



Messe  
Düsseldorf

# Technical Guidelines

## Valid from September 2019



Messe  
Düsseldorf

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## **1 Introduction and general notes on Messe Düsseldorf guidelines**

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.

Reservations and orders can usually be made as soon as you have registered with OOS. They must be completed in full and must be submitted via OOS by the relevant dates, specified separately. If forms are submitted late, Messe Düsseldorf can give no guarantee that work will be completed properly or on time and/or may then be unable to perform the relevant work at all. 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. Where the term "stand construction" is used in the general sense of the word in the Technical Guidelines, it is not a structural system as defined in the

German Building Code (Baugesetzbuch). Legally, trade fair stand construction is "furnishings" within a place of assembly.

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, NürnbergMesse GmbH and Landesmesse Stuttgart 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.

Otherwise, Messe Düsseldorf GmbH reserves the right to make changes and updates.

The German text is binding.

### **1.1 House rules for the Düsseldorf exhibition grounds**

Emergency Tel No.: 111 (internal) (or: +49 211 4560-111)

Police: 110 (external)

Fire Brigade: 112 (external)

1. 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.
2. 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.
3. 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. To cater for the needs of non-smokers, we should be grateful if you would generally refrain from smoking in all halls and premises and if you would restrict smoking to the special smoking areas at the hall entrances.
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. This also applies to weapon-like substances such as pepper spray and other irritant gases.
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 General regulations concerning safety specifications, safety installations and traffic regulations on the exhibition grounds**

### **2.1 Road Traffic Regulations**

To ensure a smooth flow of traffic during assembly and dismantling times and during the event itself, certain traffic rules must be strictly observed throughout the exhibition centre. 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. Motor vehicles may only be taken into a hall for immediate loading or unloading and require permission from the relevant hall supervisor. Vehicles may not be parked in the halls. The engine must be switched off when loading or unloading the vehicle. Caravans may not be brought onto the exhibition grounds. No-one is allowed to spend the night within the exhibition grounds in any type of vehicle.

Anyone using the exhibition grounds requires an entry permit. 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.

It is essential that you follow the instructions given by Messe Düsseldorf staff and by any staff dealing with traffic routing and supervision. Please also note any information provided for this purpose.

### **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. Stand security and video stand security orders must be placed via the Online Order System.

### 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. You must ensure that your stand is vacated and that all persons leave the stand (see 4.4.4). You may need to write your own evacuation plans and tell your staff about them.

## 3 Technical data and facilities in the halls and the outdoor space as well as general technical notes about the exhibition grounds

3.1 The clearance under the pedestrian bridges, under the Stadthalle, 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	4.45	4.75	
	1-2	5.69	5.89	
	1-3	5.69	5.89	
	1-4	5.69	5.89	
	1-5	5.69	5.89	
	1-6	5.69	7.06	
	1-7	5.69	5.89	
	1-8	5.69	5.89	
	Hall 3	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 4	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 5	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	
Hall 6	all	4.50	4.80	
	large entrance	13.35	15.50	
Halle 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	
	7a/A	5.60	4.90	
Halle 7a	7a/B	5.60	4.90	
	7a/C	5.60	4.90	
	7a/D	5.60	4.90	
		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	





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- Tornummer /  
Gate number



- Personeneingang /  
Pedestrian entrance



- Notausgang /  
Emergency exit



- Hallen Verbindungstür /  
Halls connecting door



- Defibrillator /  
Heart defibrillator



- Sammelplatz /  
Assembly Point

Gültig ab 1. September 2019  
Valid from 1st September 2019

Messegelände  
Düsseldorf /  
Trade Fair Grounds  
Düsseldorf

Dateiname: N:\UT-G-ALL\Zeichenset\Core\CDR\Fregel\_Plane\Core\Gel. Plan



Hall	Entrance	Entrance width m	Clearance height m
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
	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
	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 10	10-1	5.10	6.70
	10-2	5.20	4.30
	10-3	5.40	4.30
	10-4	5.40	4.30
	10-5	5.20	4.30
	10-6	5.10	3.80
Hall 11	11-1	5.20	5.00
	11-2	5.50	5.00
	11-3	5.40	5.00
	11-4	5.30	5.00
	11-5	5.50	5.00
	11-6	5.40	6.70
	11-7	5.10	3.80
Hall 12	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
	12-6	5.40	4.85
Hall 13	13-1	5.50	4.95
	13-2	5.50	4.95
	13-3	5.50	4.95
	13-4	5.50	4.95
Hall 13	13-5	5.50	4.95
	13-6	5.50	4.95
	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 14	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
Hall 16	15-6	5.45	4.40
	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	Entrance	Entrance width m	Clearance height m
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 I - IV)

Halls 3 to 4 and 15 to 17

width 5.20m – height 4.80m

Halls 4 to 5 and hall 9 to 12

width 5.20m – height 4.50m

Halls 13 and 14

width 16.00m – height 5.00m

#### Firefighting equipment / air curtains

All gates at halls and at the transitions between halls have fire fighting equipment and/or air curtains. The dimensions of the technical facilities can be found on the stand drawing of your stand space. These dimensions must be checked by the stand renter/user on site.

#### 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:

Hall 1	14.90m
Halls 3 - 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.

### 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 space

The outdoor space consists of uneven, non-compacted green space and paving stones or tarmac.

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

Freight lift Hall 1:

Load-bearing capacity of freight lift: 2.5 tonnes each

Dimensions (clear measurements lift car):

length 2.70m, width: 1.35m, height: 2.50m

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 Stand construction and fire safety regulations, and information for planning and stand design

### 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. Care shall be taken during construction and dismantling that any possible consequences of hazardous situations arising from that work remain limited exclusively to the rented stand space. 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, LED 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. Note the applicable **Regulations on the Construction and Operation of Special Structures NW**, dated 17 November 2009, GV NRW, 2017 page 2, in their latest version.

**DIN 4102/EN 13501 (fire behaviour of building materials, building components) must be observed and adhered to without exception.**

### 4.2 Stand construction inspection

Provided that the Technical Guidelines are observed in the design and implementation of the stand, single-storey stand constructions in exhibition halls do not require the submission of drawings for clearance. 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. Moreover, any other stand constructions, mobile stands, special structures and constructions and special components (especially textile stand constructions) are subject to clearance. Outdoors all stand constructions and facilities are subject to clearance and/or approval. Clearances/approvals are only valid for the event for which they have been issued.

#### 4.2.1 Inspection and clearance of structures where clearance is mandatory

Stand plans drawn to a suitable scale (with metric details) must be at least 1:100, with a ground plan and views, and must be provided in duplicate, in German; submission must be no later than six weeks before the beginning of the venue operator's setup period. Original documents must be submitted. Telefaxes and e-mail cannot be processed. Once the floor plans have been reviewed, one copy is returned to the exhibitor/stand construction company together with conditions for operation which must then be implemented.

The final report on the inspection, supervision and acceptance of the verified stand constructions may be provided either on paper or by email, subject to Messe Düsseldorf's discretion. Clearance can be considered as granted as soon as all the terms of implementation have been carried out and completed.

In order to receive clearance for:

- 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 testable structural analysis in accordance with German standards
- b) description of the stand
- c) stand drawings (to scale: 1:100), floor plans, views, cross-sections, emergency escape route plan indicating length of escape routes, construction details in larger-scale ratios
- d) If proof of type approval or inspection book is submitted, the documentation under a) 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 cost of the clearance procedure is charged to the exhibitor / stand construction company. Applications received after the official deadline are subject to a surcharge.

#### 4.2.2 Vehicles and Containers

Vehicles or containers may not be used as stand construction elements in halls unless they have received clearance from the venue operator. Written permission must first be obtained. Regular stand construction requirements must be met.

#### 4.2.3 Removal of stand construction elements that have not received clearance

According to the relevant legal provisions, any stand constructions that have not been approved or which do not comply with Technical Standards are prohibited. They may need to be either removed or modified at the exhibitor's expense. 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. The maximum possible construction height in Hall 6 is 8.00 m. \*The maximum height for constructions on stand spaces directly adjacent to the Gallery is 6.00 m. There may be structural installations (inspection openings) and if so, these shall have to be kept accessible. In the event of an open or transparent upper floor of a two-storey exhibition stand, the exhibitor must obtain permission from exhibitors with neighbouring stands. 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  $q_h$  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
1	8.00 metres
3-5 + 9-14	6.00 metres
6 directly adjacent to the Gallery*	6.00 metres
6 inside section	8.00 metres
6 Gallery	3.20 metres
7A	8.00 metres
7.0	4.00 metres
7.1/7.2	3.00 metres
EN Mall GF	2.50 metres
EN Mall UF	2.00 metres
8A/8B	8.00 metres
15-17	8.00 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 protection 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. Should this be requested by the venue operator, low flammability must be proved through submission of a test certificate from an approved inspection authority as well as a certificate of conformity. 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

Motor vehicles of all kinds may only be exhibited after due notification via the Online Order System. The use of vehicles instead of exhibition stands and the placement of vehicles and trailers in Halls 7.0, 7.1 and 7.2 is only permitted under certain conditions and upon being reviewed and cleared by Messe Düsseldorf GmbH. 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 must be prepared in such a way that it becomes impossible to inadvertently move the vehicles or attached parts. No vehicle parts, doors or other movable vehicle components or attachments must protrude into aisles. We operate a strict ban on the starting, manoeuvring and driving of vehicles inside exhibition halls during events. Vehicles with combustion engines may only be exhibited inside the halls with mostly empty tanks (5 litres max). The fuel tank must be locked. To prevent the vehicle from moving, the battery must be disconnected or disabled by means of a circuit breaker. If a vehicle requires electric power for presentation purposes, then this must be supplied through an external auxiliary power supply. It must be disconnected again when leaving the exhibition stand. The Vehicle Rescue Card must be placed in an easily accessible position within the vehicle (preferably below the sun visor on the driver's side).

For gas-propelled engines see section 5.7 with regard to the pressure container.

Vehicles with electric drives may only be exhibited with non-hazardous batteries. Vehicles must be presented for inspection by the Messe Düsseldorf Fire Service 1 hour prior to entering the hall and must not be placed in the hall until they have been cleared by the venue operator. In addition, it is mandatory to submit the relevant Vehicle Rescue Card (Rettungskarte). Vehicles must not be left unattended in exhibition halls. When leaving the exhibition stand, the vehicles must be attended by a fire guard. Electric and hybrid vehicles must not be charged inside exhibition halls.

Vehicles with fuel cells and/or gas drive must only be displayed in the exhibition halls without gas/fuel.

Additional requirements may be imposed depending on vehicle type and presentation location and will be determined on a case-by-case basis. To allow sufficient time for the required preparations, we should be grateful if you could let us know the intended timing of your vehicle demonstration as early as possible, though no less than 2 working days prior to the relevant showing. To make appointments with the Messe Düsseldorf Fire Service for electric vehicles or for vehicles with other alternative engine types, please ring +49 211 4560-118 or email [Feuerwehr@messe-duesseldorf.de](mailto:Feuerwehr@messe-duesseldorf.de).



#### **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**

Pyrotechnical performances must receive prior written clearance from the venue operator, as well as official permission from the relevant authorities. 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 21 days before the presentation. The venue operator grants no entitlement to clearance.

#### **4.4.1.5 Balloons, model aircraft and unmanned aviation devices**

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. Gas-filled balloons must not be distributed. No permission is given for the use or operation of free-floating balloons or aircraft (e.g. Zeppelins) or unmanned aviation devices, e.g. drones and Quadrocopters) on the premises of the Düsseldorf Exhibition Centre. As the property owner, Messe Düsseldorf does not issue flying permits for such devices. However, under exceptional circumstances and despite the general ban, it may be possible to issue a permit if secure flying operation and the protection of third-party privacy rights and copyrights are warranted. This requires a final structural separation between the flying space and any space accessible to persons. In addition, approval is required from all exhibitors directly adjacent to the flying space and also, where appropriate, a permit from the aviation authority.

#### **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. Fog-machine fluids must not contain any hazardous materials as defined by the German Arbeitsstoffverordnung (ordinance on hazardous materials) and the EC Directive on the Restriction of Hazardous Substances. Oil-containing fluids must not be used. A matching material safety data sheet must be presented. The effects of the fog must be limited to the exhibitor's stand area. The ability to recognise safety marks and emergency escape routes must not be impaired. Before using a smoke machine for the first time, a final rehearsal must be held in consultation with the Messe Düsseldorf Fire Service.

#### **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. To cater for the needs of non-smokers, we should be grateful if you and your guests would generally refrain from smoking in any of the stand areas and if you would restrict smoking to the special smoking areas at the hall entrances.

#### **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.

Waste must always be disposed of by the person who created or caused the waste and as specified in the German Commercial Waste Regulation (Gewerbeabfallverordnung), which has been in force since 1 August 2017.

See also the German Recycling Management Act (KrWG) of 24 February 2012, as amended on 20 July 2017 (Federal Law Gazette BGBl I, page 2808).

The German Commercial Waste Regulation (Gewerbeabfallverordnung) of 18 April 2017 (BGBl I, page 896) is also applicable, as amended on 5 July 2017 (BGBl I, page 2234).

#### **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, defrosting and abrasive cutting must be personally notified prior to commencement and requires written permission from the Messe Düsseldorf Fire Service. Such work may not be started until it has received clearance together with a written permit. Users must have their own suitable extinguishing agents ready for use in the immediate vicinity. Under the provisions of the venue operator, the services of a fire watch must be purchased at the exhibitor's expense. Following trade fair company provisions, a firewatch must be ordered at the exhibitor's own costs.

The use of shrinkwrap and manual shrinking equipment with an open flame also requires the written permit specified in the first sentence of this paragraph. Only approved burners may be used for such work. Within the working area, a safe distance of at least 5 metres must be kept from any flammable objects, such as exhibits and stand construction materials. Further requirements will be specified by the Messe Düsseldorf Fire Service.

#### **4.4.1.11 Empties/storage of materials**

Storing empties of any kind (e.g. packaging and packaging materials) or filled containers (e.g. stand construction materials) at the stands or outside of the stands in the hall is prohibited. Any accumulated empty/filled containers must immediately be delivered to designated storage areas for empty/filled containers by forwarding agents authorised to operate at the Exhibition Centre. Orders for the storage of empty/full containers must be placed by the Online Order System. 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**

During setup and dismantling at least one suitable fire extinguisher must be available on each stand (e.g. A 6 kg ABC powder extinguisher) with at least 10 extinguishing agent units. There must be notices on the stand indicating the location of the fire extinguisher, using pictograms as specified in the Technical Workplace Regulations, ASR A1.3, "Health and Safety Signage" and DIN/EN ISO 7010. Depending on the stand space, more fire extinguishers may be required. Two-storey stands must have a fire extinguisher at the top of each staircase leading down from the upper storey. In addition, the dimensions must comply with the Technical Workplace Regulations ASR A 2.2 – "Firefighting Measures".

#### **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. Should this be required by the venue operator, proof of the material in use must be submitted in the form of an inspection certificate from an approved inspection authority, showing that the material complies with DIN 4102, B1. 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. Provided that the relevant documentation is available, other suitable options may be given approval upon application.

#### 4.4.4 Closed rooms, captive rooms

All rooms surrounded on all sides (closed rooms) that do not have any sufficient optical or 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 20 m from any access point. Stands and/or individual rooms within the stand space with a floor area greater than 100 m<sup>2</sup> must have at least two separate exits whose starting points must be at least 5.00 m apart from each other as well as on opposite sides. See also 4.6.2. Stairs with a shared starting or end point do not meet this requirement. **There must be no construction on or on top of any aisles which are specified in the layout plans.** The stand should be designed in such a way that the exits are clearly marked and easy to reach. Escape routes must be marked as specified in the Technical Workplace Regulations, ASR A1.3 "Health and Safety Signage" and DIN/EN ISO 7010.

#### 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. Doors must not open out in a way that obstructs a hall aisle or escape route.

### 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 Eurocode EN 1991-1-1/NA, Table 6.1 DE 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.

Any transitions to the hall floor must take the form of steps or ramps at a gradient of 1:6 and must be slip-resistant.

#### 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. Prior clearance is required for movable construction components, such as escalators, lifts, rotating stages (special constructions) and grandstands/galleries. Proof is required that stairs are capable of handling a live load of 5.00 kN/m<sup>2</sup>. 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. Ramps within escape routes and hall aisles may have a gradient of up to 6% (3.5 degrees).

### 4.7 Stand design

#### 4.7.1 Appearance

Stand owners may use their own material when creating their stands. If back panels of the stand have a height of 2.5 metres or more, it is the responsibility of the relevant stand owner to ensure that the panels are sufficiently clean and neutral in their design, within the white, grey or beige spectrum, and that they do not violate the interests of neighbouring stands. Any walls bordering on visitors' aisles must be given a pleasant appearance through the installation of glass panels, alcoves, displays, etc., and the enclosed proportion of an aisle side must not exceed about 30%, thus documenting the open character of the exhibition stand within the event. This provision, however, only applies to the extent that no opposing regulations are specified in the conditions for participation. Disabled access must be ensured in all stand construction.

#### 4.7.2 Checking the stand size

The relevant rental space is marked out by the venue operator. Once an exhibitor has been allocated a stand, it is the exhibitor's responsibility to find out on site and, if required, inform the relevant stand erector concerning the exact locations and dimensions of all installations, particularly fire alarms, fire extinguishing equipment, air curtains, gate operation equipment, courses of supply ducts, exhaust grilles, emergency exits, etc. The exact dimensions of the structural facilities must be checked by the stand renter on site. 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. However, permission is given to build around any hall pillars/supports situated within the stand space, provided that the pillars/supports are not damaged, that a minimum distance of 50 mm is observed around them and that the permitted construction height is not exceeded. 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 required mounting brackets in the supporting structure, however, must only be attached by Messe Düsseldorf and must be ordered via "Suspensions" in the Online Order System. Suspensions of items in Hall 7.0-7.2, and in Halls 15-17 only on request. Suspended elements and loads may only be attached as detailed in the German Social Accident Insurance Regulations (DGUV) 17 and 18, "Event and Production Sites for Stage Presentations", using suitably licensed rope locks, as specified in DIN standards, or cable holders on wire ropes. The maximum load of up to 50 kg per suspension point must in all cases, including for construction and dismantling, be proven through a testable load 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 requisite proof must be submitted to Messe Düsseldorf no later than four weeks before the start of construction. 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 attachment of lettering. Woodchip wallpaper must be ordered from Messe Düsseldorf via "Stand Walls / Paper Hanging" in the Online Order System. 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. Upon request, stand walls can also be obtained via the Online Order System with a height of 3.00 metres and with other features.

#### 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.

The installation of sprinklers must be ordered from Messe Düsseldorf via "Sprinkler Systems" in the Online Order System. 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)**. Clearance is required for presentation space, platforms and other sections within an exhibition stand, if such areas serve to attract audiences through shows, musical presentations, etc. 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. The maximum amount of brochures and advertising materials allowed to be stored at the exhibition stand is the amount required for one day. It is, however, based on the type of hazard and may be reduced in certain individual cases.



#### **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 Use of outdoor space**

Outdoor space comprises paved and tarmac traffic/transportation space as well as uneven, mostly uncompacted gravel turf. Subsidence must be expected. During the hours of darkness outdoor space is illuminated by general road and footpath lighting during the relevant event opening times. During twilight any vehicles in moving traffic, at outdoor workplaces and in hazardous areas must be noticeable through the use of suitable lighting. The aforementioned general regulations and technical guidelines for stand construction are also applicable, by analogy, to any stands erected outdoors. The required utility connections are spaced out at irregular distances.

#### **Person in charge**

A person in charge must be specified by name and no later than the beginning of construction work, covering all phases of the event (assembly, event itself and dismantling), giving details of their mobile phone number and email address; this person must be available at stands / within the event space.

#### **4.8.1 Outdoor stand construction permits / stand constructions and structures with mandatory clearance**

Outdoor stand constructions and special constructions are also subject to testing and approval, depending on each type and extent.

If a stand construction is subject to approval, its type and extent are defined in the fact sheet entitled "Use of Outdoor Space at the Düsseldorf Exhibition Centre". A verified / verifiable stand safety certificate must be provided in all instances.

Stand constructions which are subject to approval and which are intended for outdoor use at the exhibition centre include all regular temporary structures as defined in BauO NRW (Construction Regulations for North Rhine Westphalia), section 79, or M-FIBauR (Regulations for the Construction and Operation of Temporary Structures) and which have valid design approval or which, due to their design, can be classified in a similar way; stand constructions also include all stand constructions permitting access and/or having a roof/canopy, forming a room or being free-standing.

#### **4.8.2 Anchoring within the ground**

Foundations or ballast are required for buildings and heavy exhibits. See above, 4.7.9. Anchoring is required for advertising structures, ensuring safety during gales. Ground nails are not permitted.

#### **4.8.3 Weather-related loads**

##### **4.8.3.1 Wind loads**

All outdoor structures must comply with the dimensions detailed in Eurocode 1: DIN EN 1991:2010-12 Parts 1-1 to 1-4, as appropriate for the relevant location-specific wind zone.

##### **4.8.3.2 Wind loads for temporary structures**

Temporary structures as defined in BauO NRW (Construction Regulations for North Rhine Westphalia) or M-FIBauR (Regulations for the Construction and Operation of Temporary Structures) must be resistant to wind loads in accordance with DIN EN 13814, 5.3.3.4 (for event equipment, platforms, etc.) or DIN EN 13782, 6.4.2.2 (for marquees). If a load case is used in accordance with DIN EN 13814, 5.3.3.4, then the required operational setting must be organisationally ensured by the exhibitor / stand operator from a wind speed of  $v_{10} = 15$  m/s or 54 km/h upwards (also for single gusts).

In the case of movable equipment (e.g. small exhibits, furniture, sunshades, small display units, etc.) it is possible to depart from the required stability if such items can easily be dismantled and secured at short notice in response to a given weather forecast. It must be possible for the relevant operator/owner to completely secure gale-endangered items within a maximum of 30 minutes of the announcement of inclement weather conditions.

##### **4.8.3.3 Snow loads**

No snow loads need to be observed in stand construction activities during the snow-free period (April to October). Stand construction during the winter period (November to March) is subject to observance of the regular snow loads defined in DIN EN 1991-1-3/NA for all load-bearing roofs/canopies, with proof provided, taking account of the location-specific snow load zones.

##### **4.8.3.4 Severe weather / hazardous weather conditions**

The stand operator must take responsibility for checking the relevant weather forecasts; in the event of severe weather warnings they must take the required precautionary measures, which may include dismantling the stand or discontinuing operations. In addition, a general severe weather warning will be issued to the stand operator by the venue operator. In the case of movable items (e.g. small exhibits, furniture, sunshades, small display units, etc.) it must be ensured by the exhibitor / stand operator that they can be dismantled and sufficiently secured at short notice and at any time in response to a severe weather warning.

##### **4.8.3.5 Exits of escape routes on outdoor premises**

The length of an escape route must not exceed a 30-metre walk from any point within an enclosed stand construction and its exit to the outside.

No permission is given for putting up tents, caravans or mobile homes for the purpose of camping or sleeping on the premises of the exhibition centre. No aerodromes must be set up. The regulations for construction heights (4.3) are also applicable to outdoor construction. Outdoor stands must maintain a distance of at least 5 metres from a hall or from any other buildings.

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

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

Two-storey stand construction may only be authorised to a limited extent and only with the consent of the relevant department of the venue operator. The request must be presented immediately after receiving the stand permit, via "Clearance of Special Structures" in the Online Order System. Two-storey construction is not possible on the first floor of Hall 6.1 or in Hall 7.0-7.2.

#### **Person in charge**

A person in charge must be specified by name and no later than the beginning of construction work, covering all phases of the event (assembly, event itself and dismantling), giving details of their mobile phone number; this person must be available at stands / within the event space.

##### **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 and 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 heights of the



interior space within a two-storey exhibition stand must be at least 2.5 metres each for the ground floor and the upper floor. It is the responsibility of each stand owner to ensure that, where back panels border on neighbouring stands, such panels have a height of over 2.5 metres and that the panels are designed sufficiently clean and neutral within the white, grey or beige spectrum, without violating the interests of neighbouring stands.

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 EN 1991-1-1/NA, Table 6.1 DE when used as a meeting room and customer consultations, also applying to meeting cubicles, including tables and chairs freely arranged  $3.0\text{kN/m}^2$ . 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  $5.0\text{kN/m}^2$ . 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  $1\text{kN/m}$ . Protective guardrails for balustrades and banisters must be able to withstand pressure of  $1\text{kN/m}$  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  $5\text{kN/m}^2$ .

#### **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 an upper-floor area is larger than  $100\text{ m}^2$ , at least two staircases are required whose starting points must be at least 5.00 m apart from each other as well as on opposite sides. See also 4.6.2. Stairs with a shared starting or end point do not meet this requirement. 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**

Any premises that are enclosed on all sides (i.e. enclosed rooms) and which do not have a sufficient visual or acoustic connection with the rest of the hall must have their own stand sprinkler systems and safety lighting. They must also be connected to the Messe Düsseldorf alarm system, so that orientation and alarms are possible at the stand at any time. Rooms on the upper floor must not be locked. 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. On the upper floor, a lip with a height of at least 0.05 m must be installed on the floor around the railings to prevent objects from rolling over the edge. Balustrades/rails must be built as specified under items 4.6 and 4.9.3.

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

### **4.10.1 Stand construction 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  $100\text{ m}^2$  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**

If projectors are used, e.g. data projectors, the projection surfaces must not be placed directly next to the aisle. 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 Operating rules and technical safety regulations for the assembly and dismantling of events, and their operation, incl. explanatory notes on the technical supply**

### **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. The use of the exhibitors' or stand construction workers' own forklifts, other material handling equipment with operator platform/driver's seat or cranes is not allowed. Lifting platforms, whether owned or leased by the operator, shall only be operated by competent operators over 18 years of age. Professional qualifications must satisfy at least the principles of the relevant trade association as specified in the German Social Accident Insurance Regulations (DGUV), Principal no. 308-008, "Training and Commissioning of Operators of Working Platforms". Proof of suitable qualifications must be submitted upon 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. When placing

an order using the "Electrical Installations, Hall" form or the Online Order System, the exhibitor must attach a ground plan, showing the requested locations of the supply points. 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 5.9.4. 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. When placing an order via "Sanitary Installations, Compressed Air" in the Online Order System, the exhibitor must attach a ground plan, showing the requested locations of the supply points. Any stands directly adjacent to hall joint strips must not contain water or wastewater installations. 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.

### **5.4.1 Use of water-bearing systems and equipment**

If water is used at a stand, e.g. a water tank, fountain, humidification system or any other spraying system, you must ensure that the system is in perfectly hygienic condition at all times.

Proof must be provided as and when requested by the venue operator.

### **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. When placing an order via "Sanitary Installations, Compressed Air" in the Online Order System, the exhibitor must attach the relevant ground plan, showing the requested locations of the supply points. 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. Please also note the German Noise and Vibration Protection Regulations of 6 March 2007 (German Federal Law Gazette I, p. 261) in the relevant latest applicable version (German 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). Die Proof of operational safety must be supplied if this is requested by the venue operator.

- a) Under Section 3 point 13 Medical Products Act, the above comments also apply to medical products.
- b) Please also note application of the German Machine Regulation (9th Regulation on the German Product Safety Act), dated 12 May 1993, German Federal Law Gazette 174, in its latest valid version, German Federal Law Gazette 2178. 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, if recreational watercraft is involved, please also note application of the 10th Regulation on the Provision for Recreational Watercraft and the Use of Recreational Watercraft (10th Product Safety Regulation), dated 9 July 2004, German Federal Law Gazette 1605, in its latest valid version, German Federal Law Gazette 2178.
- d) If personal protection equipment is used, note application of the 8th Regulation on the German Product Safety Act (Regulation on the Provision of Personal Protection Equipment on the Market), dated 20 February 1997, German Federal Law Gazette 316 in its latest valid version, German Federal Law Gazette 2178, on the provision of such equipment. 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.: +49 211 475-9505, Fax: +49 211 475-9505, Mail: [poststelle@brd.nrw.de](mailto: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/manufacturer's 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**

Pursuant to the German Industrial Safety Regulation, Annex 1, Section 4, pressure vessels and pressure equipment must be tested prior to first-time commissioning as well as after any modifications requiring inspection and subsequently at recurring intervals. Testing must cover the equipment itself, the installation conditions and the required safety devices. If assembly of the pressure equipment does not take place until it is on site, at the exhibition centre, the equipment must be tested in the same way as upon first commissioning, covering the details specified in the German Industrial Safety Regulation, Tables 2 to 11 in Annex 1, Section 4, No. 59, and the tests must be conducted by an approved monitoring body or by a suitably qualified person. All the required technical documents and the documentation accompanying the EU declaration of conformity must be available as soon as installation of the equipment has started.

#### **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. +49 201 27670 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. When placing an order for "Smoke/Gas Extractors" in the Online Order System, the exhibitor must attach a ground plan, showing the requested locations of the extraction points.



## **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 Application for permission to use pressurised gas cylinders**

Liquid gas and other flammable and non-flammable gases may only be stored and used in pressurised gas cylinders, aerosols or tanks if permission has been granted. 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**

When using liquid gas, with the permission of the venue operator, you are not permitted to set up more than one pressurised gas cylinder of up to 11 kg (content) per exhibition stand.

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

The establishment and maintenance of liquefied gas systems are subject to the "Technical Regulations for Liquefied Gas", DVFG-TRF 2012 (published by the German Association for Gas and Water Applications, DVGW, and the German Liquefied Natural Gas Association, DVFG), regulations 79 and 80, "Use of Liquefied Gas". 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. The entire installation must be checked by a competent (and duly authorised) person, in application of the principle specified for German Social Accident Insurance (DGUV), 310-005.

#### **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**

Flammable liquids (see German Industrial Safety Regulation of 27 September 2002, Federal Law Gazette I, page 3777) must not be stored or used in exhibition halls or on outdoor premises without written permission from Messe Düsseldorf. Permission to store and use flammable liquids may be granted for the operation or demonstration of exhibits. The relevant application must be submitted to the venue operator via "Approval for Flammable Liquids" in the Online Order System, along with the appropriate safety data sheet. Dummies must be used for advertising or decoration purposes.

### **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 required daily volumes must be stored in enclosed, non-breakable containers, ensuring a clear arrangement and access in an emergency. 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**

The use of laser equipment, classes 3R, 3BG and 4, is subject to German Social Accident Insurance Regulations (DGUV), section 5, regulations 11 and 12, "Laser Regulations" and must therefore be reported to the relevant accident insurer and the relevant occupational health and 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. Occupational health and safety regulations for laser equipment must also be applied in relation to visitors, as specified in the Special Construction Regulations for North Rhine-Westphalia (SBauVO NRW), section 37. In addition, operation is subject to German Social Accident Insurance (DGUV) Information, sections 203-036 and 203-037, "Laser Equipment for Show and Projection Purposes". 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 installation and use of radio equipment (e.g. Wi-Fi and radio microphones) is not allowed. Should this be absolutely necessary for the operation of certain exhibits, an exception

may be requested from Messe Düsseldorf. Messe Düsseldorf will then consider the request and may grant it, if appropriate. Regardless of any permission that may be given by Messe Düsseldorf, high-frequency and radio equipment may only be operated if it meets the provisions of the German Telecommunications Act (TKG) of 22 June 2004, Federal Law Gazette I (BGBl I, page 1190) and the German Electromagnetic Compatibility Act (EMVG) of 18 September 1998 Federal Law Gazette I (BGBl I, page 2282), each as amended Personal paging, microport, intercom and remote control systems may only be used if they have been approved by the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway (Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Tulpenfeld 4, 53113 Bonn – see also 8.22). Further details can also be found in the German Radio and Telecommunications Terminal Equipment Act (FTEG) of 31 January 2001, Federal Law Gazette I (BGBl I, page 170). It is the exhibitor's responsibility to obtain the aforementioned permit from the German Federal Network Agency (Bundesnetzagentur), which must be submitted to Messe Düsseldorf upon request.

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

Operating own cranes, other material handling equipment with operator platform/driver's seat and forklifts is not permitted at the Exhibition Centre. 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 concerning container rental, empties and full freight can be placed on the Online Order System.

#### **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), Herdweg 63, 70174 Stuttgart, Tel.: +49 711 2252-794, Fax: +49 711 2252-800. 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, as well as the Food Information Regulation (LMIV) and EU Regulation No. 1169/2011 of the European Parliament. Enquires can be addressed to the Municipal Public Order Office of the City of Düsseldorf, Food Monitoring Division, tel. (0211) 899-3381.

## **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 Environmental protection, waste disposal and cleaning during the assembly and dismantling of events, and their operation**

### **6.1 Waste and refuse**

Any waste accumulated during the event or during the construction and/or dismantling of the stand as well as any remaining materials must be disposed of by the exhibitor at the exhibitor's expense. Waste must always be disposed of by the person who created or caused the waste and as specified in the German Commercial Waste Regulation (Gewerbeabfallverordnung), which has been in force since 1 August 2017. See also the German Recycling Management Act (KrWG) of 24 February 2012, as amended on 20 July 2017 (Federal Law Gazette BGBl I, page 2808). The German Commercial Waste Regulation (Gewerbeabfallverordnung) of 18 April 2017 (BGBl I, page 896) is also applicable, as amended on 5 July 2017 BGBl I, page 2234).

Please note the fire safety regulations of Messe Düsseldorf: Aisles in halls must not be obstructed by waste or refuse. Any waste or refuse must be removed immediately by those causing it. 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. Orders can be placed via "Waste Disposal" in the Online Order System.

Phone +49 211 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. If, therefore, you need any of your packaging for dismantling purposes, please use our own freight forwarders' storage facilities for empty packaging materials, which you can order via "Empties" in the Online Order System. If you have packaging material that you are not going to use again you can place it into recycling via our service partners. Orders can be placed via "Waste Disposal" in the Online Order System.

#### **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. Unless waste disposal is handled by the exhibitor, it can be ordered as a "Waste Disposal" service through the Online Order System.

### **6.1.3 Production waste**

The removal of production waste must be ordered via "Waste Disposal" in the Online Order System, specifying the material and the volume.

### **6.1.4 Stand components**

Containers will be available for materials such as wood and cardboard discarded during stand construction and dismantling. Orders can be placed via "Waste Disposal" in the Online Order System. All adhesive tape used in laying floor coverings or protective sheeting must be either PE or PP.

### **6.2 Dangerous waste**

The exhibitor shall be obliged to report to the trade fair company any waste whose type, consistency or amount makes it particularly damaging to health, hazardous to air or water, explosive or easily flammable (e.g. batteries, lacquers, solvents, lubricants, coolants, paints etc.) and shall arrange for the orderly disposal thereof by the responsible contractor.

### **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.

Please note application of the Regulation on Facilities for the Treatment of Water-Polluting Substances and Specialised Companies (VAwS), dated 20 March 2004 in its latest valid version.

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. Any complaints must be presented to the trade fair management without undue delay and in writing, while the event is still in progress at the latest, using email as a minimum requirement.

Any incoming orders and incomplete documents that reach Messe Düsseldorf no more than 21 calendar days before the assembly period are subject to a late submission surcharge of 35% on all prices and charges. 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**

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 the items included in the service and the relevant prices, please refer to the Online Order System. Only the services actually provided will be charged.

#### **7.1.2 Waste disposal**

Any waste that occurs during assembly or dismantling and any special waste can be disposed of by Messe Düsseldorf against payment of a charge (see No. 6). The relevant orders can be placed via "Waste Disposal" in the Online Order System.

#### **7.1.3 Communication services**

Phone, fax, data and aerial connections can be ordered via "Communication Systems" in the Online Order System. Further technical details can be found in the relevant documents which will be sent to you upon request. Speakers, set up at the stand for hall announcements and suitable for exhibition use, can be rented via "Aerial Connections / Alarm Application" in the Online Order System.

### **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. Any parking permits that may be required can be ordered via the Online Order System (OOS).

#### **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 exhibitors' passes can be ordered via "Additional Exhibitors' Passes (Chargeable)" in the Online Order System.

### **7.2.3 Trade fair insurance**

Messe Düsseldorf offers the following insurances for participation in an event. They can be obtained via "Exhibition Insurance" in the Online Order System:

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. Any exhibitors wanting to buy such insurances are requested to report their needs via "Conference Rooms/Offices and Banquet Rooms" in the Online Order System.

**Keeping escape and rescue routes clear when stands are being assembled or dismantled**

**The relevant occupational safety measures must be observed. Sanding and sawing only with suction.**

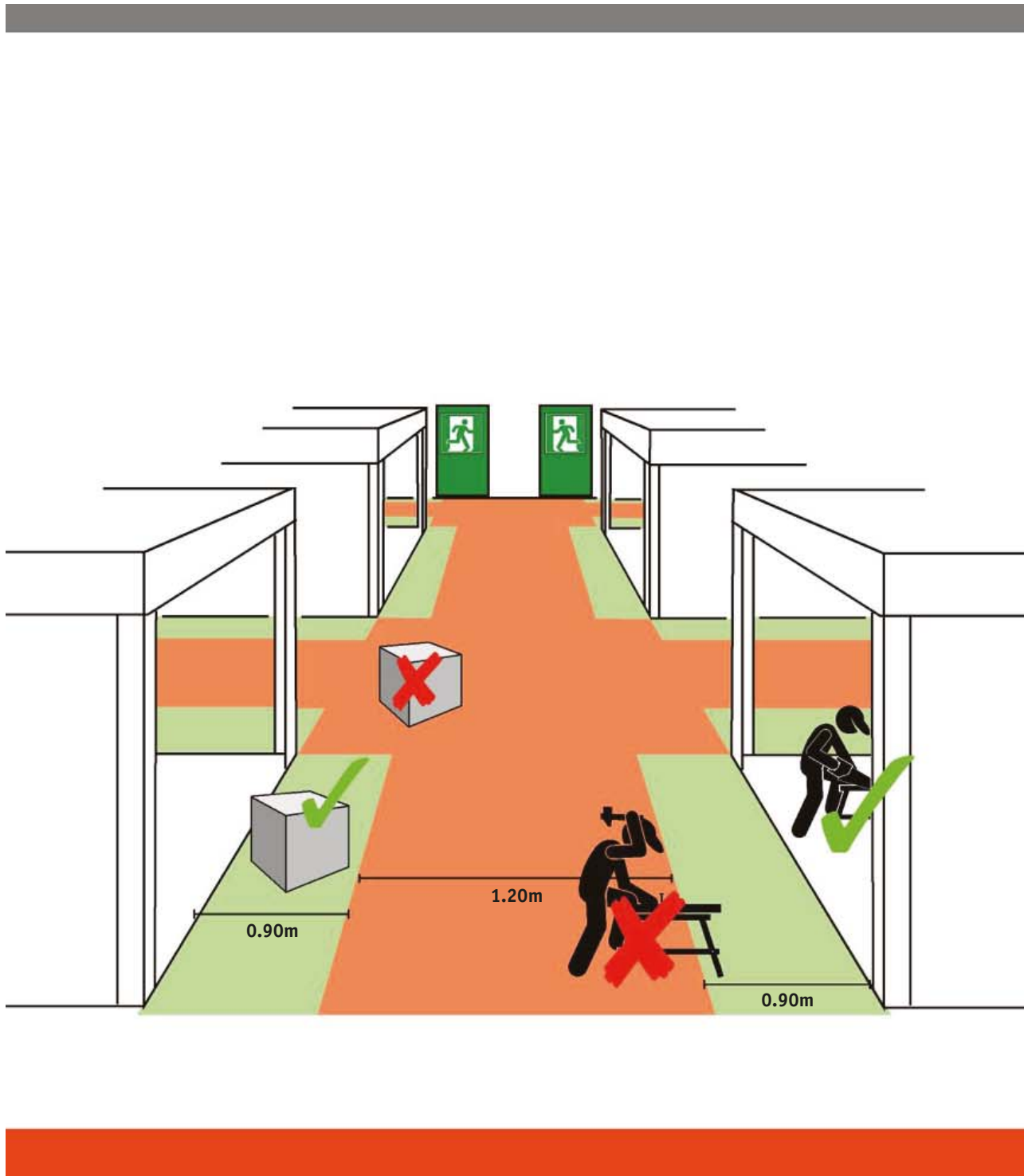
GBFor safety reasons, escape and rescue routes are not allowed to be blocked with stand construction materials.

Regardless of how wide the hall aisles are, each aisle must have a clear path of at least 1.20 m in width all the way down.

This means that in the case of an aisle that is 3.00 m wide, for example, stand construction material can only be rested in a strip of 0.90m wide on each side along the stand sides bordering the aisle.

The areas directly in front of the emergency exits and the areas where escape and rescue routes cross must be kept completely clear.

Goods are not allowed to be stored in escape and rescue routes (see sketch).





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.

Uso de medios  
publicitarios, como p.ej.  
focos, altavoces, etc.

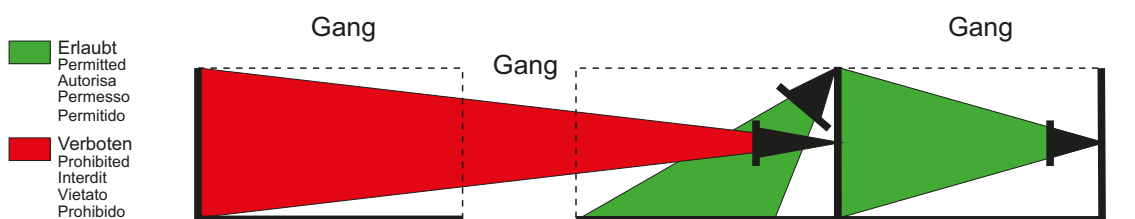
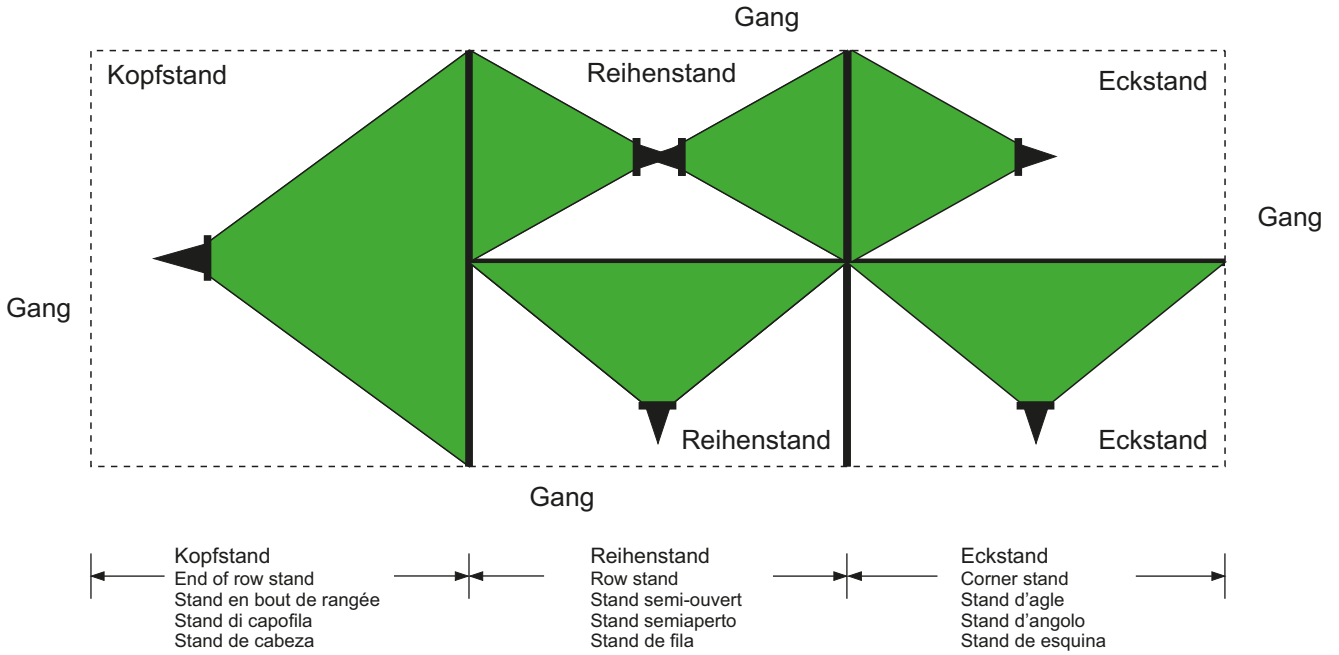
Grundriss

Floor Plan

Plan d'implantation

Pianta

Planta



Einsatz von  
Werbemitteln

Use of  
advertising

Utilisation de  
moyens publicitaires

Utilizzazione di  
pezzi pubblicitari

Uso de medios  
publicitarios

