hall aisles**

The emergency exit routes must be kept clear at all times. The doors along the emergency exit routes must be easy to open over their full width from the inside. Exit doors and escape hatches in the hall floors and the signs indicating their position may not be re-constructed, built over, covered or made unrecognisable in any other way.

The aisles in the halls may not be obstructed by left-behind or protruding objects. In an emergency these aisles are used as emergency exit routes. In case of any violations of these rules, Messegesellschaft Düsseldorf shall be entitled to take remedial action at the expense and the risk of the party responsible.

Materials needed for stand construction or exhibits delivered for immediate setting up on the stand area can be deposited in the hall aisles briefly during the setting-up and dismantling phase, provided the aisle widths required for safety reasons are complied with and sufficient account is taken of logistical interests. This will be considered fulfilled if a strip of max. 0.9 m along the boundary between the hall aisle and the stand is used for depositing. Irrespective of the width of the hall aisle and the goods deposited, a thoroughfare of at least 1.2 metres in width must be kept free. Areas in front of emergency exits and the crossings of the hall aisles are exempt from this and must be kept free over their entire width at all times. The hall aisles must not be used for setting up assembly locations or for setting up machines (e.g. wood treatment machines, workbenches etc.). Upon request by the exhibition company, immediate clearing of the hall aisle can (also) be requested for logistical reasons.

## **2.3 Safety equipment**

Sprinklers, fire alarms, fire extinguishing equipment, trigger points for smoke extractors, smoke alarms, telephones, closure devices for the hall entrances and other safety equipment, the corresponding signs as well as the green emergency exit signs must be accessible and visible at all times; they may not be obstructed or built over.

## **2.4 Stand numbering**

The stands are numbered by the organisers with uniform stand numbers as far as the stand design permits.

## **2.5 Supervision**

The trade fair organisation shall bear responsibility for general supervision of the trade fair halls and the open-air area during the event. There will be general supervision during the construction and dismantling period which begins on the first day of build-up and ends on the last breakdown day. The trade fair organisation is entitled to take all measures necessary for control and supervision. Exhibitors are required to arrange for

supervision of their property. The exclusion of liability for personal injury and damage to property shall not be restricted by the general supervision undertaken by the trade fair organisation. Special supervision during the course of the trade fair may only be undertaken by the security company commissioned by the trade fair organisation. The Stand supervision and Stand supervision by video forms should be used to order this service.

## 2.6 Emergency evacuation

Rooms or buildings may be closed or evacuated on the orders of Messe Düsseldorf for safety reasons. Persons in these areas must follow instructions and go to the relevant assembly point outside (see site plan). Exhibitors are required to inform their staff of this procedure or to set up and circulate their own evacuation procedures. They are responsible for evacuating their stand. (see 4.4.4)

## 3 Technical data and equipment for the halls and the exhibition grounds

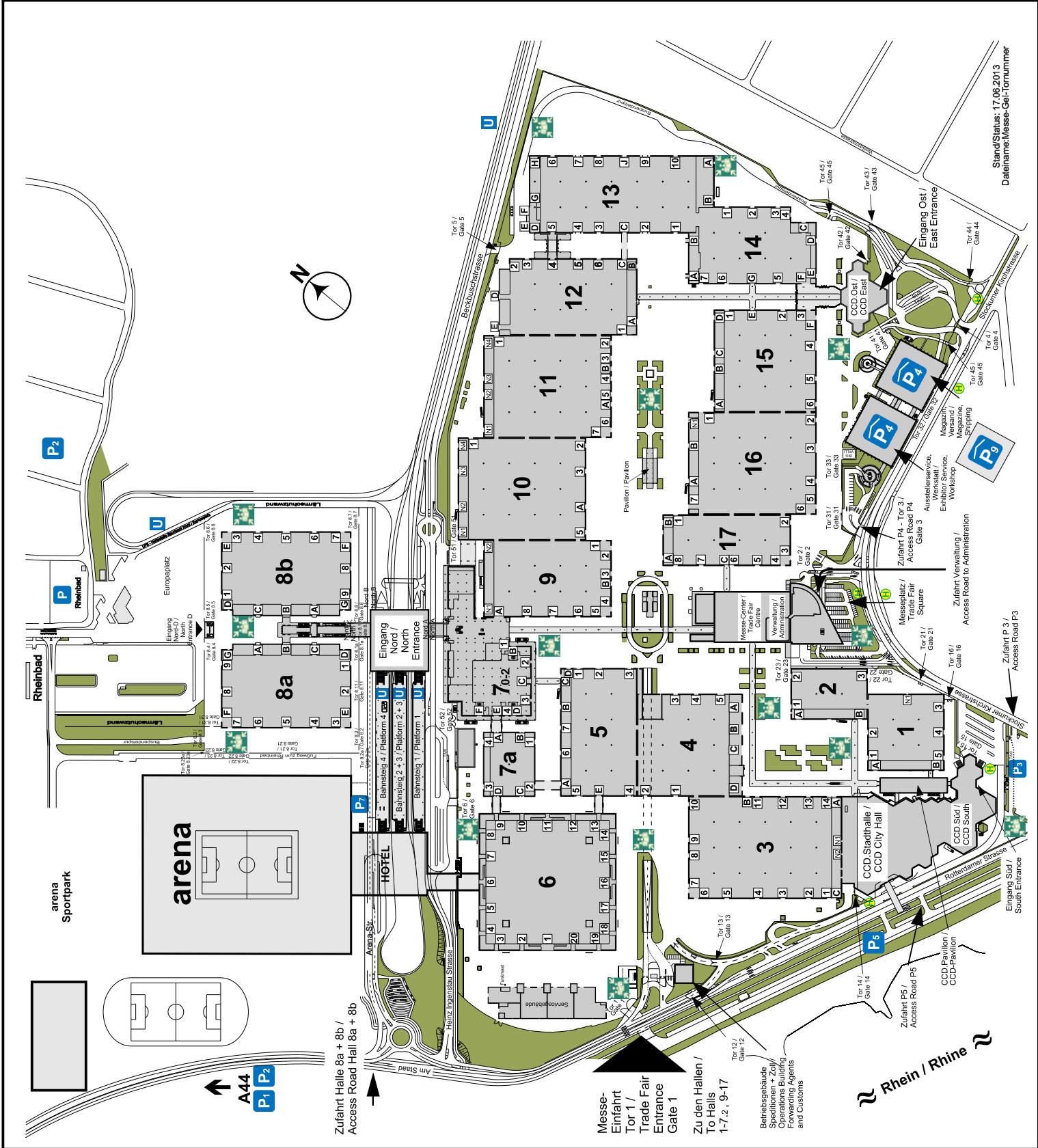
3.1 The clearance under the pedestrian bridges, under the Stadthalle, under the CCD-Pavillon and Hall 4 is 4 m between the roadway markings is 4.00 m.

### Hall dimensions, Halls 1 – 17

#### Hall entrance dimensions - Halls 1 to 17

Hall	Entrance	Entrance width m	Clearance height m
Hall 1	1-1	5.30	5.50
	1-2	5.50	4.10
	1-3	5.50	4.30
	1-4	5.50	4.25
Hall 2	1-5	5.30	5.60
	2-1	5.30	5.60
Hall 3	2-2	5.50	4.30
	2-3	5.50	4.30
Hall 4	3-1	5.40	4.30
	3-2	5.50	4.30
	3-3	5.50	4.30
	3-4	5.50	4.20
	3-5	5.50	4.30
	3-6	5.50	4.20
	3-7	5.50	4.30
	3-8	5.50	4.30
	3-9	5.50	4.30
	3-10	5.50	4.30
	3-11	5.50	5.30
	3-12	5.50	4.30
	3-13	5.50	4.30
	3-14	5.40	4.30
Hall 5	4-1	5.45	6.55
	4-2	5.40	4.85
	4-3	5.40	4.85
	4-4	5.40	4.85
	4-5	5.40	5.85
Hall 6	5-1	5.40	4.85
	5-2	5.40	4.85
	5-3	5.40	4.85
	5-4	5.40	6.50
	5-5	5.40	4.85
	5-6	5.20	3.90
	5-7	5.20	3.90
Halle 7a	all	4.50	4.80
	large entrance	13.35	15.50
Hall 7a	7a/1	5.60	4.90
	7a/2	5.60	4.50
	7a/3	5.60	4.90
	7a/4	5.60	4.90
Hall 7a	7a/A	5.60	4.90
	7a/B	5.60	4.90
	7a/C	5.60	4.90
	7a/D	5.60	4.90
Hall 7.0	7.0-1	3.60	3.30
	7.0-2	3.60	3.90
	7.0-3	3.60	3.90
	7.0-5	3.60	3.90
Hall 8a	8a-1	5.55	5.45
	8a-2	5.55	5.45
	8a-3	5.55	5.45
	8a-4	5.55	5.45
	8a-5	8.45	7.40
	8a-6	5.55	5.45
	8a-7	5.55	5.45
	8a-8	5.55	5.45
	8a-9	5.55	5.45
Hall 8b	8b-1	5.55	5.45
	8b-2	5.55	5.45
	8b-3	5.55	5.45
	8b-4	5.55	5.45
Hall 8	8b-5	8.45	7.40
	8b-6	5.55	5.45
	8b-7	5.55	5.45
Hall 9	8b-8	5.55	5.45
	8b-9	5.55	5.45
Hall 9	9-1	5.50	4.30
	9-2	5.50	4.30
	9-3	5.50	4.20
	9-4	5.50	4.20
Hall 10	9-5	5.50	4.20
	9-6	5.50	4.30
	9-7	5.50	4.30
	9-8	5.50	4.30
Hall 11	10-1	5.30	5.40
	10-2	5.50	4.30
	10-3	5.50	4.20
Hall 12	10-5	5.50	4.20
	11-1	5.35	6.60
	11-2	5.50	4.20
	11-3	5.50	5.10
	11-4	5.50	5.50
	11-5	5.50	4.15
	11-6	5.50	4.40
Hall 13	11-7	5.50	5.65
	12-1	5.45	6.55
	12-2	5.40	4.85
	12-3	5.40	4.85
	12-4	5.40	4.85
	12-5	5.40	4.85
Hall 14	12-6	5.40	4.85
	13-1	5.50	4.95
	13-2	5.50	4.95
	13-3	5.50	4.95
	13-4	5.50	4.95
	13-5	5.50	4.95
	13-6	5.50	4.95
Hall 15	13-7	5.50	4.95
	13-8	5.50	6.30
	13-9	5.50	4.95
	13-10	5.50	4.95
Hall 15	14-1	5.50	4.95
	14-2	5.50	4.95
	14-3	5.50	6.40
	14-4	5.50	4.95
	14-5	5.50	4.95
	14-6	5.50	4.95
	14-7	5.40	5.95
Hall 15	15-1	5.35	7.30
	15-2	5.50	4.40
	15-3	5.50	4.40
	15-4	11.10	12.00
	15-5	5.45	4.45
	15-6	5.45	4.40

- Sammelpunkt/  
- Assembly Point
- 1** - Tornummer /  
- Gate Number
- A** - Personeneingang /  
- Pedestrian Entrance
- N1** - Notausgang /  
- Emergency exit



↑ A44  
P1, P2

Zufahrt Halle 8a + 8b /  
Access Road Hall 8a + 8b

Messe-  
Einfahrt  
Tor 1 /  
Trade Fair  
Entrance  
Gate 1

Zu den Hallen /  
To Halls  
1-7.2, 9-17

Betriebsgebäude  
Spezialitäten + Zoll/  
Operations Building  
Forwarding Agents  
and Customs

Rhein / Rhine



Hall	Entrance	Entrance width m	Clearance height m
Hall 16	16-1	5.30	4.80
	16-2	5.50	4.30
	16-3	11.15	12.35
	16-4	5.50	4.30
	16-5	5.50	4.30
	16-6	5.45	6.20
	16-7	5.35	3.90
Hall 17	17-1	5.35	6.60
	17-2	5.45	4.30
	17-3	5.50	5.70
	17-4	5.50	4.15
	17-5	5.50	4.25
	17-6	5.50	4.30
	17-7	5.50	4.10
	17-8	5.30	5.30

#### Fire safety doors (hall intersections)

Halls 1 to 5, 9 to 11 and 15 to 17

width 5.20m – height 4.80m

Halls 12

width 5.20m – height 4.50m

Halls 13 and 14

width 16.00m – height 5.00m

#### Heights of Halls 1 - 17

The usable height for exhibits in the halls from the upper edge of the hall floor to the lower edge of the roof frame, roof or crane track is as follows:

Halls 1 - 5	8.00m
First floor of Hall 6.1 (edges)	5.00m
Hall 6 on the outside walls up to a distance of 22m	16.00m
Hall 6 internal area (90 x 90)	26.00m
Hall 7a	12.00m
Hall 7.0	4.00m
Halls 7.1 and 7.2	3.20m
Halls 8a – 8b	14.50m
Halls 9 - 14	8.00m
Halls 15 - 17	12.55m

#### Load-bearing capacity of the hall floors

Exhibits weighing 100 kN/m<sup>2</sup> (10 t) per square metre floor area (distributed weight, not concentrated loads) require a support construction adapted to the load-bearing capacity of the hall floor. Only loads up to 5 kN/m<sup>2</sup> (500 kg/m<sup>2</sup>) are permitted in the gallery of Hall 6 (level 6.1) and on the 1<sup>st</sup> and 2<sup>nd</sup> floors of Hall 7 (level 7.1 and 7.2) (evenly spread loads, no lump loads).

##### 3.1.1 Normal lighting, type of current, voltage

The normal lighting in the halls is >200 lux measured 1 m above the hall floor.

Voltage available at the exhibition centre: alternating current 230V (+6%/-10%), 50Hz

Three-phase voltage 3x400V (+6%/-10%), 50Hz

##### 3.1.2 Supply of compressed air, electricity and water

Compressed air, electricity and water are supplied to the stands in Halls 1-6.0, 7a and 8-17 from the supply ducts in the hall floor. Stands at the edge of the halls cannot be provided with a supply of compressed air or water. Stands on the first floor hall 6.1 cannot be provided with a supply of compressed air; water is supplied from ducts in the hall floor.

Compressed air and electricity are supplied to the stands in Hall 7.0-7.2 from the ceiling. The water is supplied from ducts in the hall floor.

##### 3.1.3 Communications equipment

Telephone, fax, data and antenna connections are supplied to the stands in Halls 1 to 7a and 8 to 17 from the supply ducts in the hall floor. In Halls 7.0-7.2, these are supplied from the

ceiling. A WLAN connection can be set up. It is however imperative that prior permission be obtained from Messe Düsseldorf. Such permission may be granted upon written application to Messe Düsseldorf.

##### 3.1.4 Sprinkler system

Halls 1 to 17 are equipped with sprinkler systems. The sprinkler systems required for the stands in Halls 1 – 7a and 8 – 17 are supplied from supply ducts in the hall floor. In all 7.0 - 7.2, supply is not possible.

##### 3.1.5 Heating/ventilation

The halls are equipped with ventilation systems. Heating/cooling is provided.

##### 3.1.6 Faults

Any faults in the power supply must be reported immediately to the electricity failure reporting centre (internal Tel. 301). Messe Düsseldorf is not liable for any loss or damage that occurs due to faults in the power supply.

##### 3.1.7 Foundations, excavations, ducts

Foundations, excavations and ducts are not feasible in all locations of the exhibition centre. If necessary they can be installed, however, any such installation shall be subject to the prior approval of Messe Düsseldorf.

#### 3.2 Outdoor exhibition area

The outdoor exhibition grounds consist of uneven and uncompacted gravel and/or paved areas.

#### 3.3 Lifts Hall 6 - 6.1, Hall 7.0 - 7.2, crane tracks Halls 15 to 17

Freight lifts Hall 6:

Load-bearing capacity of freight lifts: 2.5 tonnes each

Dimensions (clear measurements lift car): length 3.00m, width: 1.6m, height: 2.30m

Freight lifts Hall 7:

Load-bearing capacity of freight lifts: 3 tonnes each.

Dimensions of the lifts (clear dimensions of cabin):

Length: 2.80m Width: 2.70m Height: 3.25m.

The load-bearing capacity of the stationary hall cranes in Halls 15 to 17 is 10 tonnes each.

## 4 General stand construction regulations

### 4.1 Stand safety

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected so that they are not a risk to public safety, in particular they should not endanger life or health. Trade-fair and exhibition stands must be assembled such that possible effects of the resulting risks are restricted exclusively to the stand space hired out. Risks on adjacent escape and rescue routes or neighbouring stand space must be effectively avoided through corresponding planning and preparation of the work.

If, during assembly or dismantling, the safety of the stand (e.g. of slim and high elements such as wall disks, corresponding decoration items or comparable exhibits) is not yet or no longer ensured, particular account must be taken of this. The related required safety measures and necessary rulings shall be arranged by the performing company on its own responsibility. The exhibitor is responsible for the structural safety and may be required to provide proof of such.

In justified cases, Messe Düsseldorf is entitled to commission a structural engineer to carry out a check of stand safety at the expense of the exhibitor.

Standing structural elements or special constructions (e.g. free-standing walls, high exhibits, high decorative elements) that could fall over must be designed for at least a horizontally-effective equivalent distributed load  $q_{H1}$ :

$q_{H1} = 0,125 \text{ kN/m}^2$  up to 4 metres in height from the upper edge of the hall floor

$q_{H2} = 0,063 \text{ kN/m}^2$  for all space higher than 4 metres above the upper edge of the hall floor.

The reference area is the respective face area. The evidence created for this must be submitted to the exhibition company in auditable form upon request.

Otherwise, the **Landesbauordnung NW (State Building Code of North Rhine-Westphalia)**, dated 07 March 1995, in the version of 01 March 2000, **GV NW (Law and Ordinance Gazette North Rhine-Westphalia)** p. 256, in its current version from time to time, shall apply. The **Verordnung über den Bau und Betrieb von Sonderbauten NW (Ordinance on the Construction and Operation of Special Constructions of North Rhine-Westphalia)**, dated 17 November 2009, **Law and Ordinance Gazette North Rhine-Westphalia**, p. 628. **DIN 4102 (fire behaviour of building materials, building components)** must be observed and adhered to without exception.

#### 4.2 Stand construction approval

If the Technical Guidelines have been adhered to with regard to design and construction of the stand, there is no requirement to submit drawings for the approval of single-storey stands. If requested to do so, Messe Düsseldorf is, however, prepared to check stand construction drawings (to be supplied in duplicate originals with clear indication of dimensions in plan and top views). The final date for submission is six weeks before commencement of the construction. All other types of stand, mobile stands, special designs and constructions (in particular, textile stand construction) are subject to approval. All approvals are valid for the relevant show only.

##### 4.2.1 Inspection and approval procedure

Stand drawings to a metric scale of 1:100 with ground plan and visuals must be submitted for approval in German in duplicate to Messe Düsseldorf at the latest six weeks before commencement of construction. Original documents must be submitted. Telefaxes and e-mail cannot be processed. One copy of the stand drawings stamped "approved" will be returned to the exhibitor/stand constructor after inspection. Stand construction must not go ahead without the "approved" stamp on the drawing.

For the approval of:

- two-storey constructions,
- cinemas or auditoria, see 4.10.1
- open-air construction on the exhibition grounds according to section 4.8
- Special constructions, tribunes, pedestals with a height > 20 cm

the following documentation is also required in duplicate in German at least six weeks before commencement of construction:

- a) a static analysis according to German standards, which is either verifiable or has been verified by a second, independent structural engineer,
  - b) description of the stand
  - c) stand construction drawings on a scale of 1: 100, layouts, use, cross sections, emergency evacuation plan with specifications on the length of the escape routes, construction details on a larger scale
  - d) If proof of type approval or inspection book is submitted, the documentation under a), b) and c) above are not required
- Messe Düsseldorf undertakes to forward applications to the Building Supervisory Authority and/or the inspection engineer on behalf of the exhibitor and at the exhibitor's cost. The approval procedure fees will be invoiced to the exhibitor/stand constructor. Applications received after the official deadline are subject to a surcharge.

##### 4.2.2 Vehicles and Containers

The use of vehicles and containers as part of the stand construction within the halls requires the prior written approval of Messe Düsseldorf which must be produced on request.

##### 4.2.3 Removal of non-approved components

Stand constructions that are not approved or do not comply with the Technical Guidelines are not permitted according to the statutory regulations and must be removed or altered where

necessary at the cost of the exhibitor. This also applies in the event that Messe Düsseldorf has replaced any or all of the stand construction.

#### 4.2.4 Extent of liability

All claims for compensation against Messe Düsseldorf, arising from loss or damage to the submitted drafts, models or other documents, irrespective of the legal basis, are excluded. In case of non-compliance with the construction regulations, the exhibitor shall be liable for possible damage. In the event that the trade fair company is subject to a claim arising from such non-compliance, the exhibitor herewith exempts and holds harmless the organiser.

#### 4.3 Construction heights

Maximum construction height for stand buildings and advertising supports may be gleaned from the table below. These limits shall be valid unless any other regulations were laid down in admission or participation conditions. Exhibits shall not be subject to these rules. This rule is valid with the exception of stands in the partial section below the gallery in Hall 6. For this area, maximum construction height shall be 6 metres. There may be structural installations (inspection openings) and if so, these shall have to be kept accessible. With two-storey constructions, approval of the exhibitors on the neighbouring stands is required if the construction of the second storey is open or transparent. Advertising directed at neighbouring stands must respect a minimum distance of 3 metres. Stands may be erected with a stand owner's own material. Stand walls higher than 4 metres must be dimensioned with an equivalent distributed load  $q_{h1}$  in the horizontal direction:

$q_{h1} = 0,125 \text{ kN/m}^2$  up to 4 metres in height from the upper edge of the hall floor

$q_{h2} = 0,063 \text{ kN/m}^2$  for all space higher than 4 metres above the upper edge of the hall floor.

Hall	Maximum construction height	Maximum construction height for exhibits
1-5 + 9-14	6.00 metres	8.00 metres
6 outside section	6.00 metres	16.00 metres
6 inside section	8.00 metres	26.00 metres
6 Gallery	3.20 metres	5.00 metres
7A	8.00 metres	12.00 metres
7.0	4.00 metres	4.00 metres
7.1/7.2	3.00 metres	3.20 metres
EN Mall GF	2.50 metres	2.90 metres
EN Mall UF	2.00 metres	2.40 metres
8A/8B	8.00 metres	14.50 metres
15-17	8.00 metres	12.55 metres

**ATTENTION:** Maximum construction height applies in all halls adjacent to hall borders (= stand areas along the walls where restaurants are located). The maximum construction height there is 3.2 m. Please refer to the stand drawing in your admission documents.

#### 4.4 Fire prevention and safety regulations

##### 4.4.1 Fire prevention

##### 4.4.1.1 Stand construction and decorative materials

Readily flammable materials and construction materials that drip when burning or polystyrene hard foam (Styropor) and similar materials may not be used in the construction of stands and stand installations. In individual cases special requirements may be imposed for load-bearing construction components for safety purposes. All forms of decoration material must be heavily flame retardant at least as per building material category B1 under DIN 4102. Equivalent evidence in German as per EN 13501 (at least class c-s3, d0) may be recognised. Flame retardant properties must be proven with the presentation of an appraisal certificate from a certified inspecting authority and a certificate of conformity at the request of the trade fair

company no later than at the start of construction. Standard fire-resistant decorative materials may be used in certain areas if the design provides sufficient protection against fire. Deciduous and coniferous trees may only be used if they are supplied with a moist root ball. Materials such as bamboo, reed, hay, straw, wood chips, turf or similar materials may not be used.

#### **4.4.1.2 Exhibition of motor vehicles**

The exhibiting of any form of motor vehicles must be advised in advance. Vehicles must be positioned in such a way that they cannot be driven away. They must be positioned on a statically appropriate support and be protected on the outside against rolling away. Vehicles with combustion engines may only be displayed in the halls with a virtually empty fuel tank (maximum content 5 litres). The battery must be disconnected and the fuel tank locked. For gas-propelled engines see section 5.7 with regard to the pressure container.

#### **4.4.1.3 Explosive substances, ammunition**

Explosive substances are subject to the Law on Explosives of 10 Sep. 2002, Federal Law Gazette I, p. 3519, in its current version from time to time, and may not be exhibited at trade fairs and exhibitions. This also applies to ammunition as defined in the Firearms Law and pyrotechnic items.

#### **4.4.1.4 Pyrotechnics**

Any pyrotechnical performances, independent of and subject to permission by the authorities responsible, shall only be permitted after written approval by the Messegesellschaft Düsseldorf. Documentation identifying the holder of the permit and his qualification must be submitted. For a permit, details on the location and time of the presentation, number and type of the effects, the certification number of the effects (German Federal Institute for Materials Research and Testing – BAM), the duration of the effects and required safety distances must be given and a risk assessment made. The necessary documents must be submitted in full in good time, at least 14 days before the presentation. No claims for entitlements to a permit from the trade fair company shall be accepted.

#### **4.4.1.5 Balloons**

The use of balloons filled with flammable gas is prohibited in the halls and exhibition grounds. Balloons filled with safety gas and statically anchored may be approved by Messe Düsseldorf upon application. The distribution of gas-filled balloons is not permitted.

#### **4.4.1.6 Smoke machines**

Applications for the use of smoke machines should be made in writing to Messe Düsseldorf. Approval is required before use.

#### **4.4.1.7 Ash containers, ashtrays**

Where a smoking prohibition does not apply for a stand or parts thereof, a sufficient quantity of ashtrays or ash containers of non-combustible materials must be provided and arrangements must be made to ensure that they are regularly emptied.

#### **4.4.1.8 Waste containers**

No waste containers for waste made from flammable materials are to be used in the stands. All waste containers in the stands must be emptied at regular intervals, at the latest each evening after the trade fair closes for the day, at the materials collection points situated at the hall entrances. If large quantities of flammable waste have been accumulated, these should be disposed of several times during the day. Any waste disposal bags ordered from the organiser will be collected from the stand area during the evenings.

#### **4.4.1.9 Spray guns, lacquers, paints containing solvents and cleaning agents/detergents**

The use of solvent-based products or paints is prohibited in all exhibition buildings. The use of sprayers is prohibited, as well, even if other products are used. The use of flammable liquids for cleaning purposes inside the halls is not permitted. Cleaning agents/detergents that contain harmful substances must be used in accordance with regulations.

#### **4.4.1.10 Part-off grinding and all work with naked flame**

Any welding, cutting, soldering, thawing and parting-off grinding operations shall be communicated before work begins. Permission shall be sought in writing from the fire safety inspection of the Messegesellschaft. Work may not begin until approval is granted and the permit is shown. For such work, the immediate vicinity must be suitably protected. Extinguishers must be kept available nearby. Following trade fair company provisions, a firewatch must be ordered at the exhibitor's own costs.

#### **4.4.1.11 Empties**

The storage of empties of all kinds (e.g. packaging and packing material) within the stands or anywhere in the halls is prohibited. Empties must be taken without delay to the storage area for empties by the transport agents appointed for the exhibition grounds. See Form "Empties". The Messegesellschaft shall be entitled to remove any empties stored in contravention of these regulations at the expense and the risk of the exhibitor concerned.

#### **4.4.1.12 Fire extinguishers**

At least one suitable fire extinguisher (e.g. 6 kg ABC powder extinguisher) with at least 10 extinguishing units (LE) must be kept on the stands during the setting-up and dismantling period as well as during the exhibition. Reference must be made to the location of the extinguisher on the stand in accordance with the accident prevention regulations BGV A8. Depending on the stand space, more fire extinguishers may be required. On two-storey stands, a fire extinguisher must be kept on all descending stairs on the upper floor. Assessment shall be as per BGR 133 – "Rules for the equipping of workplaces with fire extinguishers" table 4 for medium fire risk.

#### **4.4.2 Stand covering materials**

In order to maintain the sprinkler function, stands in all halls must be open at the top. In Halls 1 to 17 covering of single-storey stands and the upper storey of two-storey stands is only permitted with fire-resistant materials, minimum aperture of the open section in all cases at least 2x4 mm or 3 x 3mm when unstretched in order to retain the function of the sprinklers. The proportion of the open area must be not less than 50% per 1 m<sup>2</sup>. Care should also be taken that ceiling materials and sails are horizontal and single-layer only. Such textiles may be mounted in individual fields of up to 30 m<sup>2</sup> without necessitating any additional measures. Larger fields require support, to be provided by suitable construction measures. If there is more than 30% PVC on the stand area (including stand construction, exhibits, materials) the stand must not be covered at those locations. Proof that the material deployed complies with DIN 4102, B1 must be provided with an appraisal certificate from a certified inspecting authority. Equivalent proof in German in line with EN 13501 (at least class c-s3, d0) may be accepted. (see 4.7.7)

#### **4.4.3 Glass**

Only laminated safety glass suitable for the relevant purpose may be used. Please send for our information sheet „Stand construction using glass and acrylic within trade fair halls“. Edges of panes of glass must be machined or protected in order to exclude any risk of injury. Tempered plate glass components must be marked at eye level. Any other appropriate versions may be permitted upon application, once the required specifications shall be submitted.

#### **4.4.4 Closed rooms, captive rooms**

All rooms surrounded on all sides (closed rooms) that do not have any sufficient optical and sufficient acoustic connection with the hall shall be equipped with safety lighting and shall also be connected to the safety alarm installations of Messe Düsseldorf. This is to guarantee reliable orientation and safety alarm at the stand at all times. Please observe 5.3.5 and see 7.1.3. Trapped rooms, i.e. rooms that can only be accessed via another unit and that have no direct link to an escape route, must not be built.



## 4.5 Exits, emergency exits, doors

### 4.5.1 Exits for large stands

On the exhibition stand, the walking distance to the edge of the stand may only be a maximum of 20m from any access point. Stands and/or individual rooms within the stand area with a floor area exceeding 100 square metres must have at least two separate exits which should, if possible, be located at opposite ends of the stand. **Aisles shown on the hall plans must not be built over.** The stand should be designed in such a way that the exits are clearly marked and easy to reach. The emergency exits must be clearly marked in accordance with the accident prevention regulations, BGV A8.

### 4.5.2 Doors, access barriers

The use of swing doors, revolving doors, coded doors, sliding doors and other access barriers is not permitted in the emergency exits. Folding and sliding doors may be permitted for smaller rooms with up to 20 square metres of area. Preference is to be given to doors whose wings are fixed to one side. Doors on escape routes must open in the direction of escape and must be easy to open fully from the inside at all times.

## 4.6 Landings, ladders, ramps, walkways, stairs, escalators, revolving stages, tribunes

### 4.6.1 Pedestals, ladders, ramps, walkways, balustrades, floors

All general walkways immediately adjacent to surfaces that are deeper than 0.20 m must be protected by a balustrade of at least 1.10 m in height. Top, middle and lower girders with a maximum spacing of 35 cm are obligatory. Balustrades must be able to withstand pressure of 1.0kN/m on the upper edge. Proof of load-bearing capacity for platforms must be provided. The load-bearing substructure of platforms must be constructed of non-flammable materials. The floor load must comply with DIN 1055 sheet 3: 2006-3, table 1 in accordance with the intended use (see also 4.9.3). The maximum permitted height for single-step, open-access floors is 0.20 m. Ladders, ramps and walkways must comply with the Accident Prevention Regulations.

### 4.6.2 Stairs, escalators, tribunes, special constructions

All stairways must be constructed according to DIN 18065. Where stairs are required, materials which are classified at least as flame-resistant (B1) must be used for the under-section of the substructure. The steps may be made of wood. Stairs must have a minimum width of 1.20 m (clear width) leading to a square area of the same width at the bottom. Stairs may not be wider than 2.40 m (clear width). For areas up to 100 m<sup>2</sup>, one stairway at least 0.90m wide (clear width) is sufficient; for areas between 100 m<sup>2</sup> and 200 m<sup>2</sup> **two** stairways at least 0.90 m wide (clear width) are required and for areas larger than 200 m<sup>2</sup> **two** stairways at least 1.20 m wide (clear width). The height of the risers must be between 16 cm and 19 cm and treads must have a width of 26 cm to 29 cm. The dimensions for clear width and rise must be the same for all steps of a stairway. Steps must always be of a closed construction. Stairs leading over areas that are accessible must be of a closed construction on the underside above such accessible areas or closed off using raised edges (5 cm high). Spiral staircases are not permitted. Moving modules such as escalators, lifts or revolving stages (special constructions) and tribunes require prior approval. Banisters must be able to withstand pressure of 1.0kN/m on the upper edge. Banisters must be at least 1.10 m in height. Handrails must have safety grips on both sides (for steps wider than 0.90 m) and run the entire length of the structure, even across pedestals. A handrail is not required for up to three steps. The maximum permitted incline for ramps is 6% (3.5 degrees).

## 4.7 Stand design

### 4.7.1 Appearance

The stands may be constructed with the exhibitors' own materials. Stand owners must ensure a neutral and clean design for the reverse of their stand walls over 2.50 m in height. These

must be in white, grey or beige so that their stand neighbours' interests are not interfered with.

Stand walls bordering visitor aisles must include glass panels, alcoves and displays etc. in order to provide an open and friendly atmosphere in the exhibition stand at the event. No more than 30% of the stand facing any one aisle may be of closed construction unless stated to the contrary in the Conditions of Participation. When constructing stands, care must be taken to ensure access is barrier free.

### 4.7.2 Checking the stand size

The stand area is identified by Fair organisation. Following stand allocation, every exhibitor is obliged to check in situ the location and size of existing installations, in particular fire alarms, columns, supply ducts, ventilation grilles, escape hatches, etc., and, where necessary, to instruct the stand builder accordingly. The stand boundaries must be observed. Every exhibitor / stand erector shall be obliged to check whether the stand grounds are in good order before any erection work begins. Any damage shall have to be reported to the hall manager immediately and before beginning stand construction/erection. All unreported faults shall be repaired after the end of the event at the expense of the exhibitor concerned.

### 4.7.3 Changing the hall structure

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. drilling of holes, the use of nails and screws, glue, welding) (see also section 4.7.4 hall floors). The application of paint, wallpaper or adhesives to the walls and columns of the halls is not permitted. The hall components and technical facilities may not be subjected to any strain from stand constructions or exhibits. Hall columns/ supports within the stand area may, however, be screened up to the permitted construction heights provided they are not damaged. No inscription may be directly attached to hall walls and columns.

### 4.7.4 Hall floors

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area. Only adhesive tape (e.g. PE or PP) may be used to fix such coverings and, when removed, must leave no residues. All materials used must be removed with no residues. Substances such as oil, grease, paint and similar materials must be removed from the hall floors immediately. Neither paint nor adhesives may be used on the hall floors. The wear occurring on the asphalt flooring in the halls may produce soiling of lightly coloured floor coverings. Messe Düsseldorf does not accept any liability for soiled floor coverings. It is not permitted to anchor stand buildings in the floors of the halls. Exhibits or other parts may only be anchored to the floor in case of justified exceptions and subject to written consent of the trade fair company. No claims for the right to fit and use floor anchoring fixtures shall be accepted. Costs for repairing floors shall be borne by the exhibitor. **The supply duct ventilation covers are used for air-conditioning the halls and must not be covered by floor coverings or structures.**

Costs for power installations in the hall floors requested by the exhibitor are invoiced to the exhibitor. Substructure installation of lines at a maximum of 7 cm depth is possible. If larger pipes or cables are required, the feasibility of such installation must be checked and a price agreement reached with Messe Düsseldorf. The Performance of all work of this nature and anchoring shall be exclusively in accordance with the requirements of Messe Düsseldorf and must be carried out by specialist companies authorised by Messe Düsseldorf. The corresponding costs are borne by the exhibitor.

### 4.7.5 Suspended items

The vertical suspension of light-weight ceilings, advertising media, banners, light fittings, etc., from the supporting structures of the hall ceilings may be permitted up to 50 kg taking into account the construction heights (see 4.3) and

the maximum load per ceiling joint. The attachment of the necessary mounts in the supporting structure may only be carried out by Messe Düsseldorf, the "Suspended Items" form must be used when ordering. Suspensions of items in Hall 7.0-7.2, and in Halls 15-17 only on request. Loads must only be attached using DIN-compliant approved wire locks or wire clamps on the drop wire according to safety prevention specifications BGV C1. The maximum allowed load on the anchor points provided is 50 kg. This weight must not be exceeded, even during installation and disassembly and must be evidenced by providing a simple weight calculation or structural analysis. If chain hoists or engines are used, their respective dead weights, dynamic factors and possibly occurring uneven stresses on the anchor points during the lifting operation must be considered. Only elements cleared for dynamic stress may be used for fitting. The evidence must be submitted to Messe Düsseldorf prior to starting assembly. No firm connection, either direct or indirect, to the solidium/fixed floor must be created through suspensions.

#### **4.7.6 Stand walls**

Messe Düsseldorf will provide 2.50-m-high, plastic-coated stand divider walls upon request. We recommend that a surface finish (e.g. wood chip paper) be applied to the partitions. The stand partitions and hall walls must not be subject to strain from superstructures, nor must they be damaged by nails, screws or similar objects. Walls may only be painted once they have been papered. The same applies to the application of lettering. Wood-chip wallpaper may be ordered from Messe Düsseldorf using Form "Stand Walls / Paper Hanging". Exhibitors who undertake their own wallpapering must use regular wallpaper paste with no additives so that the wallpaper may be easily removed. All walls wallpapered by the exhibitor must be returned to their original state when stands are returned to the exhibition management. Where partitions are damaged or the exhibitor's wallpaper has not been removed, the exhibitor will be charged with the cost for their reconditioning. Stand walls 3.00 m high with different finishes are also available on request. Please see Form "Stand Walls / Paper Hanging".

#### **4.7.7 Ceiling design of stand constructions**

In Halls 1-6.0, 7a and 8 - 17 up to 30 m<sup>2</sup> of the stand area may have a closed ceiling without sprinkler protection. However, in this case an area of at least 2.50 m in width must be of an open ceiling design around the closed ceilings (see 4.4.2). This also applies to the distance to neighbouring stand space unless the necessary distance is otherwise ensured in consultation with the respective stand neighbour. That is, between two closed ceiling areas, there must be an open ceiling area of at least 5.00 m in width. In this respect, it is immaterial whether they are situated on different stand spaces.

Sprinklers must be installed if more than 30 m<sup>2</sup> of stand area has closed ceilings or the safety distance between stands with closed ceilings is less than 5.00 m. No closed ceilings are permitted on the first floor Hall 6.1 or Hall 7.0-7.2. Closed ceilings are not permitted on the top floor of two-storey stands, see section 4.9.6. below.

Where the installation of a sprinkler system is required, an application on Form - Sprinkler Systems - must be submitted to Messe Düsseldorf. The sprinkler system will be fed from supply ducts in the hall floor.

#### **4.7.8 Advertising media / presentations**

Stand and exhibit inscriptions, logos and trademarks must not exceed the specified construction height. They should provide an attractive appearance from all sides. Presentations, visual, slow-moving and audible advertising media as well as musical reproductions are permitted, provided this does not disturb the neighbours, cause crowding in the aisles or drown out the public address systems in the halls. The noise level at the boundary of the stand must not exceed **70dB(A)**. Display areas, stages and other areas of the trade fair stand that are used to attract the audience's attention, for example by offering shows, musical performances etc., are subject to approval. These areas must be

integrated into the stand design in a way that they face towards the inside of the trade fair stand. Areas for the audience must be provided inside the limits of the stand area. The adjacent aisles must not be used for the audience. Messe Düsseldorf is empowered to intercede and, if necessary, close down operation in cases where this provision has been violated. Distribution of printed matter and use of advertising media are not permitted outside the boundaries of the stand.

#### **4.7.9 Foundations, pits, ducts**

Exhibitors who require foundations, pits or ducts for their exhibits must submit the necessary drawings and documents for the inspection of the local features well in advance to Messe Düsseldorf. Foundations and pits cannot be provided at the hall edges or on the first floor Halls 6.1, in Halls 7.0-7.2 or some sections of Halls 3, 4, 8, 10, 11 and 13. Orders are to be addressed exclusively to Messe Düsseldorf.

#### **4.8 Open-air area**

The open-air exhibition grounds consist of gravel. The surface is uneven. The foundation is not compacted and may settle. Foundations are needed for constructions or heavy exhibits. See section 4.7.9. Advertising hoardings must be anchored due to wind hazard. Ground nails are not permitted.

All constructions in the open-air section are subject to approval, see also 4.2.1. The regulations of the BauO NRW (Building Ordinance North-Rhine Westphalia), §79, also apply to floating constructions.

The setting up of tents and caravans/mobile homes for the purpose of camping or sleeping is not permitted in the exhibition centre. Air-inflated halls must not be set up. The regulations concerning construction heights, no. 4.3, also apply for construction heights in the open-air exhibition grounds. Stands in the open-air exhibition grounds must maintain a minimum distance of 5 m from the halls/buildings.

#### **4.9 Two-storey construction**

##### **4.9.1 Building request**

Two-storey construction may be approved to a limited extent provided permission has been given by the relevant department at Messe Düsseldorf. The construction request must be submitted immediately after the stand admission documents have been received using the form "Permission for Special Constructions". Two-storey construction is not possible on the first floor of Hall 6.1 or in Hall 7.0-7.2.

##### **4.9.2 Conditions for construction, safety distance, height of internal stand areas**

The exit doors and gates of the halls must be kept free of any construction and must remain accessible. This applies particularly to the marked emergency exits.

On all other stands, superstructures are permitted on up to 50% of the area, although this must not exceed 300 m<sup>2</sup> in any specific case. Where the structure covers more than 30 m<sup>2</sup> the installation of sprinkler systems is required. These can be ordered exclusively from Messe Düsseldorf, see sections 4.4.2 und 4.7.7. In the two-storey area between two stands, a minimum safety distance of 5.00 m must be maintained; neighbouring stands may be linked by mutual agreement, provided the maximum limits specified above are observed. The clear height of internal rooms of two-storey constructions must be a minimum of 2.50 m each on the ground and upper floors. Stand constructions bordering on neighbouring stands must be painted neutral white above a height of 2.50 m (see construction height diagrams at the end of this section). The floor of the upper storey must feature closed construction.

##### **4.9.3 Payload / load acceptance**

The live load of the floor of the upper storey of a two-storey stand within a hall must comply with Eurocode 1 DIN EN 1991-1-1 and - /NA, Table 6.1DE: when used as a meeting room and customer consultations, also applying to meeting cubicles, including tables and chairs freely arranged 3.0kN/m<sup>2</sup>. Unlimited use as an exhibition room or selling area, meeting

room with or without a full complement of chairs must be designed for a live load of 5.0kN/m<sup>2</sup>. In order to achieve sufficient stability in length and width, a horizontal load capacity must be calculated according to  $H=P1/20$ , where P = the sum of the live loads. The horizontal load capacity for exterior walls at a height of 1.10 m from the floor on the first floor must be set at 1kN/m. Protective guardrails for balustrades and banisters must be able to withstand pressure of 1kN/m on the upper edge. The upper edge of safety guardrails or banisters must be at least 1.10 m in height. Proof must be provided that the pressure of the supports does not exceed the permitted load-carrying capacity of the hall floors, see section 3.1 hall floors. Stairways must always be designed for a live load of at least 5kN/m<sup>2</sup>.

#### **4.9.4 Escape Routes**

On the upper floor of a two-storey exhibition stand, the distance to the edge of the stand from any accessible point must not exceed 20.00 m in a straight line. The stairs must be positioned in such a way that the escape routes directly lead outside and are as short as possible. Keep all escape routes clear of any obstructions. Escapes routes must not lead through equipment rooms. If the area of the upper storey is more than 100 m<sup>2</sup>, at least two stairways are required at opposite ends of the stand, see also section 4.6.2. A fire extinguisher is required at the top of each staircase on the upper storey – see section 4.4.1.12.

#### **4.9.5 Building materials**

On two-storey exhibition stands the load-bearing components must be made of non-flammable materials, the ground floor ceiling and the floor of the upper floor of fire-resistant materials (according to DIN 4102 or in accordance with EN 13501, minimum requirement: class c-s3, d0). In certain cases, a higher fire-resistant class may be demanded for reasons of safety (e.g. A1, non flammable). When verifying stand safety, please note that anchorages are not possible on the covers of the supply ducts.

#### **4.9.6 Upper storey**

All rooms surrounded on all sides (closed rooms) that do not have any sufficient optical and sufficient acoustic connection with the hall shall be equipped with safety lighting and shall also be connected to the safety alarm installations of Messe Düsseldorf. This is to guarantee reliable orientation and safety alarm at the stand at all times. The upper storey must not be closed in the case of two-storey stands. Permission for an open space enclosure may be granted - see 4.4.2 - if it is made from flame retardant materials, DIN 4102 - Class B 1. Proof that the material used met these specifications is to be supplied by way of testing documentation and a document on conformity with technical specifications. Equivalent documents in the German language, in keeping with EN 13501, at least class c-s3, d0 may be accepted. If required, arresting devices are to be provided on the ground of second-storey balustrades/rails. They must have a minimum height of 0.05 metres. Balustrades/rails must be built as specified under items 4.6 and 4.9.3.

4.4.4 shall be considered, however. Documentation as to the material to be used under DIN 4102, B1, is to be provided by way of test documentation and a declaration of compliance with technical specifications.

### **4.10 Films, slides, television and auditoria**

#### **4.10.1 Building permit**

Cinemas and/or auditoria with seating capacities for 200 people or more require a special permit from the Department of Works, see 4.2.1.

#### **4.10.2 Exits**

Auditoria exceeding 100 m<sup>2</sup> must have two exits leading directly to the aisles of the halls. The exits are to be positioned as far apart as possible.

#### **4.10.3 Projection area**

Where film, television or slide equipment is used, the projection areas must not be installed directly on the aisles. They must not be a nuisance to the neighbours and must not drown out the public address system of the organisers (see also 4.7.8). See 5.11.

### **5 Technical safety regulations and other regulations and explanations, technical provisions**

#### **5.1 General regulations for construction and operation**

Construction and dismantling work may only be carried out in accordance with the currently valid industrial and trade regulations. In accordance with § 16, Section 2 SGB VII (Social Security Code VII), companies and employees of foreign companies are explicitly required to comply with accident prevention measures and all other pertinent legal regulations. In keeping with the regulations on the construction and operation of special buildings for the state of North Rhine-Westphalia, exhibitors are obliged to have an appropriately qualified person in attendance for certain structural entities or in the case of specific utilisations. This may be a professional event technician and/or a master event technician.

##### **5.1.1 Damage**

Any damage caused by the exhibitor or his/her agent in the exhibition grounds, its buildings or facilities, as well as rubbish left behind, will be removed at the end of the event by Messe Düsseldorf at the expense of the exhibiting company. All damage and remaining rubbish must be reported to organiser.

##### **5.2 Use of machinery**

Captive bolt pistols and bolt pushers can be allowed in individual cases. The use of chain saws is not permitted. Any woodworking machinery may only be employed with a shavings exhauster. Exhibitors or stand erectors shall not be permitted to use of their own fork-lift trucks and cranes. Lifting platforms, whether owned or leased by the operator, shall only be operated by competent operators over 18 years of age. Qualifications must at least be equivalent to those laid down in the trade association principles (BGG) 966. An appropriate certificate must be submitted on request.

##### **5.3 Electrical installation**

###### **5.3.1 Electrical connections**

Each stand requiring electrical power will be provided with one or more connections with fuses and a meter, as well as a fuse box with main switch and current-operated ELCB (RCD), 30mA, up to 63A / 34kW. The following voltage limits in customary industrial power grids must be observed during the installation of non-linear loads (class 2, EN 61000-2-4): relative harmonic content (THD): <8% (ratio of effective values of the harmonic to the fundamental oscillation) and power factor  $\cos \phi = 0.8$ . Only the organiser may install these connections. The ground plan, showing the required position of the connections, must be enclosed with the orders using the "Electrical Installation, Hall" form. The organiser cannot provide fuse boxes for more than 63A/34kW. Power consumption is calculated per kWh.

Consumption is recorded by the fitted meter.

A standing charge is levied for connecting the stand to the hall power supply.

For safety reasons, the power supply will be switched off one hour after the event closes on its last day.

###### **5.3.2 Electrical installation within the stand**

Any main electrical installations or connections on the stands are carried out subject to order by Messe Düsseldorf. Inside the stands, installations may be provided by skilled electrical personnel provided by exhibitors or by licensed specialised companies in compliance with VDE regulations (see under 5.3.3). If requested, Messe Düsseldorf shall also implement the complete stand installation work.



### 5.3.3 Assembly and operating regulations

Electrical equipment used on the stand must comply with VDE standards and must be marked accordingly. All electrical equipment must be installed and operated in accordance with the applicable VDE standards. Special attention must be given to VDE 0100-711 (IEC standard 60364-7-711: 1998). For end current load circuits such as socket outlets or lighting inlets, a current-operated ELCB system (RCD) with < 30 mA cut-off current is mandatory. The ratio of high- or low-frequency interference transmitted to the mains must not exceed the levels specified in DIN EN 50160. The electromagnetic compatibility and the corresponding regulations must be complied with, see also section 5.9. This also applies to exhibits and stand decorations. Conductive components must be included in the precautions against contact with excessive voltage (potential difference/earthing of stand).

In addition, the only cables permitted are NYM, H05VV-F, H05RR-F with a minimum diameter of 1.5 mm<sup>2</sup> Cu. Flat cable of any type is not permitted. Bare electrical conductors and terminals are not permitted for low-voltage systems. The secondary cables must be protected against short-circuit and overload. A leaflet is available on request.

Electrical installations available within a stand may only be commissioned for the time of the event after being approved and released for use by an independent expert. Acceptance will be arranged by Messe Düsseldorf.

### 5.3.4 Safety precautions

As a special safety precaution, all heat emitting and heat producing electrical equipment (hotplates, spotlights, transformers, etc.) must be placed on a non-combustible, asbestos-free base. Depending on the amount of heat produced, an adequate distance must be maintained from flammable substances. Lamps may not be attached to flammable decorations or similar items.

### 5.3.5 Safety lighting

Stands where the existing, overall safety lighting of the building is not effective due to their special mode of construction, must be provided with their own additional safety lighting. It must be designed such that safe location of the general rescue routes is ensured. Safety lighting facilities to be provided shall be implemented in conformity with DIN VDE 0108 – 100.

### 5.4 Water and waste water facilities installation

Each stand to be supplied with a water/waste water connection will be provided with one or more connections. Only Fair organisation may install these connections. The ground plan showing the required position of the connections must be enclosed with the orders using the "Sanitary Installations/Compressed Air" form. No water or waste water installations can be provided to stands around the edges of the halls. The relevant exhibitor is in charge of and responsible for correct installation and maintenance of drinking water facilities on the stand according to DIN 1988 part 4. Only steel-sheathed rubber pipes with screw unions on both ends may be used for pressurised, flexible pipes between the water connection and consumer point. The exhibitor's installations for carrying drinking water must be in good sanitary condition before being connected to the Messe Düsseldorf water supply. Messe Düsseldorf reserves the right to conduct inspections on a random basis, which shall be proactively supported by exhibitors. Water consumption is calculated per m<sup>3</sup> based on estimate. For safety reasons, the water supply will be turned off one hour after the event closes on its last day, as will the power supply.

### 5.5 Compressed air installation

The supply of compressed air (max. 7.85 bar) to the exhibition stands is possible exclusively using the organiser's own system. The installation and use of exhibitors' own compressors is not permitted.

Every stand to be supplied with compressed air will be provided with one or more connections. Only Messe Düsseldorf may install these connections. The ground plan showing the required position of the connections must be enclosed with the orders using form "Sanitary Installations/Compressed Air". In order to ensure the supply for all consumers during peak periods, exhibitors are advised to install compressed air cylinders of suitable capacity on their stands that must display verifiable compliance with the legal requirements, and to connect these within the circuit. Exhibitors are responsible for providing the correct fine mesh filter. No compressed air can be provided to stands around the edges of the halls. For safety reasons, the compressed air supply will be switched off one hour after the event closes on its last day, as will the water and power supply.

## 5.6 Machinery, pressure containers and exhaust systems

### 5.6.1 Machine noise, dynamic machine loads

The demonstration of noise-emitting machinery should be kept to a minimum in the interest of the other exhibitors and visitors. The noise level at the edge of the stand must not exceed 70dB (A). The noise level in the exhibition grounds outside the halls must not exceed 50 dB (A). The operation of machinery and systems with oscillation weight force is permitted only if said machinery and systems do not affect any part of the building. Please refer to DIN 1055 part 3, paragraph 8 and DIN 4024. Attention is drawn to the noise and vibration protection regulations of 06 March 2007 (Federal Law Gazette I, p. 261) as amended on 18 December 2008 (Federal Law Gazette, 2768).

### 5.6.2 Product Safety Code

Under the Product Safety Act (ProdSG) in the respectively applicable version, products (Section 2 point 22) and installations requiring surveillance (Section 2 point 30) must only be provided if they satisfy the requirements set out in a Regulation, Section 3 (1), or are designed such that the safety and health or other legal interests set out in the respective Regulation are not endangered given use as intended or envisaged. At trade fairs and exhibitions, products can also be exhibited that do not satisfy these requirements (Section 3 (1) and (2)) if the exhibitor uses a clearly visible sign to draw attention to the fact that the product does not satisfy the requirements and cannot be acquired until corresponding compliance is assured. The following text can be used as reference sign.

The version of this product shown here does not comply with the statutory provisions in the European Union and cannot be acquired within the European Economic Area until compliance has been assured.

Exhibiting is the offering, setting up or demonstration of products for the purpose of advertising or provision on the market (Section 2 point 2). During a demonstration, the necessary precautions must be taken to protect the health and safety of persons (Section 3 (5) sentence 2).

- a) Under Section 3 point 13 Medical Products Act, the above comments also apply to medical products.
- b) The Machine Regulation (Ninth Regulation on the Product Safety Act) dated 12.05.1993, Federal Law Gazette 174, in the version dated 08.11.2011, Federal Law Gazette 2178, is applicable to provision. Under the Regulation, only machines with the CE symbol may be provided. The EU Declaration of Conformity as per Appendix II Part 1 section A of Directive 2006/42/EC must be attached to these machines.
- c) Furthermore, with leisure boats, the 10th Regulation on the Provision of Leisure Boats and Travel with Leisure Boats (10th ProdSV) dated 09.07.2004, Federal Law Gazette 1605, in the version dated 08.11.2011, Federal Law Gazette 2178,



d) and for personal protective equipment the 8th Regulation on the Product Safety Act (Regulation on the Provision of Personal Protective Equipment on the Market) dated 20.02.1997, Federal Law Gazette 316 in the version dated 08.11.2011, Federal Law Gazette 2178 on provision must be observed. Information is available from the Regional Government Düsseldorf (see point 5.6.2.2 of these Technical Guidelines).

#### **5.6.2.1 Safety devices**

Machinery and equipment components may only be operated in conjunction with all safety devices. The standard safety devices may be replaced by a secure covering of transparent thermoplastic or by similar transparent material. When the equipment is not in operation, the safety devices may be removed to show the visitor the type of design and construction of the shielded components. The safety devices must then be visibly displayed next to the machine.

#### **5.6.2.2 Test procedure**

The exhibited technical equipment will be inspected for accident prevention and safety by the relevant supervisory authority (Bezirksregierung Düsseldorf (Düsseldorf Regional Government), Dezernat 55, 2, Technischer Arbeitsschutz/Produktsicherheit, Außenstelle Essen, Ruhrallee 55 – 57, 45138 Essen, Deutschland, Tel.: +49(0)211 475-9505, Fax: +49(0)211 475-9025, Mail: poststelle@brd.nrw.de), where necessary jointly with the relevant expert committees of the professional association, to verify conformity with the safety specifications. Exhibitors are requested to have EU certification documentation/manufacturers' declaration available on their stand for CE conformity checking by the Safety Officer. In case of doubt, exhibitors should contact the relevant office before the start of the event. If serious infringement is identified subsequently, installation may be prohibited.

#### **5.6.2.3 Operating prohibition**

Furthermore, the organiser is entitled to prohibit the use of machinery, apparatus and equipment at any time where they are deemed to constitute a safety hazard.

#### **5.6.3 Pressurised containers**

##### **5.6.3.1 Acceptance certificate**

Pressurised containers may only be operated on the stand where the required acceptance test has been carried out in accordance with the latest version of the industrial safety ordinance dated 27 September 2002, Federal Law Gazette I, p. 3777, and the original certificate, or a copy, as well as the inspection record book, can be presented.

##### **5.6.3.2 Testing**

The design and water pressure test certificate is inadequate on its own. This requirement also applies to foreign or hired containers. Where the application is made at the correct time, pressure containers subject to testing may be tested by the responsible, corresponding Technical Control Authority up to one day prior to the opening of the trade fair, provided the design and water pressure test certificate is submitted, and a fitter is provided at the exhibition stand. Enquiries should be sent to Messe Düsseldorf.

##### **5.6.3.3 Hired equipment**

Since it is impossible to assess foreign pressure containers during the relatively brief exhibition construction time, preference should be given to the use of tested hired equipment.

##### **5.6.3.4 Supervision**

The required acceptance certificates should be kept available for the Inspectorate during the event. Information may be obtained from the Bezirksregierung Düsseldorf Department 5, Postfach 30 08 56, 40408 Düsseldorf, Tel. (0201) 27 67 0 as the competent authority.

#### **5.6.4 Vapours, gases, aerosols and dust**

Exhibits and equipment that emit vapours, gases, aerosols and dust that are flammable, toxic or generally unpleasant for the public may not be used inside the halls. Such vapours and gases must be directed into the open air through non-combustible piping (see section 5.6.5 below). For details, attention is drawn to the Federal Act on Air Pollution Control and Noise Abatement as amended on 29 September 2009, Federal Law Gazette I, 2002, p. 3820, as amended as well as the Operational Safety Regulations (Betriebssicherheitsverordnung) of 27 September 2002, Federal Law Gazette, p. 3777, as amended.

#### **5.6.5 Exhaust systems**

##### **5.6.5.1 Exhaust pipes**

The installation of an exhaust gas lead in conjunction with an exhaust gas opening in the roof is necessary for the purpose of extracting combustible, harmful, hot or generally disturbing vapours and gases

##### **5.6.5.2 Regulations for exhaust pipes**

The ducting from the lower edge of the structure to the outside will be installed exclusively by Messe Düsseldorf with its own material. The pipes from the exhibits to the lower edge of the structure can be installed by Messe Düsseldorf. The connections from the exhibits are to be provided by the exhibitor. A ground plan showing the required location of the ducting should be submitted together with the orders using the "Smoke/Gas Exhausts" form.

#### **5.7 Use of pressurised gases, liquefied gases and flammable liquids, fuel pastes and other fuels**

##### **5.7.1 Pressurised gas and liquefied gas systems**

###### **5.7.1.1 Approval application for pressurised gas cylinders**

In compliance with the form "Permission of Compressed Gas and Liquid Gas Cylinders", it is not permitted to store or use without prior permission liquid gas or any other combustible or incombustible gases in gas cylinders, gas bottles or tanks. In accordance with the relevant accident prevention regulations, pressurised gas cylinders must be protected against impact, unauthorised access and heat. Toxic gases must not be used.

###### **5.7.1.2 Use of liquefied gas**

Where liquefied gas is used, only one gas cylinder with a capacity of up to 11 kg may be installed on each exhibition stand if approval has been obtained from the trade fair company.

###### **5.7.1.3 Installation and maintenance**

The "Code of Practice for Liquefied Gas" TRF 1996 (published in German by: DVGW Deutscher Verein des Gas- und Wasserfaches e.V and DVG Deutscher Verband Flüssiggase e.V.) as well as the "Directives on the use of liquefied gas" BGV D34 (VGB 21) (published in German by: Hauptverband der gewerblichen Berufsgenossenschaften) must be observed for the installation and maintenance of liquefied gas systems. See 5.7.1.1. With the application for approval, the operator of the system must write up and submit an explosion protection document as per §3 and §5 of the Operational Safety Ordinance.

###### **5.7.1.4 Pressure Container Ordinance**

The conditions laid down in the latest version of the industrial safety ordinance and the pressure container ordinance dated 27 September 2002, Federal Law Gazette I, p. 3806 are binding and must be observed.

#### **5.7.2 Flammable liquids**

##### **5.7.2.1 Storage and use**

Exhibitors may not store or use flammable liquids (see the industrial safety ordinance dated 27 September 2002, Federal Law Gazette I, p. 3777) in the exhibition halls or in the exhibition grounds without written authorisation. Permission may be granted for the storage and use of flammable liquids to

operate or demonstrate exhibits. A relevant application must be submitted to Messe Düsseldorf using the "Application for Permission of Flammable Liquids" form together with the Safety Data Sheet.

#### **5.7.2.2 Storage of supplies**

For operation and demonstration purposes, the amount of combustible liquid held at a stand by permission shall at all times be limited to the quantity to be used on any one day. The amount of this quantity shall be specified in the application to be submitted.

#### **5.7.2.3 Storage containers**

The quantity required for one day must be clearly stored in sealed, unbreakable containers. These must be kept secured against unauthorised access. The storage containers must be kept in non-flammable spill basins.

#### **5.7.2.4 Storage location**

Smoking is strictly forbidden at the storage location. Appropriate signs must be provided. In addition, suitable hand-held fire extinguishers must be available.

#### **5.7.2.5 Operating regulations**

Equipment operated or demonstrated using flammable liquids must be outfitted with non-flammable spill basins at all filling points as well as at all locations from which liquids can escape. Flammable liquids that have leaked must be immediately removed from the basins and safely disposed of, due to the risk of fire or explosion.

#### **5.7.2.6 Pouring liquids**

As pouring flammable liquids is dangerous, extra care and caution are to be taken. Spilt liquids or contamination caused by container leakages must be removed and disposed of immediately. Therefore, it is essential that the appropriate precautions be taken and drip containers or absorbents be kept on the stand at all times.

#### **5.7.2.7 Empty containers**

Empty containers that have been used to store flammable liquids may not be kept or stored in the hall. Procedures must be in place for degassing empty containers.

#### **5.7.3 Open fire, fuel pastes and other fuels**

The use of open flames, fuel pastes and other fuels for construction and operation in the buildings is prohibited.

#### **5.8 Asbestos and other dangerous substances**

The use of materials or products containing asbestos or other dangerous substances is prohibited. The basis for this is the latest version of the law for protection against dangerous substances (law on chemicals) dated 20 June 2002, BGBl (Federal Law Gazette) I, p. 2090 in conjunction with the latest versions of the Chemical Prohibition Ordinance in the version 13 June 2003, BGBl (Federal Law Gazette) I, p. 867 and the Dangerous Substances Ordinance dated 23 December 2004 BGBl (Federal Law Gazette) I, p. 3758 in the current version.

### **5.9 Radiation protection**

#### **5.9.1 Radioactive materials**

##### **5.9.1.1 Handling radioactive materials**

Those who handle radioactive materials require permission in accordance with the latest version of §7 of the "Ordinance to prevent damage by ionizing radiation" (Radiological Protection Order – Strl-SchV) dated 20 July 2001 (Federal Law Gazette I, p. 1714); this also applies to their exhibition. The permit must be requested from the relevant authority for the exhibition site. Insofar as a permit is available, it should be verified that the intended handling of radioactive materials is legally permissible within the exhibition grounds.

##### **5.9.1.2 Permit applications**

Four copies of the permit application must be submitted informally in advance (at least 12 weeks prior to the start of the event) and must include the following minimum information:

1. Personal details of the applicant, including a police certificate or an equivalent official declaration.
2. Personal details of the people responsible for the stand during the exhibition who are able to provide information, including a police certificate or an equivalent official declaration.
3. Personal details of any other person(s) who may be involved in handling the radioactive materials.
4. Description of the radioactive materials.
5. Description of the container and shield (certificate of leak test), dose rates.
6. Description of the intended handling, if necessary with drawings, indicating the use of the radioactive materials.
7. Location of intended handling (hall, stand/diagram).
8. Protective devices, protective measures and measuring equipment (confirmation that a control area is or is not available).
9. Start and probable period of intended handling, including the time for assembly and dismantling as well as storage of the supplied, and/or removed radioactive materials.
10. Details of the precautions taken to comply with the statutory obligations to pay compensation.

Approval by the local authorities is binding for all exhibitors. The approval authority for the Düsseldorf exhibition venue is the Bezirksregierung Düsseldorf, Dezernat 55 - Arbeitsschutz, Cecilienallee 2, 40474 Düsseldorf, P.O. Box 30 08 65, 40408 Düsseldorf. Application forms, together with explanations, may be obtained from there for a permit in accordance with § 7 of the Radiation Protection Ordinance.

#### **5.9.1.3 Import permits**

A permit is required for the import of radioactive materials listed under § 19, whereas a notification is required for those listed under § 20 StrlSchV.

No notification or approval is required for import of the materials listed under § 21 StrlSchV. The relevant authority for import permits and/or notifications is the Bundesamt für gewerbliche Wirtschaft, Bockenheimer Landstraße 38-4, 60323 Frankfurt/Main. The import permit and/or notification does not replace the handling permit (see above). The handling permit is an essential requirement for all exhibitors (from the Düsseldorf Regional Government).

#### **5.9.1.4 Transport permits**

Insofar as the transportation of radioactive materials from within Germany as well as from abroad to Düsseldorf is not handled by the Deutsche Bahn AG (German Federal Railways), by air freight or by an approved forwarding agent with the appropriate transportation permit, approval according to § 16 StrlSchV is required. Transportation of materials listed under § 17 StrlSchV does not require a permit. The authority to contact is that of the Federal State in which transportation within Germany begins.

Holders of transportation permits are advised to verify whether the permit is valid for transportation to the exhibition site.

#### **5.9.2 X-ray equipment and sources of stray radiation**

The Ordinance on the Prevention of Damage by X-rays (RöV) dated 8.1.1987, in the version of 30.4.2003, Federal Law Gazette I, p. 604) must be observed in its current version. The operation of X-ray and stray radiation equipment requires approval or notification according to § 3, 4, 5, 8 RöV. The relevant authority for Düsseldorf is the Bezirksregierung Düsseldorf, Department 5, Cecilienallee 2, 40474 Düsseldorf, to which the applications or notifications must be submitted informally, in triplicate, at least 4 weeks prior to the start of the event.

#### **5.9.3 Laser equipment**

In accordance with § 6 Accident Prevention Regulation "Laser Beam" BGV B2 (VBG 93), notification of the use of laser equipment must be made to the appropriate accident insurance company and the occupational safety authority. The notification must include the written appointment of a safety official

responsible for operating the laser equipment. The relevant occupational safety authority for Düsseldorf is the Bezirksregierung Düsseldorf, Department 5, Cecilienallee 2, 40474 Düsseldorf, to which the notification must be submitted informally at least 4 weeks prior to the start of the event. When laser systems are used, the health and safety at work requirements in accordance with paragraph 37 of the ordinance concerning the construction and operation of assembly points dated 20 September 2002 for North Rhine Westphalia are to be observed and applied also to visitors. For operating such systems, the BGI German employers' liability insurance information provision for health and safety at work concerning "laser equipment for shows and projection purposes" must also be observed. A copy of the notification and the permit must be submitted to the organiser. Laser devices of classes 3 R, 3 B or 4 must be inspected after positioning by a person licensed under the Operational Safety Regulation (BetrSichV). Representatives of the Messegesellschaft Düsseldorf must be offered the opportunity of attending this acceptance test.

#### **5.9.4 High frequency and other radio equipment, wireless transmissions**

The use of high frequency and other radio equipment (e.g. W-LAN) is only permitted where this complies with the requirements of the law on Telecommunications Installations (TKG) dated 22 June 2004, BgBl (Federal Law Gazette) I, p. 1190 and the Law on Electromagnetic Compatibility of Equipment dated 18 September 1998, BgBl (Federal Law Gazette) I, p. 2882 in the applicable version. The use of paging systems, microport equipment, two-way radio intercom equipment and telecontrol equipment is subject to approval by the Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Tulpenfeld 4, 53113 Bonn (see also 8.22); also see the law governing radio systems and telecommunication end devices dated 31 January 2001, Federal Law Gazette I, p. 170. The operation of radio equipment (e.g. W-LAN, radio microphones) shall require – independently of the permission to be granted by the regulating authority – agreement by Messe Düsseldorf, to achieve an equal distribution of frequencies and to rule out any mutual disadvantage, if possible. This permission must be requested informally from Messe Düsseldorf, listing the technical data. The corresponding order forms are available in the online order system (OOS) of Messe Düsseldorf.

#### **5.10 Cranes, forklifts, empties**

Exhibitors are not permitted to use their own cranes and forklifts on the exhibition grounds. Only equipment of the accredited shipping agents permitted on site may be operated. The forwarding agents have sole handling rights in the exhibition grounds, i.e. carriage of exhibits, stand structures, etc., to the stand, including provision of any auxiliary equipment required, as well as customs clearance for temporary or permanent import.

Contracts awarded to the forwarding agents are subject to the latest version of the General Conditions of Contract of German Forwarding Agents (ADSp) and the scale of charges for trade fairs and exhibitions in Düsseldorf. Messe Düsseldorf is not liable for any risks that may arise from the work of the forwarding agents. The storage of empties of all kinds on the stand is prohibited. Empties must be transported without delay to the storage area for empties by the transport agents appointed for the exhibition grounds. Orders may be submitted using the "Container Rental or Empties" forms.

#### **5.11 Music and audio-visual performances**

For all types of musical or audio-visual performance, subject to the conditions of the Law on Copyright, §15 Copyright Law (dated 09 September 1965, Federal Law Gazette I, 1965, p. 1273), permission is required from the German Performing Rights Society (GEMA), Südwall 17-19, 44137 Dortmund,

Postbox 10 13 43, 44013 Dortmund, Germany, Tel: +49 (0231) 5 77 01-0, Telefax: +49 (0231) 5 77 01-88.

Unauthorised performances of music may result in claims for compensation by GEMA at twice the normal rates of remuneration (§ 97 Copyright Law).

#### **5.12 Drinks dispensing systems**

For the installation and operation of drinks dispensing systems on the stand, the industrial safety ordinance dated 27 September 2002, Federal Law Gazette I, p. 3777 and the food hygiene ordinance dated 5 August 1997, Federal Law Gazette I, p. 2008 as amended from time to time must be observed. DIN 6650-6 also applies.

#### **5.13 Food supervision**

When offering samples and selling food and beverages for consumption on site, the statutory provisions must be observed, in particular the Food Hygiene Regulation dated 5.8.1997, Federal Law Gazette I page 2008. Enquiries can be addressed to the Municipal Public Order Office of the City of Düsseldorf, Food Monitoring Division, tel. (0211) 899-3281.

#### **5.14 Goods subject to excise duty**

Any goods subject to excise duty brought into the exhibition centre - and therefore into the Federal Republic of Germany (tax area) - must be registered. This also applies to withdrawals from a tax deferment procedure (such as tax stock, production operations). Those goods subject to excise duty include spirits (e.g. grappa, Cognac, whisky), intermediate products (such as sherry, dessert wine), sparkling wine (e.g. champagne), wine and coffee. A certificate relating to legal possession under tax law must be available on the stand for the duration of the trade fair. Otherwise customs may take confiscate the goods. Supplies from other EU member states may be cleared by the carriers resident at the exhibition centre. The trade fair customs office is also available to assist with any queries. This applies in particular to tobacco products. The Spirits Monopoly Law of 8 April 1922, German Law Gazette I, Page 335 and 405; the Law relating to the Taxation of Sparkling Wine and Intermediate Products dated 21 December 1992, Federal Law Gazette I Page 2150 and the Coffee Taxation Law dated 21 December 1992, Federal Law Gazette I page 2150, apply.

## **6 Waste disposal, cleaning**

### **6.1 Refuse**

All refuse or leftover material produced during the event or during assembly and dismantling of the stand must be removed by the exhibitor. We draw exhibitors' attention to the Law on the Promotion of Closed-Loop Recycling Systems and Safeguarding of Environmentally Compatible Waste Materials Disposal, dated 27 September 1994, Federal Law Gazette I, p. 2705 and also the Regional Waste Law dated 21 June 1988, Gazette of Laws and Ordinances for North Rhine-Westphalia, p. 250 in its most recently amended version, and the Waste Disposal Bylaw for the regional capital Düsseldorf dated 17 December 1998, Official Gazette No. 52 dated 30 December 1998.

Please observe Messe Düsseldorf's fire prevention regulations and avoid restricting hall aisles through accumulated waste. All waste must be removed immediately by the relevant exhibitor. Otherwise it will be removed at the exhibitor's cost.

Facilities for the disposal of unavoidable refuse:

Use only recyclable materials that should be sorted and can then be collected at minimum expense by our service partners for optimum disposal and/or utilisation. The "Disposal" form should be used when ordering.

Telephone +49 (0)211 4560-135/425/540 for delivery of waste containers which have been ordered.

Containers will also be emptied/collected on request. You will receive notification of this waste disposal service.



### **6.1.1 Packaging material**

Under the Packaging Ordinance of 21 August 1998, BGBl I, p. 2379, manufacturers and distributors are liable to take back packaging, such as cartons, wrappings, cases, pallets, etc., or to make arrangements for their disposal. Accordingly, for any packaging required for later dismantling, the empties warehouse of our forwarding agents should be used. Orders may be submitted on the "Empties" form. Packaging not being re-used may be forwarded for materials recycling via our service partners. Please use the "Disposal" form to order this service.

### **6.1.2 Kitchen waste**

Kitchen and catering waste must be sorted into plastics, glass, paper and leftover waste. Recyclable materials must be placed in the appropriate containers at the recycling stations in front of the exhibition hall. If exhibitors do not wish to handle their own waste disposal, this service may be ordered using the "Waste Disposal" form.

### **6.1.3 Production waste**

Notification of production waste is required using the "Disposal" form, specifying the material and the amount.

### **6.1.4 Stand components**

Containers will be available for materials such as wood and cardboard discarded during stand construction and dismantling. These can be ordered on the disposal form "Waste Management". All adhesive tape used in laying floor coverings or protective sheeting must be either PE or PP.

### **6.2 Dangerous waste**

The exhibitor is required to notify Messe Düsseldorf of any waste which is dangerous to health, the environment or water, is explosive or inflammable (e.g. batteries, varnish, solvents, grease, coolants, paint etc.) and to organise appropriate disposal by the relevant service partner.

### **6.3 Waste brought to the exhibition**

Materials and waste not arising in connection with the exhibition, the construction or dismantling of the stand may not be brought into the exhibition grounds.

### **6.4 Invoicing**

Cost-effective disposal depends on waste sorting. Non-registered waste and/or waste left in the halls is subject to extra charges for the originator. Fees for disposal will be based on our waste disposal notification. All additional waste disposal charges will be invoiced according to said notification, detailing materials and amounts involved. This information will serve as the basis for the invoice. Our staff may be contacted for confirmation that your stand area has been properly cleared.

### **6.5 Water, sewage, ground protection**

#### **6.5.1 Oil, grease and solids dispersing agents**

The sewers are not to be used for materials in excess of the standard level of hazardous household waste. If sewage containing oil or grease is introduced into the sewers in larger quantities, oil and grease dispersing agents must be used. A solids dispersing agent must be used when discharging solids, whereby filtering and interim treatment is required.

#### **6.5.2 Substances hazardous to water, environmental damage**

Devices for the storage, filling or transferring, or for the manufacture, treatment or use of substances hazardous to water must only be set up on secured and fortified areas throughout the entire exhibition centre.

The devices must be designed and operated such that substances hazardous to water cannot escape. Any substances hazardous to water escaping must be detected quickly and reliably and be held back in collecting containers without discharge. The volume held back must conform to the maximum volume of the substances that can be released during operational disturbances. When storing several containers with a common collecting tub, the volume of the largest container

shall be authoritative; however, at least 10% of the volume of all containers must be capable of being held back. Tricking losses occurring as a result of operation must be contained.

In the event of damage and operational disturbances, the devices must be shut down immediately.

The ordinance on devices for handling water-endangering substances and on specialist companies – VawS dated 20 March 2004 – must be observed.

Environmental damage and contamination (e.g. through petrol, oil, solvents, cooling agents, paint) must be reported to the exhibition management immediately.

### **6.6 Cleaning**

Messe Düsseldorf is responsible for cleaning of the site, halls and aisles. Stand cleaning is the responsibility of the exhibitor and must be completed every day before trade fair opening hours. If the exhibitor does not have his own staff to handle the cleaning work, only companies approved by Messe Düsseldorf may be hired to carry out the cleaning work.

## **7 Messe Düsseldorf services**

The Conditions of Participation and these Technical Guidelines apply to orders placed with Messe Düsseldorf. The prices applicable to any particular event form the basis. Prices are increased by 35% if orders for services are placed less than 21 days before the announced setup period begins for events as stipulated by Messe Düsseldorf. All services are provided by Messe Düsseldorf solely for the main lessee of the stand, who is also the liable party.

### **7.1 Technical services**

#### **7.1.1 Stand construction, installation**

Where requested, Messe Düsseldorf will erect the stand, including wallpapering and painting. In addition, Messe Düsseldorf will carry out all installation work on the exhibition stand. If no stand sketch for the services ordered is submitted, Messe Düsseldorf reserves the right to carry out placement as it sees fit. For details of services and prices, please refer to the relevant forms. Only the services actually provided will be charged.

#### **7.1.2 Waste disposal**

The waste and hazardous waste produced during the event, or during assembly and dismantling, may be disposed of by Messe Düsseldorf (see section 6). This service must be ordered using the "Disposal" form.

#### **7.1.3 Communication services**

Orders for telephone, fax, telex, data and antenna connections may be submitted on the Communication equipment form "Telecommunication Connections". Further technical details are provided in the documentation, which may be obtained on request. Radio paging systems installed specially for the exhibition centre may be ordered using the "Paging" form and loudspeakers in the stand for hall PA messages using the "Antenna Connections/Alarm Application" form.

### **7.2 Other services**

#### **7.2.1 Parking permits**

A limited number of parking spaces is available for exhibitors in the vicinity of the exhibition grounds. Exhibitors are requested to apply for their parking space using the "Parking Permits for Exhibitors" form.

#### **7.2.2 Exhibitor passes**

Every exhibitor will receive a certain number of exhibitor passes free of charge in accordance with the Conditions of Participation. These passes are for the exclusive use of the exhibitors and may not be transferred to third parties. The number of free passes is not increased where there are co-exhibitors on the stand.

Additional, chargeable exhibitor passes may be ordered using the "Additional Exhibitor Passes (subject to charge)" form.



### **7.2.3 Trade fair insurance**

For participation at the event Messe Düsseldorf offers the following insurance policies which may be ordered using the "Exhibition Insurance" form:

Exhibition Insurance for exhibits and stand

Accident Insurance

Liability Insurance

In accordance with the Conditions of Participation, each exhibitor has the opportunity to insure the exhibited products against the usual risks under the exhibition insurance available through Messe Düsseldorf. It should be indicated whether insurance is required on the relevant application form. Messe Düsseldorf accepts no responsibility for exhibition goods or stand fittings and excludes any liability for damage or loss. The liability exclusion is also valid regardless of the security measures undertaken by Messe Düsseldorf. All damage must be immediately reported to the police, the insurance company and Messe Düsseldorf. The exhibitor may insure him(her)self and his/her employees against accidents with the accident insurance.

The liability insurance covers third party losses that occur as a result of participation.

Cancellation insurance covers the costs for the preparation and participation in the event.

The details are stated in the conditions.

Furthermore, Messe Düsseldorf is liable for property and asset damages only if intent or gross negligence can be proven.

### **7.2.4 Convention and congress rooms**

For discussions, press conferences, sales meetings and conferences, rooms of various sizes with all technical facilities are available in the CCD. Exhibitors who wish to make use of these are asked to give notification of their requirements ("Conference Rooms/Offices and Banquet Rooms" forms).

Einsatz von Werbemitteln,  
z.B. Scheinwerfer, Laut-  
sprecher etc.

Use of advertising means  
e. g. spotlights, loud-  
speakers, etc.

Utilisation de moyens  
publicitaires p. ex. projecteurs,  
auts parleurs, etc.

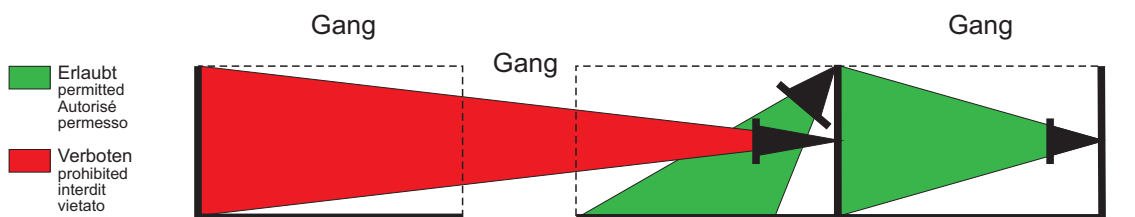
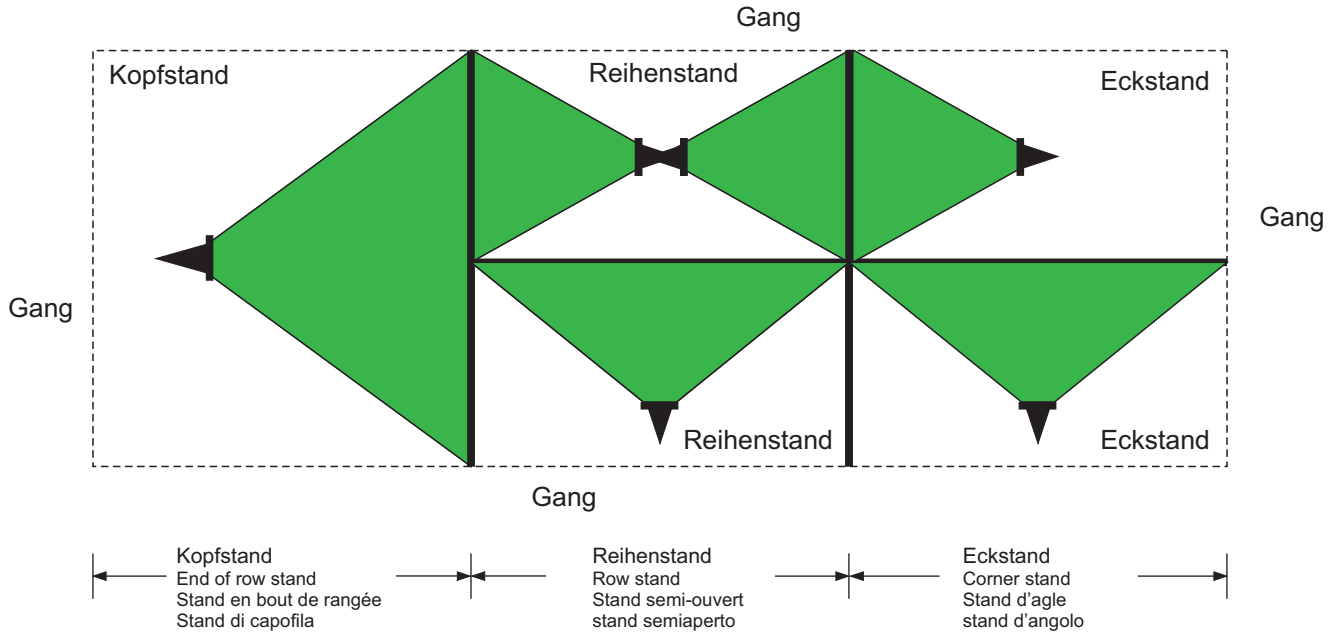
Utilizzazione di pezzi  
pubblicitari, p. es. riflettori,  
altoparlanti, ecc.

Grundriß

Floor Plan

Plan d'implantation

Pianta



Diese Regelung gilt auch für  
überhöhte Standaufbauten

This regulation shall also apply  
to higher stand structures

Ce règlement est également valable pour  
des constructions de stands surélevées

Questo regolamento vale anche  
per costruzioni di stand sopraelevate

Einsatz von  
Werbemitteln

Use of  
advertising

Utilisation de  
moyens publicitaires

Utilizzazione di  
pezzi pubblicitari

