



Messe  
Düsseldorf

# Technical Guidelines

Valid from 1/1/2024



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 randomly checked during the stand inspection, if necessary, in the presence of the regulatory authority (building inspectorate). In addition, the relevant and current statutory regulations must be observed. In the interests

of all participants, a stand may be prevented from opening where any defects found are not rectified by the start of the event. Any other reservations which might be involved because they may arise in the context of safety concerns as resulting from stand construction inspections will still be upheld. The exhibitor is responsible for operational safety and compliance with occupational safety and accident prevention regulations at his stand. The exhibitor is responsible for road safety on the areas used by him in the context of stand construction/operation.

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

Messe emergency numbers

Phone 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, Phone: +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 and filming on the exhibition grounds and in the halls is permitted in compliance with the relevant legal provisions (GDPR, general personal rights, etc.). Visitors and other third parties must not be impaired in the process. Escape and rescue routes must be kept clear. Within the scope of his domiciliary rights, the exhibitor is entitled to issue a ban on filming and photography for his own stand. This must be marked accordingly.
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. More extensive controls and access restrictions are possible on an ad hoc basis.
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. Outside the exhibitor's own stand areas, only service partners of Messe Düsseldorf may advertise on the exhibition grounds of Messe Düsseldorf.

### 1.2 General hall opening hours

#### 1.2.1 Construction and dismantling times

During the general construction and dismantling times work can be performed in the halls and open-air premises from 7.30 am to 8.00 pm (10.00 pm on the final construction day) unless exhibitors are notified of other times specific to a trade fair. For general safety reasons, both halls and grounds remain locked outside the stated times. More extensive controls and access restrictions are possible on an ad hoc basis

#### 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. Admission and exit are granted and documented by the security staff 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 exhibition grounds and in the car parks. A maximum speed limit of 20km/h applies within the exhibition grounds for all vehicles.

#### 2.1.1 Moving traffic/Access to the exhibition grounds

As a matter of principle, an entry permit is required for driving on the exhibition grounds. Use is at the driver's risk. Inside the halls or where traffic conditions command, maximum speed is walking pace. Before driving into/out of halls drivers must stop and verify sufficient gate clearance height.

#### 2.1.2 Clearance heights on the exhibition grounds

Height for all types of vehicles is limited to 4.00m. Vehicles exceeding this height require a fee-based heavy-duty transport accompaniment.

#### 2.1.3 Stationary traffic/Parking on the exhibition grounds

Illegally parked vehicles, swap bodies, containers, empties and goods of any kind will be removed by an authorised towing company acting on behalf of Messe Düsseldorf at the vehicle owner's or keeper's expense and risk.

Motor vehicles may only enter the halls for immediate loading or unloading after a permit granted by the Hall Inspector. Parking of vehicles inside the halls is prohibited. The engine must be switched off during loading. Staying overnight in any type of vehicle on the exhibition grounds is not permitted. Caravans must not be taken onto the exhibition grounds. Drivers shall follow the instructions of Messe Düsseldorf staff and the staff assigned to traffic control and traffic regulation at all times. The relevant information shall be observed.

#### 2.1.4 Loading and unloading of vehicles

On the exhibition grounds and in the halls of Messe Düsseldorf manual unloading of construction materials and furnishing objects from trucks >7.49t is not permitted. For all materials to be transported into the halls suitable transport units such as pallets or other units to be handled with forklifts shall be used. Unloading shall only be done professionally with forklift trucks or cranes by forwarders authorised for this task by Messe Düsseldorf. Unwrapped materials shall only be stored on the exhibitor's own stand area.

##### 2.1.4.1 Heavy-duty vehicle loads to Messe Düsseldorf

Registration: [Schwertransport@messe-duesseldorf.de](mailto:schwertransport@messe-duesseldorf.de)

All vehicles up to 5.10m wide and 4.50m high shall be directed via the motorway A44, junction "Messe/Stadion" only. From here their route is via car park P1 direction "Tor 1" to Rotterdamer Straße. Due to the limited width of the access road to Gate 1 (approx. 2.60m) over a section of approx. 800 metres, this section is subject to special rules:

**Vehicles with a max. width of 2.99m** can use this route without any other restrictions within the framework of their heavy-duty transport permit. Special attention shall be paid to oncoming traffic.

**Vehicles exceeding a width of 3.00m** shall additionally be accompanied by a pilot of Messe Düsseldorf from car park P1. Backwards the vehicle load must be secured by the BF3 vehicle that has also accompanied the vehicle on the motorway. The pilot is vested with special rights and is also authorised to temporarily block the street to avoid oncoming traffic. The police escort required so far for vehicles exceeding 4.00m width does not apply on this route. The route can be used at any time of day or night. The rendezvous between the vehicle and the pilot shall be at car park P1.

The need for a pilot vehicle shall be notified in writing in good time, but no later than 48 hours prior to arrival of the heavy-duty vehicle,

by e-mail to: [schwertransport@messe-duesseldorf.de](mailto:schwertransport@messe-duesseldorf.de)

Costs: the pilot vehicle to accompany heavy-duty vehicles is charged at a flat rate of € 85.00 excl. VAT. The amount will be charged to the forwarder.

Your registration should include the following details in addition to your address:

- Dimensions of the vehicle loads (L x W x H)
- Expected time of arrival
- Mobile phone number of the driver (for establishing contact with the pilot if need be)

The aforementioned procedure shall apply accordingly for accompanying heavy-duty vehicles from the exhibition grounds to motorway A44.

**Note:** Regardless of the restrictions of your special permit to use the motorway, vehicles can use the route between and exhibition grounds and car park P1 at any time.

This ensures that the drivers' driving times are optimally taken into consideration for both the arrival and departure of heavy-duty vehicles.

#### 2.1.4.2 Crane and forklift truck

It is not permitted to operate your own cranes and forklift trucks on the exhibition grounds.

Only equipment belonging to forwarders who are authorised to operate on the premises may be used. The forwarding agents shall exercise the sole forwarding right on the exhibition grounds, i.e. the right to bring exhibits, stand structures, etc. into the stand, including the provision of any auxiliary equipment. (see Technical Guidelines item 5.10)

## 2.2 Escape and 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

#### 2.5.1 General supervision

General supervision of the exhibition halls and the open-air premises during the trade fair period shall be undertaken by the trade fair company. During construction and dismantling times there is general supervision, which starts on the first construction day and ends on the last dismantling day. The trade fair company is authorised to undertake all measures necessary for control and supervision.

#### 2.5.2 Stand security

The supervision of exhibitor's belongings shall be organised by the exhibitor himself. The exclusion of liability for personal injury and damage to property is not limited by the general supervision provided by the trade fair company. Special guards during the duration of the trade fair may only be provided by the guarding company commissioned by the trade fair company. Orders for "stand security" and "video stand surveillance" must be placed via the Online Order System.

### 2.6 Emergency evacuation/Restriction of access

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
Hall 3	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
	4-6	5.40	4.85
	4-7	5.40	4.85
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
	7a/B	5.60	4.90
	7a/C	5.60	4.90
	7a/D	5.60	4.90
Hall 7.0	7.0-1	3.60	3.30
	7.0-2	3.60	3.90
	7.0-3	3.60	3.90
	7.0-4	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
Hall 8b	8a-9	5.55	5.45
	8b-1	5.55	5.45
	8b-2	5.55	5.45
	8b-3	5.55	5.45
	8b-4	5.55	5.45
	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
Hall 10	9-8	5.50	4.30
	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
Hall 11	10-6	5.10	3.80
	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	



- 1** - Tornummer / Gate number
- A** - Personeneingang / Pedestrian entrance
- N1** - Notausgang / Emergency exit
- III** - Hallen Verbindungstür / Halls connecting door
- Defibrillator / Heart defibrillator
- Sammelplatz / Assembly Point

# Messegelände Düsseldorf / Trade Fair Grounds Düsseldorf

Dateiname: N:\UT-G-ALL\Zeichenstelle\Core\CDR\Fregel\_CoreDraw\_Plan\Messe-Gelände Tornummer



Hall	Entrance	Entrance width m	Clearance height m
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
	15-6	5.45	4.40
Hall 16	16-1	5.30	4.80
	16-2	5.50	4.30
	16-3	11.15	12.35
	16-4	5.50	4.30
	16-5	5.50	4.30
	16-6	5.45	6.20
	16-7	5.35	3.90
Hall 17	17-1	5.35	6.60
	17-2	5.45	4.30
	17-3	5.50	5.70
	17-4	5.50	4.15
	17-5	5.50	4.25
	17-6	5.50	4.30
	17-7	5.50	4.10
	17-8	5.30	5.30

#### Fire safety doors (hall intersections I - IV)

Halls 3 to 4

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

Halls 15 to 17

width 5.20m – height 4.50m

#### 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. The fire extinguishing equipment must not be constructively incorporated into the stand concept. Building over the facilities is only possible with the prior approval of Messe Düsseldorf.

#### 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 – Halls 1 - 17

Exhibits weighing more than 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.

In the foyer of Hall 1, the load-bearing capacity of the floor is 100 kN/m<sup>2</sup> (10 t) (distributed loads, no point loads).

On the upper floor of Hall 1 as well as on the Magistrale on the ground floor, on the gallery of Hall 6 (level 6.1), on the 1<sup>st</sup> and 2<sup>nd</sup> upper floors of Hall 7 (levels 7.1 and 7.2) and in the ground and upper floor of the North Entrance, only floor loads of up to 5 kN/m<sup>2</sup> (500 kg/m<sup>2</sup>) are permitted (distributed loads, no point 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 Hall 7.0 - 7.2 and at the gallery level 6.1, 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 (see 4.8)

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

#### 3.2.1 General illumination in the open-air premises

At dusk or when visibility is restricted, vehicles in moving traffic, open-air workplaces and hazardous areas must be made recognisable by appropriate lighting. The above general provisions of the Technical Guidelines for Stand Construction also apply mutatis mutandis to open-air stands. Necessary supply connections are available at irregular distances.

#### 3.2.2 Supply of compressed air, electricity and water on the open-air premises

It is not possible to supply the rented areas with electricity, compressed air and water everywhere in the open-air area and not in every connection size. Each stand will have one or more connections, depending on requirements and possibilities. These connections can only be installed by the trade fair company and its service partners.

#### 3.2.3 Communication facilities on the open-air premises

In open-air areas, the supply of rented space with communication facilities is not possible everywhere and not in every design. The installation of these connections can only be carried out by the trade fair company and its service partners.

### 3.3 Lifts Hall 1, 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.

The crane runways may only be operated by authorised Messe Düsseldorf personnel. This applies accordingly to freight lifts, with the exception of individual installations.

## 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  $q_H$ :

$q_{H1} = 0,125 \text{ kN/m}^2$  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.

In all other respects, see **NRW State Building Code dated 21 July 2018, SGV.NRW as amended. Note the applicable Regulations on the Construction and Operation of Special Structures NW, dated 2 December 2016, 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. Upon request, the trade fair company offers to check stand construction plans in German or English (consisting of at least floor plan, elevation and perspective drawings, with clear dimensions in floor plan and elevation) for a fee. A fee of € 105.00 plus VAT will be charged for the one-time examination of the documents. Additional expenses (due to multiple inspections of amended stand plans or similar) will be charged in addition to the inspection fees according to time and effort. The final date for submission is six weeks before commencement of the construction. Inspection requests received after this date may not be considered. In the event of processing, a surcharge of 35% will be levied on the inspection fees. The debtor of the inspection fees is always the exhibitor. 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

Dimensioned stand plans (metric dimensions), at least on a scale of 1:100 with floor plans and elevations, must be submitted to Messe Düsseldorf in German or English for approval no later than six weeks before the start of the set-up period. The documents must be submitted by e-mail as a PDF file. The approved stand plans will be returned to the exhibitor / stand constructor after inspection with the conditions to be implemented. The final report on the inspection, construction supervision and acceptance of the inspected stand structures will be sent by e-mail. Approval shall only be deemed given if all conditions of execution have been implemented upon completion.

For the release of:

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

the following documents are also required up to six weeks before the start of the set-up period:

- 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

The use of vehicles, show trailers and containers as stand construction elements in the halls is only permitted after approval has been granted by Messe Düsseldorf and written permission has been obtained. Regular stand construction requirements must be met.

#### 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
Foyer Hall 1	2.50 metres
Hall 1 upper floor	2.50 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. Floor coverings may only be used horizontally on the floor. Installation on walls or under ceilings is not permitted. Artificial plants may not be arranged vertically on top of each other, e.g. on walls, or overhead.

###### 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. There is no special permit issued by the trade fair company. 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. Vehicle parts, vehicle doors and other movable vehicle components or add-on parts must not protrude into the hall 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. Electric vehicles must be presented to the company fire brigade for inspection 1 hour before being brought into the hall and must not be parked in the hall until they have been approved by the trade fair company. For this purpose, it is absolutely necessary to present the rescue card for the electric vehicle. Electric and hybrid vehicles must not be charged inside exhibition halls. The charging level of the energy storage battery must not exceed 20% of the capacity.

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**

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.

#### **4.4.1.6 Flying objects and unmanned aviation vehicles (UAV)**

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. Photography and filming with UAVs are only possible through a service partner appointed by Messe Düsseldorf in order to ensure the necessary framework conditions.

#### **4.4.1.7 Smoke machines**

Fog machines may only be used if an application to do so is made with the trade fair company in writing at least 5 working days before and is only admissible upon receipt of the permit. 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.

#### **4.4.1.8 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.

#### **4.4.1.9 Waste containers**

No waste containers for waste made from flammable materials are to be used in the stands. The containers in the stand must be emptied regularly during the event, at the latest every evening after the end of the trade fair into the recyclables bags supplied by Messe Düsseldorf sorted by type of waste. Bags filled with recyclables are collected from the stand in the evening. Larger amounts of flammable substances and/or production waste must be disposed of several times a day at the exhibitor's responsibility and 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).

The German Commercial Waste Regulation Gewerbeabfallverordnung (GewAbfV) is applicable.

#### **4.4.1.10 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.

#### **4.4.1.11 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.

#### **4.4.1.12 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.

#### **4.4.1.13 Fire extinguishers**

At least one suitable fire extinguisher (e.g. 6 kg ABC powder extinguisher) with at least 10 extinguishing units (LE) must be kept on the stands during assembly and dismantling and for the duration of the event. 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, trapped rooms

All rooms, which are enclosed on all sides, must be equipped with safety lighting and connected to the alarm system of Messe Düsseldorf in order to ensure orientation and alarming 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 and emergency routes 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 A2.3 "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. The requirements of the EN 179 and DIN EN 1125 standards must be observed when planning emergency exit doors.

#### 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 substructures of pedestals > 20 m<sup>2</sup> must be made of non-combustible construction 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.

##### 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 perforated cover plates of the supply ducts in Halls 3, 9 and 15–17 serve as air exhausts for air-conditioning in the halls and must not be covered by floor coverings in the aisles.**

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 approved for dynamic loads may be used for slinging. The evidence must be submitted no later than four weeks prior to the start of installation of the elements by the latest order date for Messe Düsseldorf. 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. Outside of the exhibitor's own stand areas, advertising on the grounds of Messe Düsseldorf may only be carried out by Messe Düsseldorf's service partners.

#### **4.7.8.1 Film, projection, television and auditoriums**

##### **4.7.8.1.1 Stand Construction Permit**

Cinemas or auditoriums require special approval by the Building Control Office if they have 200 or more seats, see No. 4.2.1.

##### **4.7.8.1.2 Exits**

Rooms larger than 100 m<sup>2</sup> must have two exits directly to the hall aisles. The exits shall be arranged opposite each other as far as possible.

##### **4.7.8.1.3 Projection surfaces**

If projectors, such as overhead projectors, are used, the projection surfaces must not be mounted directly on the aisle. They must not disturb neighbours or drown out the fair's own public address system (see also 4.7.8). Note 5.11

#### **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, 8a, 8b, 10, 11 and 13. Orders are to be addressed exclusively to Messe Düsseldorf.

#### **4.7.10 Accessibility**

During stand construction attention should be paid to accessibility.

#### **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.

Upon application but no later than the start of construction, a technically responsible person must be stated with name and mobile telephone number who can be reached throughout the construction/dismantling and event period and who can initiate and carry out the necessary measures immediately in the event of storm warnings or disruptions up to and including the shutdown of operations.

##### **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).

The required stability may be deviated from in the case of mobile installations (e.g. small exhibits, furniture, sunshades, small advertising stands, etc.) if these can be dismantled and secured at short notice at any time, in the event of corresponding weather forecasts. 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. Stairs or ramps at entrances and exits must not project into the traffic and escape routes.

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.

For buildings exceeding a height of 5.00 m, the safe distance from existing Messe Düsseldorf buildings must be at least as wide as the height of the building to be erected.

#### **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. In the hall areas Foyer Hall 1, 6.1, upper floor, and 7.0 - 7.2, two-storey construction is not possible

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**

Escape and rescue routes, exit doors and gates of the halls must be left out of the building development and remain accessible. This applies particularly to the marked emergency exits.

On all other stands, superstructures are permitted on up to 50% of the area, although this must not exceed 300 m<sup>2</sup> in any specific case. Where the structure covers more than 30 m<sup>2</sup> the installation of sprinkler systems is required. These can be ordered exclusively from Messe Düsseldorf, see sections 4.4.2 und 4.7.7.

In the two-storey area between two stands, a minimum safety distance of 5.00 m must be maintained; neighbouring stands may be linked by mutual agreement, provided the maximum limits specified above are observed. The clear 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 3.0kN/m<sup>2</sup>. Unlimited use as an exhibition room or selling area, meeting room with or without a full complement of chairs must be designed for a live load of 5.0kN/m<sup>2</sup>. In order to achieve sufficient stability in length and width, a horizontal load capacity must be calculated according to  $H=P1/20$ , where P = the sum of the live loads. The horizontal load capacity for exterior walls at a height of 1.10 m from the floor on the first floor must be set at 1kN/m. Protective guardrails for balustrades and banisters must be able to withstand pressure of 1kN/m on the upper edge. The upper edge of safety guardrails or banisters must be at least 1.10 m in height. Proof must be provided that the pressure of the supports does not exceed the permitted load-carrying capacity of the hall floors, see section 3.1 hall floors. Stairways must always be designed for a live load of at least 5kN/m<sup>2</sup>.

#### **4.9.4 Escape Routes**

On the upper floor of a two-storey exhibition stand, the distance to the edge of the stand from any accessible point must not exceed 20.00 m in a straight line. The stairs must be positioned in such a way that the escape routes directly lead outside and are as short as possible. Keep all escape routes clear of any obstructions. Escapes routes must not lead through equipment rooms. If an upper-floor area is larger than 100 m<sup>2</sup>, 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**

All rooms that are enclosed on all sides must be equipped with a stand sprinkler system and safety lighting and must also be connected to the Messe Düsseldorf alarm system in order to ensure orientation and alarms at the stand at all times. Rooms on the upper floor may not be closed without sprinkler protection, regardless of their size. 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 Infringement /Violation and Liability**

Stand constructions which, insofar as they require approval (see 4.2.1), have not been approved and/or do not comply with the Technical Guidelines or the laws must be modified or removed if necessary. If the work is not carried out in due time, the trade fair company is entitled to make changes or have them made by third parties at the exhibitor's expense and risk. If the exhibitor or the stand constructor commissioned by him fails to comply with the above stand construction regulations, the exhibitor shall be liable for all damage resulting from the breach of the stand construction regulations. Any claims for damages due to loss, damage or any other impairment of the submitted drafts, models or other documents against the trade fair company, regardless of the legal grounds they may be based on, shall be excluded. Furthermore, the exhibitor or the stand constructor commissioned by the exhibitor hereby indemnifies the trade fair company against all claims by third parties which are asserted against the trade fair company on the basis of a breach of the above stand construction regulations.

## **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 to the exhibition grounds, its buildings or facilities and any waste left behind in breach of the contract will be removed by Messe Düsseldorf at the exhibitor's expense after the end of the event. All damage and remaining waste must be reported to the trade fair company without delay.

#### **5.1.2 Coordination of works on the exhibition stand/Terrain**

If work has to be carried out at the same time by employees of different companies on the exhibition stand/in the event area (in particular during the assembly/dismantling phase), the stand construction manager/assembly manager shall coordinate the work in accordance with the German Occupational Health and Safety Act (ArbSchG) and DGUV Regulation 1 (German Social

Accident Insurance) in the event of possible mutual hazards. This also applies, in particular, to work carried out by service providers of the trade fair company at the trade fair stand. Furthermore, the necessary measures for improving the occupational safety and health of workers in accordance with the applicable European Directive EC-RL 89/391/EEC, including any amendments thereto, shall be observed and implemented during the work on the exhibition grounds.

## **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 Messe Düsseldorf fuse and power distribution boxes with main switch and Fi circuit breaker and electrical switchgear must be accessible at all times within the exhibition stand.

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). For machinery exhibits the interface between Messe Düsseldorf and the exhibitor are the input terminals in the switch cabinet of the exhibit, right in front of the main switch of the exhibit. The connection of the ordered connected load is subject to the main switch of the exhibit being installed in keeping with the ordered load in terms of nominal power and tripping characteristics. Power lines connected to this interface before the main switch with a view to supplying other parts of the equipment with power, must feature the same cross-section as Messe Düsseldorf's supply line or must be resistant to short-circuits. All connections to this interface used for internal switch-cabinet supply must be made and provided with fuses in conformity with regulations. The function of the main switch and the installations in the switch cabinet and on the exhibit after the main switch are entirely the customer's responsibility.

The transfer point for all outlets (sockets, CEE couplings, etc.) is always the Messe Düsseldorf distribution box. Messe Düsseldorf will not carry out any further routing within the stand area. Messe Düsseldorf shall not be responsible for checking switch cabinets for conformity with regulations.

### **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**

The use of drinking water is intended for human consumption in accordance with the relevant EU directives. Each stand to be supplied with a water/waste water connection will be provided with one or more connections. Subject to sufficient dimensioning the water pressure is 2.0 to max. 5.0 bar, with a flow pressure of 1 bar agreed for stand supply. The drinking water temperature fluctuates between 10 - 20°C depending on the season and weather. 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 1988-100. 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. Reference is made to the Noise and Vibration Protection at Work Ordinance dated 6 March 2007 (BGBL I p. 261) as amended.

##### **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. 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.
- 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, 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), Cecilienallee 2, 40474 Düsseldorf, Phone: +49 211 475-0, Fax: +49 211 475-2671, E-Mail: poststelle@brd.nrw.de), where necessary jointly with the relevant expert committees of the professional association, to verify conformity with the safety specifications. Exhibitors are requested to have EU certification documentation/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, Cecilienallee 2, 40474 Düsseldorf, Phone: +49 211 475-0, Fax: +49 211 475-2671, E-Mail: poststelle@brd.nrw.de as the competent authority.

### 5.6.4 Vapours, gases, aerosols and dust

Flammable liquids, hot vapours, gases, aerosols, and dusts detrimental to health or a nuisance to the general public emitted by exhibits and equipment must not be discharged into 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 of 3 February 2015. 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 3 February 2015, Federal Law Gazette I, p. 3806 are binding and must be observed.

### 5.7.2 Substances hazardous to water/flammable liquids

#### 5.7.2.1 Storage and use

The storage and use of flammable liquids (see Ordinance on Industrial Safety and Health dated 3 February 2015, BGBl. I, p. 3777) are prohibited in the exhibition halls and on the exhibition grounds without the written permission of 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, only the amount of flammable liquid required for one day at a time is permitted on the stand after permission has been granted. The amount of this quantity shall be specified in the application to be submitted.

#### 5.7.2.3 Storage containers

The daily requirement shall be stored in closed, shatter-proof containers and accessible for effective emergency response. 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

Installations that are operated or demonstrated with flammable liquids must be equipped with non-flammable collecting containers at the filler necks and at all points where 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

Since filling flammable liquids constitutes a special danger, utmost care and caution must be exercised here. 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 contained flammable liquids must 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 Diesel engine emissions (DME), asbestos and other dangerous substances

**5.8.1** The operation of diesel engines in the halls must be avoided and may only be carried out with particle filters. Any vehicles and work equipment that are operated in the hall for longer than for merely entering or leaving the hall shall also be equipped with a nitrogen oxide reducing system..

**5.8.2** The use of materials or products containing asbestos or other dangerous substances is prohibited. The basis for this is the Act on Protection against Hazardous Substances (Chemicals Act) dated 28 August 2013, Federal Law Gazette I, pp. 3498, 3991, as amended, in conjunction with the Chemicals Prohibition Ordinance dated 20 January 2017, Federal Law Gazette I, p. 94 and the Hazardous Substances Ordinance dated 26 November 2010, Federal Law Gazette I, pp. 1643, 1644, as amended.

### 5.9 Radiation protection

#### 5.9.1 Radioactive materials

##### 5.9.1.1 Handling radioactive materials

Anyone handling radioactive substances must observe the provisions of the Ordinance on Protection against the Harmful Effects of Ionising Radiation (Radiation Protection Ordinance – StrlSchV) dated 29 November 2018 (BGBl. I p. 2034) as amended. This also applies to exhibiting them. Any permits must be applied for in writing to the authority responsible for the place of exhibition. (Düsseldorf District Government, Cecilienallee 2, 40474 Düsseldorf, Telephone: +49 211 475-0, Fax: +49 211 475-2671, E-mail: poststelle@brd.nrw.de) Messe Düsseldorf GmbH, Dept. UT-S must always be notified of the handling of radioactive materials on the exhibition grounds. The relevant permit must be submitted. If a permit cannot be submitted, an explanation must be given as to why such a permit may not be necessary. Messe Düsseldorf GmbH reserves the right to prohibit the handling of radioactive materials on its premises in justified cases.

##### 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, Ruhrallee 55, 45138 Essen, E-Mail: Dezernat55@brd.nrw.de.

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 38-40, 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 Protection against the Harmful Effects of Ionising Radiation (Radiation Protection Ordinance – StrlSchV) dated 29 November 2018 (BGBl. I p. 2034), as amended, must be observed. 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, Cecilienallee 2, 40474 Düsseldorf, Phone: +49 211 475-0, Fax: +49 211 475-2671, E-Mail: poststelle@brd.nrw.de, 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. For operation, DGUV Information 203-036 "Laser equipment for show or projection applications" must also be observed. A copy of the notification and the permit must be submitted to the organiser. Laser devices of classes 3 R, 3 B or 4 must be inspected after positioning by a person licensed under the Operational Safety Regulation (BetrSichV). Representatives of the Messgesellschaft 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

check the application and approve the request where 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 30 June 2021, Federal Law Gazette I (BGBl I, page 1858) and the German Electromagnetic Compatibility Act (EMVG) of 14 December 2016 Federal Law Gazette I (BGBl I, page 2879), 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 (FTTEG) 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 musical or audio-visual reproductions of any kind, permission may be required from the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bayreuther Straße 37, 10787 Berlin, in accordance with the statutory provisions (Copyright Act), Tel.: +49 30 21245-00, e-mail: kontakt@gema.de, www.gema.de/messen

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**

The legal provisions, in particular EU Regulation (EC) No. 852/2004 in its current version, must be observed for the installation and operation of beverage dispensing equipment on the stand. If you have any questions, please contact (Bezirksregierung Düsseldorf, Cecilienallee 2, 40474 Düsseldorf, telephone: +49 211 475-0, fax: +49 211 475-2671, e-mail: post-stelle@brd.nrw.de) is at your disposal.

#### **5.13 Food supervision**

When giving out food samples and selling food and drinks for consumption on the spot, the legal provisions, in particular EU Regulation (EC) No. 852/2004, as amended from time to time, must be observed. If you have any questions, please contact the (Düsseldorf District Government, Cecilienallee 2, 40474 Düsseldorf, telephone: +49 211 475-0, fax: +49 211 475-2671, e-mail: poststelle@brd.nrw.de).

#### **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 legal provisions are the Alcohol Tax Act of 21.06.2013, BGBl I, page 1650, 1651; the Law relating to the Taxation of Sparkling Wine and Intermediate Products dated 15 July 2009, Federal Law Gazette I Page 1870, 1896 and the Coffee Taxation Law dated 15 July 2009, Federal Law Gazette I page 1870, 1919, apply.

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

#### **6.1 Waste management**

In accordance with the principles of recycling management, the Circular Economy Act (Kreislaufwirtschaftsgesetz – KrWG), the Commercial Waste Ordinance (GewAbfV) and the Waste Framework Directive (Directive 2008/98/EC as amended by Directive (EU) 2018/851), waste must primarily be avoided during the construction, running time and dismantling of exhibition grounds. Exhibitors are obliged to contribute effectively to this at every stage of the event. Exhibitors must ensure that any contractors they appoint also comply with this obligation. This objective must be pursued as early as the planning stage and in coordination with all those involved. In general, reusable materials with the least possible impact on the environment should be used for stand construction and operation. Any waste or residual material produced during the running time or during the construction and dismantling of the stand must be disposed of by the exhibitor at his own 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.

For the rest, see the Circular Economy Act (Kreislaufwirtschaftsgesetz – KrWG).

The German Commercial Waste Regulation (Gewerbeabfallverordnung (GewAbfV)) shall apply.

##### **6.1.1 Waste disposal**

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.

##### **6.1.1.1 Packaging material**

The Packaging Act dated 5 July 2017, BGBl. I, p. 2234 obliges manufacturers and distributors to take back packaging such as cardboard boxes, foils, crates, pallets, etc. or to recycle them. Exhibitors therefore have the option of using the empties

storage service of the trade fair forwarding agents for their packaging materials that they will need again for dismantling. Corresponding orders can be placed in the Online Order System in the category "Logistics / Forwarding → Storage". Packaging material that exhibitors do not reuse can be recycled by service partners. Corresponding orders can be placed in the Online Order System in the category "Cleaning and Disposal → Waste Disposal".

#### **6.1.1.2 Kitchen waste**

Kitchen and catering waste must be sorted separately into plastics, glass, paper and residual waste and collected in the waste disposal containers ordered from the trade fair company or - within the scope of the waste disposal service covered by the runtime disposal fee - in the waste disposal bags provided. Recyclable materials are to be taken to the recycling stations in front of the hall and placed in the correspondingly marked containers if they cannot be disposed of via the waste disposal service covered by the flat-rate waste disposal fee. If waste disposal is not carried out by the exhibitor himself, it may be charged as a service in the category "Cleaning and Disposal → Waste Disposal" in the Online Order System. No separate order is required for the waste disposal service covered by the flat-rate waste disposal fee.

#### **6.1.1.3 Production waste**

Production waste must be registered in the Online Order System in the category "Cleaning and Disposal → Waste Disposal", stating the material and quantity.

#### **6.1.1.4 Stand components**

During the assembly and dismantling of the stand, materials such as wood and cardboard e.g. wood and cardboard packaging, are only to be disposed of in the containers ordered for this purpose and marked accordingly. Appropriate orders can be placed in the category "Cleaning and Disposal → Waste Disposal" in the Online Order System. Only PE or PP adhesive tapes are permitted when laying carpeting and covering foils.

#### **6.1.2 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.

#### **6.1.3 Waste brought to the exhibition**

Materials and waste that are not produced in connection with the operation of the trade fair, the assembly or dismantling on the Messe Düsseldorf grounds may not be brought onto the grounds.

#### **6.1.4 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. This waste disposal service is based on the waste disposal notification of the trade fair company. With the exception of the waste disposal service covered by the flat-rate waste disposal fee, all other waste disposal services are invoiced via waste disposal notifications stating material and quantity details. This information will serve as the basis for the invoice. Materials left behind can be disposed of at the exhibitor's expense for an increased fee without checking the value.

Upon request, Messe Düsseldorf employees can confirm that the exhibitor has left the stand area in an orderly manner.

### **6.2 Water, sewage, ground protection**

#### **6.2.1 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.

#### **6.2.2 Cleaning/Cleaning agents**

The trade fair company is responsible for cleaning the premises, the halls and aisles. The cleaning of the stands is the responsibility of the exhibitors and must be completed daily before the start of the event. If the exhibitors do not have their own staff perform the stand cleaning only companies approved by the trade fair company may be commissioned to clean the stand.

### **6.3 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. Trickling 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 (AwSV), dated 18 April 2017 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.

## **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**

Waste and hazardous waste generated during assembly and dismantling as well as during the trade fair period can be disposed of by the trade fair company at a charge following a separate order - provided this is not part of the waste disposal service covered by the flat rate for the trade fair period (see No. 6); orders to this effect are required and possible in the Online Order System in the category "Cleaning and Disposal → Waste Disposal".

### **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 Terms and Conditions of Participation, exhibitors have the option of taking out an exhibition insurance policy with Messe Düsseldorf to insure the exhibits against the usual risks. 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.

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**

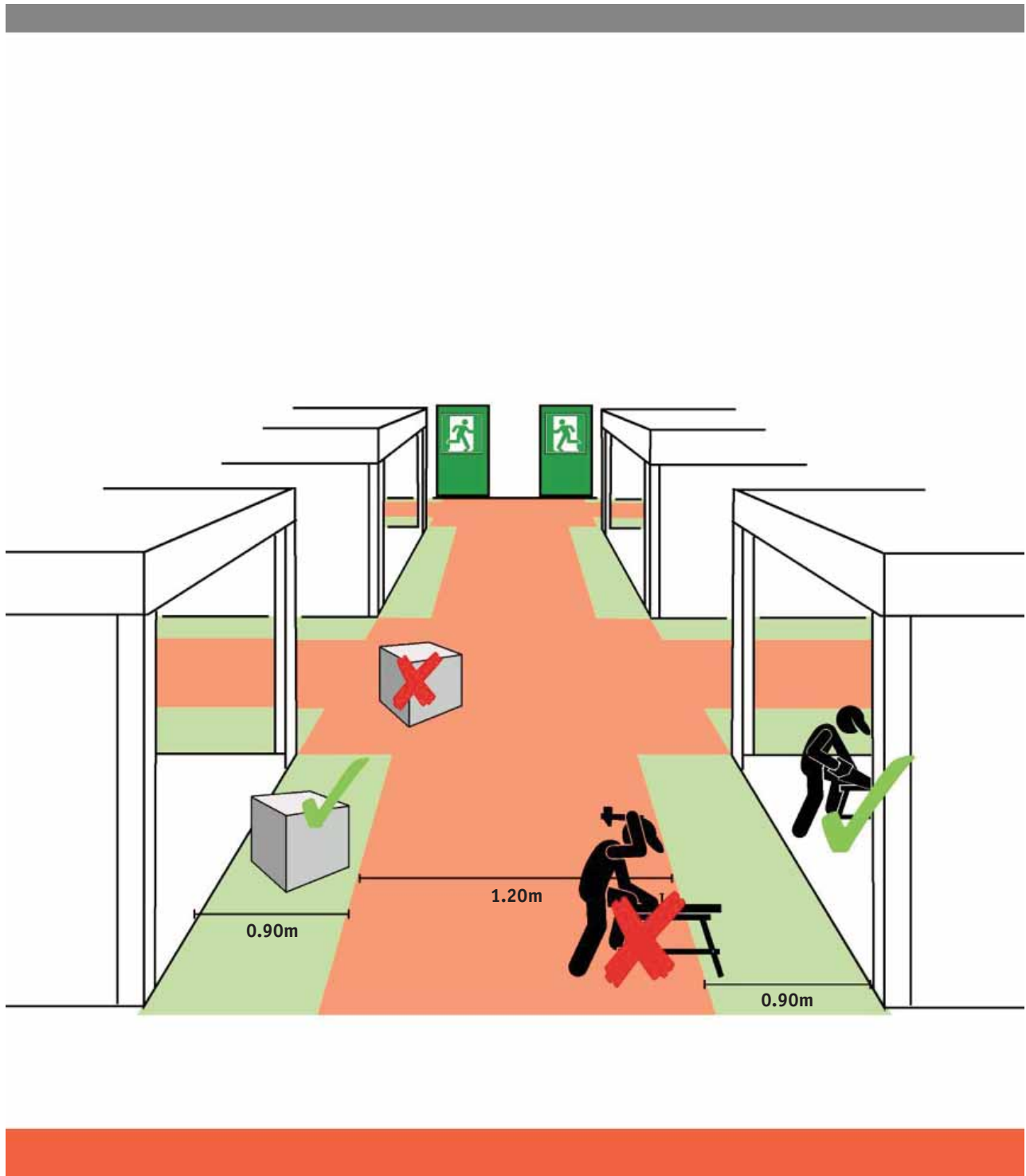
**The corresponding occupational safety measures must be observed. Grinding, sawing and milling are only permitted with the appropriate extraction system.**

For safety reasons, it is not permitted to obstruct the escape and rescue routes with stand construction materials or other equipment. Irrespective of the hall aisle width, a minimum passage of 1.20 m must be kept free in the aisles.

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.

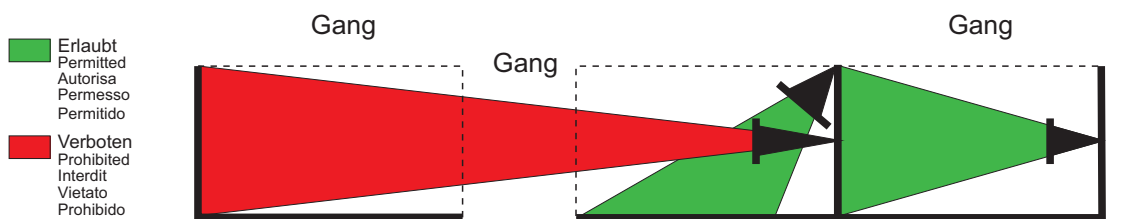
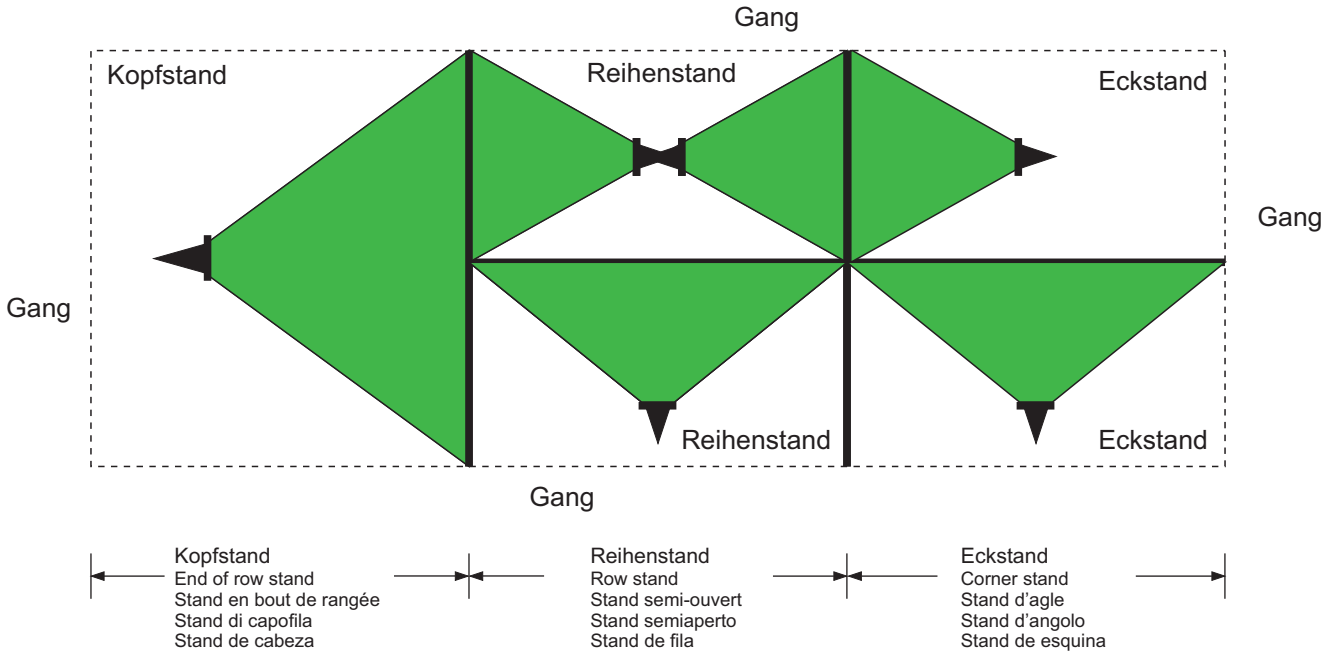
Grundriss

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