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## Technical Guidelines

### 1 Preliminary Statements

Koelnmesse has issued guidelines for the trade fairs and other events held. These guidelines are intended to provide all exhibitors/organizers with the optimal conditions for presenting their exhibits and appealing to their visitors and other interested parties.

These guidelines are binding for all exhibitors and organizers.

These guidelines also contain regulations in the interests of our exhibitors and visitors which are designed to offer the highest degree of safety possible in regard to technical and design equipment at the event.

The building ordinance, fire protection and other safety regulations have been established in agreement with the responsible authorities of the city of Cologne. Third parties may not derive any rights from the permits or approvals granted by Koelnmesse.

In addition, the statutory regulations should be always be observed in their currently valid version.

The responsible agencies and facilities reserve the right to verify that statutory or administrative agency regulations are being upheld.

The opening of an exhibition stand can be entirely or partly banned in the interest of all event participants if determined safety risks have not been eliminated by the time of the event opening.

The right to make additional demands regarding safety and stand construction is reserved.

The order forms for additional services are usually sent with the authorization. The orders must be completed and returned on time, as Koelnmesse will not assume responsibility for performing the requested services in a proper or punctual manner if the orders are received late.

Koelnmesse reserves the right to impose a surcharge for orders that are received late, in accordance with the details specified in the order media.

For information purposes, the exhibitors may be sent additional circulars with details regarding the preparation and organization of the event.

Koelnmesse would like to draw the exhibitors' attention to the fact that they must comply with all applicable labor and social security regulations. As far as the employment of foreign workers is concerned, only those people in possession of a permit that allows them to work on an employed or self-employed basis may work on the fair grounds.

The following trade fair companies:

Deutsche Messe AG Hannover

Koelnmesse GmbH

Leipziger Messe GmbH

Messe Berlin GmbH

Messe Düsseldorf GmbH

Messe Frankfurt GmbH

Messe München GmbH

Nürnberg Messe GmbH

have drawn up these Technical Guidelines in a common classification structure.

Subject to further alteration.

The German text is binding.

### 1.1 House Regulations

#### **Koelnmesse GmbH's house and ground regulations for the fair grounds in Cologne.**

1. These house and ground regulations apply to the area of the fair grounds in Cologne, i.e. all halls, outdoor areas and all buildings and grounds which have been let to Koelnmesse either temporarily or permanently.

They apply to all persons who enter or spend time on the trade fair grounds in Cologne as defined above.

2. The domestic authority is exercised within the fair grounds in Cologne by the staff of Koelnmesse and/or the staff of the security companies employed by Koelnmesse.

3. Koelnmesse has the right to limit access to the fair grounds – and in particular to the halls – to exhibitors, visitors and other third parties, e.g. to allow access to trade visitors only and to monitor adherence to the admission conditions. The halls and other event areas may be entered by those persons holding a valid admission ticket. This ticket must be shown on demand. Diverging access regulations – for exhibitors and companies working within the trade fair grounds in Cologne in particular – are not affected by this regulation.

4. Children and young people below the age of 16 may enter the grounds when accompanied by an adult. Special notification will be given of diverging regulations.

Adults and young people over the age of 16 enjoy unrestricted admission.

Children below the age of six are admitted free of charge. The corresponding admission ticket must be validated.

Event-related special regulations such as "for trade visitors only" are not affected by this regulation.

5. The staff of Koelnmesse or the staff of the security companies employed by Koelnmesse who can identify themselves as such are permitted to check tickets on the fair grounds. Those found on the grounds without a valid admission ticket or those who are found on the grounds without permission must leave the fair grounds immediately.

6. Persons enter/drive onto the fair grounds at their own risk. Within the scope of the law, Koelnmesse excludes any liability. The provisions of the Road Traffic Regulations (StVO) apply. Unless traffic conditions make it necessary to drive at walking pace, the speed limit is 30 km per hour. Koelnmesse has the right to impose pedestrian and vehicular access limits on the fair grounds, to refuse access or control access in any other way it deems fit.

Koelnmesse will be liable within the scope of statutory provisions. This liability shall be restricted to damages caused through the intention or gross negligence of employees authorized to represent it.

7. Vehicles of all kinds may only be parked in those areas specifically set aside for loading and unloading. Escape and safety routes must be kept free at all times.

When depositing interchangeable open bodies or containers, measures must be taken to prevent them from sinking into the tarred surface. The owner/operator is liable for damage without proof of fault. Vehicles, containers etc. which have been deposited illegally will be moved or towed away at the expense of the owner/keeper or perpetrator.

## Technical Guidelines

8. It is forbidden to act in any way which risks interrupting the regular progress of the event, the construction and dismantling or to violate the interests of Koelnmesse in any way. This includes the following in particular:

- every business activity not permitted on the fair grounds, in particular the sale of objects and services of all kinds or their distribution free of charge;
- the unauthorized distribution or posting of flyers, advertising material, posters, magazines etc. as well as the attachment of stickers of any kind;
- the same applies if the aforementioned material is distributed by Deutsche Post AG or comparable companies and organisations as bulk mailings or in similar fashion;
- the presence of animals;
- the pollution of the hall or outdoor areas as well as any behavior which could endanger or pollute the environment;
- the unauthorized entry of vehicles onto the fair grounds and the unauthorized use of vehicles on the fair grounds;
- the use of bicycles, scooters, kickboards, roller skates, inline skates, skateboards and similar means of transport in the halls, buildings and connecting levels; exceptions will be announced separately;
- unauthorized assemblies and processions of all kinds;
- the carrying of weapons and other objects which have to be registered, or of hazardous substances;
- the direct sale, purchase or exchange of exhibits and other objects – exceptions will be announced separately;
- being present at the fair grounds outside the opening hours.

9. Photography, filming, video recording, drawing, painting etc. for commercial purposes requires the prior written authorization of Koelnmesse and – in those cases involving products belonging to exhibitors or other third parties, or concerning persons – the prior written permission of the holder of the rights. Koelnmesse has the right to impose more stringent regulations in this regard.

10. Koelnmesse staff or companies or persons working on behalf of Koelnmesse who take photographs, films and/or record videos on the fair grounds in Cologne for the purpose of creating reports or advertising must not be disturbed or prevented from doing their work. All persons who enter the fair grounds and spend time there are informed by the aforementioned house and grounds regulations of the fact that photos will be taken and films and videos recorded on the fair grounds in Cologne.

By entering the fair grounds, those people who can be identified in these photos or recordings consent to the use of this material for reports and for advertising purposes.

11. Surveys, statistical studies and other comparable reports are only permitted with the prior written permission of Koelnmesse.

12. Koelnmesse has the right to limit the use of transmitting and receiving equipment on the fair grounds.

13. Exhibits, stand inventory or parts of display equipment and similar objects may only be transported within the trade fair halls or out of the fair grounds if the right to do so has been determined by the presentation of written confirmation from the owner/keeper.

14. Objects which are found on the fair grounds must be brought to the Lost and Found office located at Messewache (security office) North or East. Lost objects can be collected from these offices.

15. Koelnmesse has the right to forbid the carrying of bags and other receptacles in the halls and outdoor areas.

Concluding regulations:

Should any person act in breach of these house regulations or any other provisions laid down by Koelnmesse, the latter reserves the right to evict that person from the fair grounds or bar that person from entering the fair grounds for a certain period or permanently.

Breaches of the Conditions of Participation may result in exclusion from participation in the current event or from participation in future events.

The measures listed in these house regulations do not exclude the possibility of criminal prosecution.

Koelnmesse GmbH  
Messeplatz 1, 50679 Köln, Germany  
Status: January 2003

### 1.2 Opening Times

The opening hours vary from event to event. Please refer to the appropriate section of the participation conditions for more details.

#### 1.2.1 Construction and Dismantling Times

Refer to the appropriate section of the participation conditions for more details on construction and dismantling times.

Work may proceed in the halls and outdoor areas during the general construction and dismantling times. Exhibitors will be informed of special exceptions to these rules in good time.

#### 1.2.2 Duration of Event

Throughout the duration of the event, the halls are accessible for exhibitors one hour prior to the start of the trade fair and up to one hour after the closure of the trade fair.

Exhibitors who need to work on their stands outside these opening hours in justifiable individual cases must obtain special written permission to do so from Koelnmesse.

## Technical Guidelines

### 2 Traffic on the Fair Grounds, Escape Routes, Safety Equipment

#### 2.1 Traffic Regulations

In order to ensure a smooth flow of traffic during the construction and dismantling period and for the duration of the event, it is important that various traffic control regulations are observed at all times.

The instructions of the Koelnmesse staff whose responsibility it is to control traffic must be followed and all corresponding information observed.

The provisions of the Road Traffic Regulations apply to the entire fair grounds and trade fair parking areas.

The maximum permissible speed on the fair grounds is 30 km per hour.

Illegally parked vehicles, lean-tos, containers, receptacles and empty containers of all kinds will be removed at the expense and risk of the owner.

Koelnmesse has commissioned a contracting company to manage the parking areas. Long-term parking permits for the use of trade fair parking areas by cars with insurance coverage can be ordered under "Parking permits" in the order media from Koelnmesse Service GmbH. The scope of this insurance coverage can be found in the printed conditions of the insurance company used by the security company.

Trucks, advertising vehicles, caravans and campers may not be parked in the trade fair parking areas. Parking spaces for trucks and caravans will be allocated on request.

For reasons of safety, motor vehicles may not be left in areas not specifically designated as parking spaces within the fair grounds on the days of the event. Vehicles which influence or impede the safety and smooth flow of traffic will be towed away at the risk and expense of the operator of the vehicle.

All indoor areas, detours, and driveways directly adjacent to the halls must be cleared by 10.00 p.m. on the last construction day.

#### 2.2 Escape Routes

##### 2.2.1 Fire Department Operation Zones, Hydrants

The necessary fire department approach routes (fire brigade access) and operation zones (deployment areas for the fire brigade) and those marked by no-stopping signs must be kept free for the fire department at all times. Vehicles and objects which are parked or deposited on the escape routes and safety areas will be removed at the cost and risk of the owner. Hydrants in the halls and in the outdoor areas may not be hidden, disguised or rendered inaccessible.

##### 2.2.2 Emergency Doors, Emergency Exits, Hall Gangways

Escape routes must be kept clear at all times. Enough space must be kept free to ensure that the doors on escape routes can be completely opened with ease from the inside. Exit doors and emergency exits and the signs that identify them as such may not be hidden behind or beneath anything, blocked, covered or rendered unidentifiable in any way.

The gangways in the halls may not be restricted in any way by objects which have been deposited there or objects which protrude into the gangways. These gangways are used as escape routes in the event of an emergency!

#### 2.3 Safety Equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke alarms, locking attachments for the hall doors and other safety equipment, the signs identifying them as such and green exit signs must be accessible and visible at all times. They may not be blocked or hidden in any way. Fire protection equipment such as fireproof shutters may not be blocked at any time, nor may the construction be supported.

#### 2.4 Stand Numeration

Every stand is given a number by the organizers. These stand numbers must be attached to each stand and visible to all for the duration of the event.

#### 2.5 Security

Koelnmesse ensures a general watch on the trade fair halls and outdoor areas for the duration of the trade fair and during the construction and dismantling periods.

Koelnmesse has the right to take measures necessary for control and security. Where necessary, stand security must be organized by the exhibitor. Stand security personnel may only be hired from the security companies commissioned by Koelnmesse.

#### 2.6 Emergency evacuation

For safety reasons, the trade fair company can order rooms or buildings to be evacuated and closed. All those who are present must comply with this instruction and gather outside. Exhibitors must inform their employees of this procedure, and, if necessary, organise and publicise their own evacuation procedures.

## Technical Guidelines

### 3 Technical Data and Equipment in the Halls and Outdoor Areas

#### 3.1 Hall Data

Please read the instructions on the following pages.

##### 3.1.a Hall Overview

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##### 3.1.b Hall Height (Clear Span)

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##### 3.1.c Elevators

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##### 3.1.d Service Doors / Fireproof Door Shutters, Smoke Aprons

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##### 3.1.e Doors

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##### 3.1.f Technical Hall Information

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##### 3.1.1 General Lighting, Type of Power, Voltage

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The general lighting in the halls measured 1 m above the hall floor is 300 lux.

Type of power and voltage on the fair grounds:

Electrical supply:

1-phase alternating current, 230 Volt (tolerance value in accordance with DIN EN 50160) / 50 Hz

3-phase alternating current (400 Volt, tolerance value in accordance with DIN EN 50160) / 50 Hz

##### 3.1.2 Compressed Air, Electrical and Water Supply

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See section 3.1

##### 3.1.3 Communications Facilities

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Stands in all halls can be provided with telephone, fax, data and antenna connections.

##### 3.1.4 Sprinkler Systems

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Halls 1 to 11 and the Rhine Park Halls are fitted with sprinkler systems.

##### 3.1.5 Heating, Ventilation

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Heating and ventilation is provided in all halls.

##### 3.1.6 Faults

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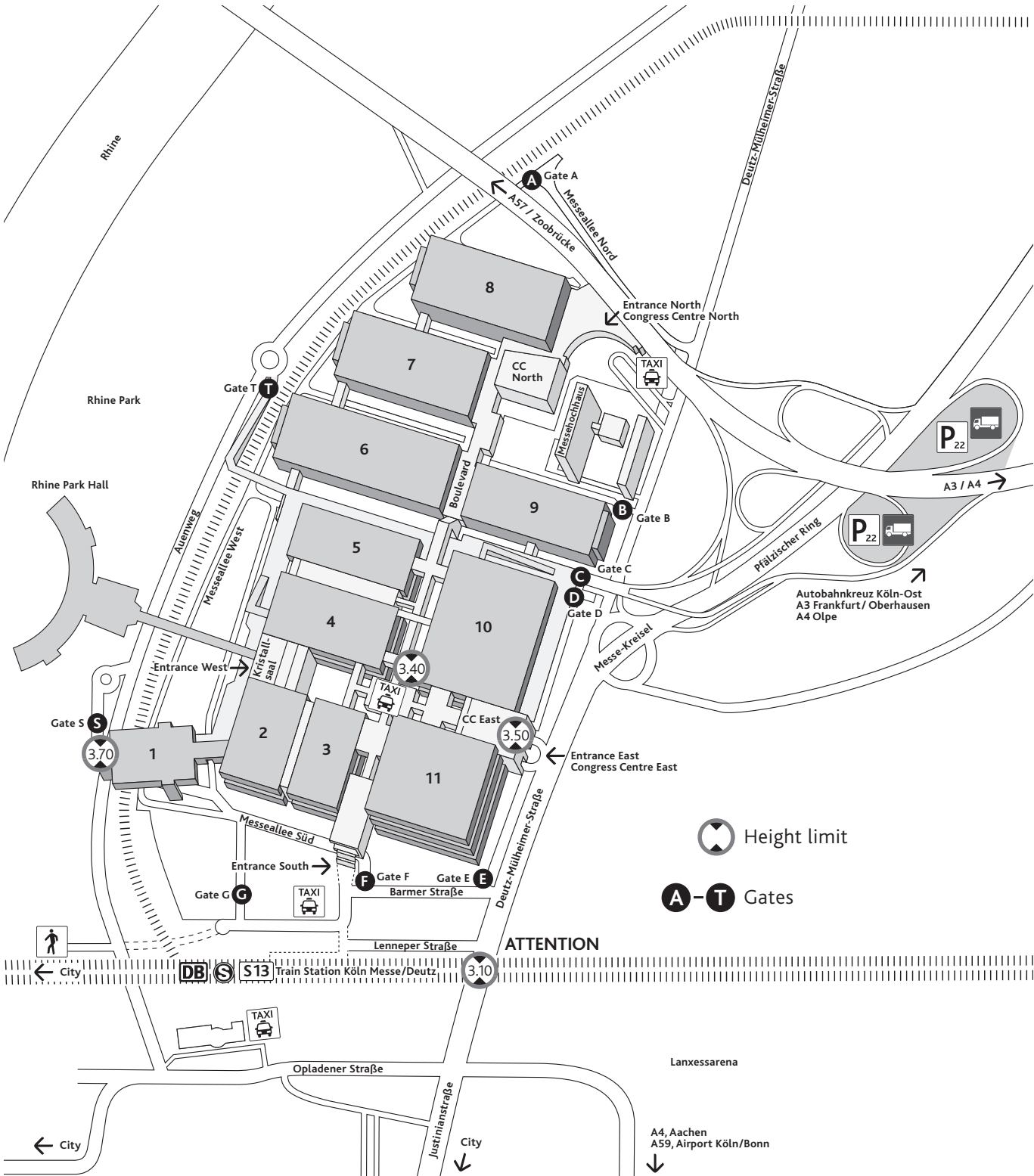
Koelnmesse must be informed immediately in the event of any faults occurring in the technical supply. Koelnmesse is not liable for loss or damage resulting from such faults unless at least grossly negligent behaviour on the part of a legal representative or vicarious agent has occurred. In accordance with statutory obligations, Koelnmesse shall be liable for damages caused intentionally or by gross negligence in the event of any damage claims resulting from fatal injuries, bodily or health injuries.

#### 3.2 Outdoor Areas

Depending on the concept behind the event, the outdoor area may be used.

# Technical Guidelines

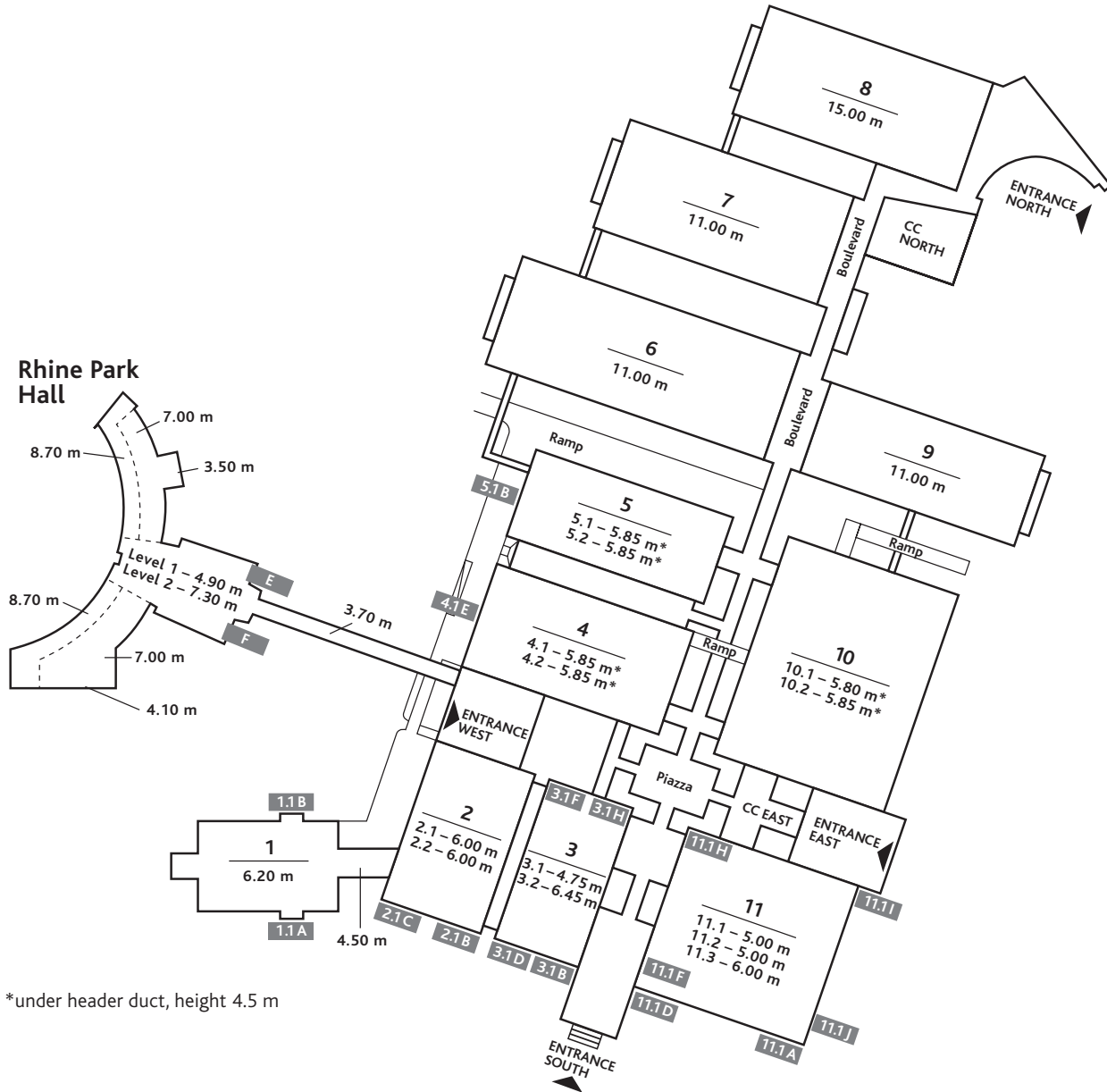
3.1.a Hall Overview



## Technical Guidelines

### 3.1.b Hall Height (Clear Span)

Does not apply to stand superstructures



### 3.1.c Elevators

Hall	Elevator	Load carrying capacity	Dimensions		
			Width	Depth	Height
1.1	A	50 kN	2.90 m	4.70 m	2.75 m
1.1	A	50 kN	2.90 m	5.10 m	2.75 m
1.1	B	100 kN	3.40 m	5.15 m	2.75 m
2.1	B,C	100 kN	2.30 m	5.40 m	2.85 m
3.1	B,D,F,H	30 kN	2.80 m	3.45 m	2.10 m
4.1	E	100 kN	2.60 m	5.10 m	2.85 m

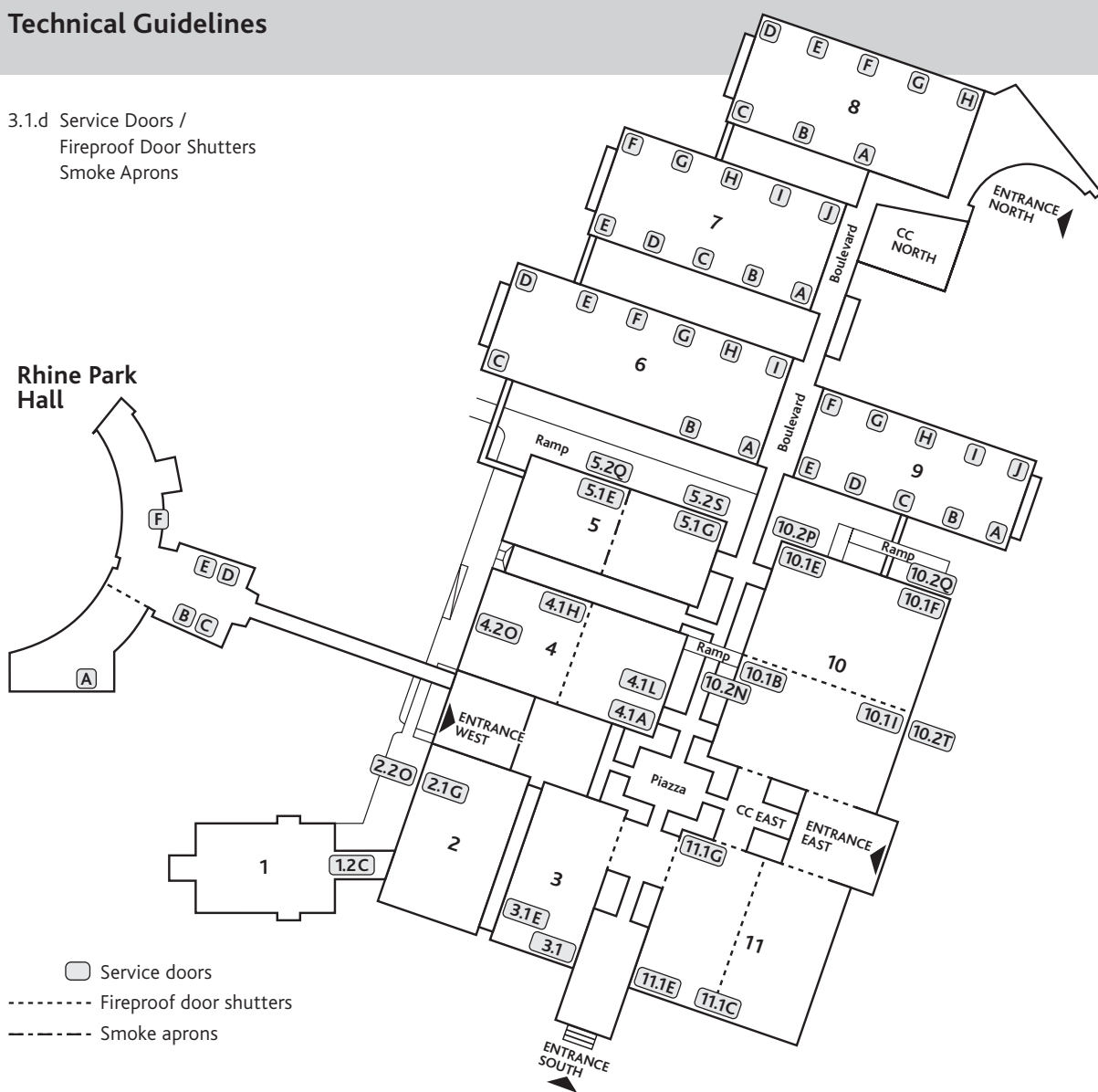
Hall	Elevator	Load carrying capacity	Dimensions		
			Width	Depth	Height
5.1	B	100 kN	2.30 m	4.20 m	2.90 m
11.1	F,J,I	50 kN	2.45 m	3.75 m	2.65 m
11.1	H	50 kN	2.35 m	3.35 m	2.65 m
11.1	A,D	75 kN	3.35 m	4.50 m	2.90 m
RPH*	E,F	30 kN	2.05 m	3.60 m	2.00 m

\*Rhine Park Hall

Subject to alterations

## Technical Guidelines

3.1.d Service Doors /  
Fireproof Door Shutters  
Smoke Aprons



3.1.e Doors

Hall	Door	Dimensions	
		Width	Height
1.2	C	3.50 m	4.00 m
2.1	G	3.30 m	4.15 m
2.2	O	3.20 m	4.15 m
3.1		5.10 m	4.20 m
3.1	E	3.40 m	2.75 m
4.1	A	4.10 m	4.20 m
4.1	H	4.70 m	3.90 m
4.1	L	4.30 m	4.00 m
4.2	O	4.00 m	4.00 m
5.1	E, G	4.10 m	4.10 m
5.2	Q, S	4.10 m	4.10 m
6	D	6.00 m	6.00 m
6	A, B, C, E, F, G, H, I	6.00 m	4.50 m
7	F	6.00 m	6.00 m
7	A, B, C, D, E, G, H, I, J	6.00 m	4.50 m
8	D	6.00 m	6.00 m
8	A, B, C, E, F, G, H	6.00 m	4.50 m

Hall	Door	Dimensions	
		Width	Height
9	H	6.00 m	6.00 m
9	A, B, C, D, E, F, G, I, J	6.00 m	4.50 m
10.1	B	4.40 m	4.40 m
10.1	E	4.40 m	4.10 m
10.1	F	4.40 m	4.10 m
10.1	I	4.40 m	4.40 m
10.2	N	4.30 m	4.35 m
10.2	P	4.35 m	4.30 m
10.2	Q	4.35 m	4.30 m
10.2	T	4.30 m	4.35 m
11.1	C	3.10 m	3.40 m
11.1	E	5.20 m	2.60 m
11.1	G	3.50 m	2.70 m
RPH*	A	3.56 m	4.00 m
RPH*	F	4.40 m	4.40 m
RPH*	B, C, D, E	3.60 m	3.30 m

\*Rhine Park Hall

Subject to alterations

## Technical Guidelines

### 3.1.f Technical Hall Information

Hall	Permissible load in kN per m <sup>2</sup> area	Supply points	Water supply points	Compressed air supply points	Steam supply points	Exhaust gas facilities	Antenna connections	Sprinkler system	Parking areas/ parking levels
1	15	■	■			■	■	■	
2.1	20	■	■	■		■	■	■	
2.2	20	■	■	■		■	■	■	1
P.2–3	5	■					■	■	
3.1	20	■	■	■		■	■	■	
3.2	10	■	■	■		■	■	■	
P.3–4	5	■					■	■	
P.3–11	5	■	■				■	■	
4.1	20	■	■	■		■	■	■	
4.2	20	■	■	■		■	■	■	2
P.4–5	5	■						■	
P.4–10	5	■	■				■	■	
5.1	20	■	■	■		■	■	■	
5.2	20	■	■	■		■	■	■	2
P.5–10	5	■						■	
6	50	■	■	■	***	****	■	■	
7	50	■	■	■	***	****	■	■	
8	50	■	■	■	***	****	■	■	
9	50	■	■	■	***	****	■	■	
10.1	20	■	■	■	■ East	■	■	■	
10.2	20	■	■	■		■	■	■	1
11.1	20	■	■	■	■ Middle	■	■	■	
11.2	15	■	■	■	■ South	■	■	■	
11.3	7,5	■	■	■		■	■	■	1
RPH* Level 1	15/25**	■	■			■+	■	■	
RPH* Level 2	5	■	■				■	■	
Boulevard *****	5	■	■				■	■	

\* Rhine Park Hall

Subject to alterations

\*\* Only 5 kN/m<sup>2</sup> in the drain area

\*\*\* Steam supply points on request

\*\*\*\* Exhaust gas system on request

\*\*\*\*\* Forklift trucks are strictly prohibited. Pallet jacks and other industrial trucks must be fitted with light-coloured plastic wheels. Steel wheels and black rubber wheels are not permitted. The floor must be protected against soiling by laying canvas, cover panels or similar underneath the cargo. Soiling must be completely removed without delay. Soiling or damage must be reported immediately to the technical service team or the facility manager.

+ In some areas only

## Technical Guidelines

### 4 Stand Construction Regulations

#### 4.1 Stand Construction Safety

Exhibition stands including equipment, exhibits and advertising material must be erected in such a stable manner as to avoid endangering life and limb, as well as safety and order.

The exhibitor is responsible for the structural safety of the stand and may be asked to provide proof thereof.

For stand safety requirements, please refer to the valid version of the Special Construction Regulation Part 1: Assembly Areas.

DIN 4102 (behaviour in fire of construction materials, components) or EN 13501-1 must be observed and complied with.

#### 4.2 Stand Construction Authorization

Assuming that the technical guidelines are observed when designing and erecting stands, there is no need to submit for approval drawings for one-story stands in the halls.

On request, Koelnmesse will check stand design plans (please supply in duplicate) supplied by exhibitors.

All other stands, mobile stands, special constructions and superstructures must be approved.

##### 4.2.1 Inspection and Acceptance of Constructions which Require a Permit

Dimensioned stand plans in the German language on a scale of at least 1:100 with plans and elevations must be submitted for approval to Koelnmesse in duplicate at least six weeks before the start of the event.

One copy of the stand plan is returned to the exhibitor/stand constructor with an 'approved' endorsement once it has been checked. Construction of the stand may only commence after this 'approved' endorsement has been granted.

For the approval of:

- two-story constructions,
- cinema theaters or auditoria,
- outdoor constructions or
- special constructions

the following documentation (in duplicate) must be submitted in German at least six weeks before the start of construction:

- a) tested structural (static) calculations in accordance with German standards;
- b) a description of the construction and
- c) stand constructional drawings on a scale of 1:100 (plans, elevations, sections), construction details on a larger scale.
- d) Points a) and b) do not apply in cases where a type verification and tests/inspect and test log book can be provided.

The cost of the building permit procedure will be invoiced to the exhibitor/stand constructor.

##### 4.2.2 Vehicles and Containers

Vehicles and containers in the halls require a permit.

##### 4.2.3 Modifications to non-regulation Components

Stand constructions which have not been approved and/or do not comply with the technical guidelines or legal provisions may have to be altered or removed.

If these changes are not completed within the time stipulated by Koelnmesse, the latter has the right to make these changes itself at the expense of the exhibitor.

The partial or complete closure of a stand may also be ordered should important grounds, especially serious safety deficits, exist.

#### 4.3 Overall Height

Details on the official stand height for each event are contained in the registration forms. Approval must be sought from Koelnmesse for constructions which exceed this limit.

Stand constructions on the boundary between adjacent stands must be designed in a neutral manner above a height of 2.5 m.

#### 4.4 Fire and Safety Regulations

##### 4.4.1 Fire Protection

###### 4.4.1.1 Stand Construction and Decoration Materials

Highly inflammable, burning dripping material or material which generates toxic gases may not be used. For reasons of safety, special requirements may be imposed on load-bearing structural elements in specific cases.

Decoration materials must at least have a fire retardance rating of B1 according to DIN 4102 or Class C according to EN 13501-1.

Normally inflammable decorative materials may be used in sections as long as they are sufficiently protected against ignition.

A test certificate for the construction material class of the material being used can be requested.

Deciduous and coniferous plants may only be used if their roots are moist.

Bamboo, reed, hay, straw, bark mulch, turf or other similar materials do not usually meet the aforementioned requirements.

###### 4.4.1.2 Display of Motor Vehicles

Vehicles with combustion engines may only be exhibited in the halls with empty tanks. The battery must be disconnected and the fuel tank locked. In special cases, additional safety measures may be required, such as the inerting of tanks.

###### 4.4.1.3 Explosive Substances / munitions

Explosive substances are subject to the respective valid version of the Explosives Act and may not be used or exhibited at trade fairs and exhibitions. This also applies to ammunition within the sense of the Weapons Act.

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### 4.4.1.4 Pyrotechnics

Pyrotechnic presentations must be authorized in advance by Koelnmesse. In the event that pyrotechnics are to be used on Koelnmesse premises, the exhibitor/stand constructor must first obtain permission from the office for public order (Ordnungsamt) of Cologne's city authorities (Stadt Köln). The authorization of the article can be taken from the respective packing unit (e.g. BAMPI... BAM-PTI...). In addition, the instructions for use must be printed in the German language on the packaging.

Pyrotechnic objects which have not been authorized or those from Classes II, III or IV may not be used.

### 4.4.1.5 Use of Balloons and flying objects

The use of safety-gas-filled balloons and other flying objects in the halls and outdoor areas must be approved by Koelnmesse.

### 4.4.1.6 Fog Machines

The use of fog machines must be agreed upon with Koelnmesse.

### 4.4.1.7 Smoking in the Halls

In order to avoid the risk of causing a fire, smoking should generally be avoided. In those cases where there is no specific ban on smoking for a stand or part thereof, the exhibitor must ensure the provision of sufficient ashtrays or ash containers made of non-flammable material and must ensure that they are emptied on a regular basis.

### 4.4.1.8 Recycling Containers, Non-Recyclable Trash Containers

Recycling containers and non-recyclable trash containers made of flammable material may not be used at the stands. Recycling containers and non-recyclable trash containers at the stands must be emptied regularly and at least every evening once the trade fair has ended for the day. Should larger amounts of inflammable refuse accumulate, these must be disposed of several times a day.

### 4.4.1.9 Spraying Guns, Cellulose Nitrate Lacquer

It is forbidden to use spraying guns or cellulose nitrate lacquers.

### 4.4.1.10 Abrasive Cutting and Grinding Work and all Work/ Demonstrations/Displays with Open Flames etc.

Welding, cutting, soldering, grinding and separating work as well as other work with open flames or flying sparks is prohibited in the exhibition area and on the company grounds of Koelnmesse.

In exceptional cases a permit for flame work with special safety conditions (permit for work involving an increased risk of fire) can be issued by the Exhibition Technology Department upon written request.

Exhibitors must notify Koelnmesse if they plan to have exhibits or decorative items with open flames, or to stage demonstrations with open flames or other fire hazards, as these are subject to permission.

If permission is granted for the exhibition or demonstration, Koelnmesse will set the necessary parameters and notify the exhibitor in writing.

### 4.4.1.11 Empty Containers

It is forbidden to store empty containers of all kinds (e.g. packaging and package materials) at the stands and outside the stands in the hall. All empty containers must be removed immediately.

They can be stored at Koelnmesse's contract transport agencies.

### 4.4.1.12 Fire Extinguishers

We suggest you keep suitable and tested fire extinguishers on hand at your stand. Please note that two-storey stands and stands with a high content of flammable materials must have a fire extinguisher available.

Fire extinguishers suitable for extinguishing burning fat must be available in kitchen areas. Please complete and return the appropriate form to hire fire extinguishers.

### 4.4.2 Stand Covering

To prevent the sprinkler system from being inhibited, exhibition stands must be open at the top.

Stand ceilings must be regarded as being open if no more than 50% of their horizontal surface is closed, in terms of square metres (in the case of sloping ceilings, in terms of the projection surface).

Covered spans are permitted if a flame-resistance certificate is provided (B1 in accordance with DIN 4102 or Class C EN 13501-1). An appropriate certificate (e.g. VdS) must be submitted with regard to sprinkler suitability (heat and water permeability).

### 4.4.3 Glass and acrylic glass

Only safety glass is permissible.

The edges of the glass panes must be worked or protected in such a manner that there is no danger of injury. Components made wholly of glass must be marked at eye level.

In the case of structures made of glass, the requirements listed in the "Glass in Stand Construction" information sheet (which can be ordered from the Event Engineers Department) must be adhered to.

### 4.4.4 Meeting places

All rooms that are enclosed on all sides (closed rooms) and have no visual or acoustic connection with the hall must be fitted with a visual and acoustic warning system to ensure that alarm signals may be received at the stand at all times. Exceptions are possible subject to approval.

## 4.5 Exits, escape routes, doors

### 4.5.1 Exits and escape routes

Stand areas that cover more than 100 m<sup>2</sup> or do not have a clear layout must have at least two separate exits/escape routes that are located opposite one other (Special Construction Regulation Part 1: Assembly Areas §6 SbauVO).

The distance from any point of an exhibition space to a hall gangway may not exceed 20 metres (in accordance with Special Construction Regulation Part 1: Assembly Areas §7 SbauVO).

The emergency exits and escape routes have to be marked as such in accordance with BGV A8.

## Technical Guidelines

### 4.5.2 Doors

It is not permissible to use swinging doors, revolving doors, code-operated doors or sliding doors at emergency exits or escape routes.

### 4.6 Platforms, Ladders, Steps, Catwalks

Generally accessible areas that directly border areas that are more than 0.20 meters lower are to be surrounded by railings. These have to be at least 1.10 m high and have a horizontal load resistance on the handrail of 1.0 kN per running metre. They have to be equipped with at least one upper chord, one middle chord and one lower chord.

A statics certificate has to be presented for the platform. Depending on the use to which it is put, the floor must be able to support at least 2.0 kN/m<sup>2</sup> in accordance with DIN 1055 -100, sheet 3, if used for an office or consulting space, and at least 5.0 kN/m<sup>2</sup> if used for an exhibition space. Platforms which are to be reachable by taking only one step may not be more than 0.20 metres high.

It is not permissible to place steps in main or secondary gangways or necessary passageways. It is permissible to have three or more stairs placed after each other if they have stair lighting as well as lighting from above, and if the stair lighting is connected to the security lighting.

The maximum permissible slope of ramps in passageways and corridors is 1:10.

Ladders, steps and catwalks must be in accordance with accident prevention regulations.

### 4.7 Stand Design

#### 4.7.1 Appearance

The exhibitors are responsible for the design of their stands.

Closed walls that are adjacent to visitor corridors need to be approved by Koelnmesse.

The backs of stands that are adjacent to other stands must be kept in a neutral color and design so that they do not interfere with the design of the neighboring stands.

#### 4.7.2 Checking the Rented Area

The rented area is marked by Koelnmesse.

The local markings shown at the rented area are the only ones valid for stand location, layout and dimensions as well as for any built-in units.

The stand boundaries must be adhered to.

#### 4.7.3 Changes to the Substance of the Building

The various parts of the halls and the technical equipment may not be damaged, soiled or changed in any other way (e.g. drilling, nailing, screwing). In addition, the building and its parts may not be painted, decorated with wallpaper or glued.

The halls, their parts and the technical equipment may not be impaired in any way by stand superstructures or exhibits.

It is permitted to enclose the columns and supports of the halls within the stand areas as long as the columns/supports are not damaged and the height regulations are adhered to.

### 4.7.4 Hall Flooring

Rugs and other floor coverings may not project beyond stand boundaries must be laid out in such a way that accidents do not occur. Only adhesive tape that can be removed without leaving any residue may be used to affix objects.

All materials must be removed without leaving any residue. This also applies to substances such as oil, grease, paint etc.

The floor of the halls may neither be painted nor glued.

Anchorage or fastenings are not permitted.

#### 4.7.5 Hanging Objects from the Hall Ceiling

Objects may only be hung from the hall ceiling at the fittings intended for this purpose and may only be hung up by Koelnmesse. The mounting equipment provided for this purpose must be used and may not be removed. Ceilings, advertising materials, banners, lighting elements and similar objects may be hung vertically from the supporting structure of the hall ceilings in compliance with the regulations concerning the overall height and permissible loads on Form T.03. With regard to attaching the objects to be hung, the relevant safety regulations must be observed, especially BGV A1 (General Regulations), BGV C1 (Event and Production Facilities for Scenic Presentations), BGV D8 (Jacks, Lifting and Pulling Equipment) and the Special Construction Regulation Part 1: Assembly Areas (SbauVO).

Elements that are intended to stand on the floor must be manufactured in a way that allows them to stand in a stable manner. Elements that require suspension devices for such stability are not permitted. Projecting parts of constructions that stand in a stable manner on the floor are permitted to be hung from the hall ceiling.

The materials (beam carriers etc.), cables, and fastening devices used on their own responsibility by exhibitors or by companies commissioned, by the exhibitors must comply with the valid regulations and must be free of defects.

#### 4.7.6 Stand Partition Walls / System Stands

Koelnmesse generally does not use walls to demarcate the area rented by the exhibitor.

Those exhibitors wishing to use partition walls for their stands can order them from Koelnmesse Service GmbH. These walls are 250 cm high and approximately 100 cm wide, with a white, scratch-resistant plastic surface. They may not be painted, glued, nailed, or otherwise damaged in any way. In the event of damage, a replacement fee of €300 per wall element will be invoiced to the exhibitor. For a surcharge, the partition walls are available with coloured coatings. All graphics or similar items affixed by the exhibitor must be fully removed after the event, without damaging the walls or leaving any residue on the walls. Shelves and other furnishings may not be attached to the partition walls.

System stands can be obtained from Koelnmesse. Detailed information can be found in the appropriate forms.

If ordered on time, the stand or stand partition walls can be accepted and occupied 24 hours prior to the start of the trade fair. Occupation at an earlier time requires written agreement. The structures erected by Koelnmesse may not be altered. Koelnmesse does not guarantee the stability or safety of the framework structure if construction elements are damaged or disassembled in any way.

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The exhibitor is personally liable for arbitrary changes and resulting damages to stand structures carried out by themselves or by third parties under commission.

Due to personal liability considerations, exhibitors are strongly advised to suitably insure the rented property.

The system stands and stand partition walls are dismantled immediately after the end of the event. All items belonging to exhibitors must therefore be taken away once the trade fair is over. If any items, particularly food, beverages, and tobacco, are found after the trade fair is over, it will be assumed that the exhibitor or other person has relinquished ownership of these items. Items that are especially marked in a manner clearly recognizable to third parties are not subject to this regulation. Koelnmesse is not liable within the limits imposed by law for loss or damage as long as intention or gross negligence cannot be proven.

### 4.7.7 Advertising / Presentations / Advertising space

Stand and exhibit labels as well as company trademarks and brand names may not exceed the prescribed height.

Acoustic and visual presentations must also be approved by Koelnmesse. The permit is issued under the condition that the sound volume will not exceed 70 decibels and the presentation does not interfere with work at the neighboring stands in any way.

If these regulations are repeatedly violated, the power supply to the exhibitor's stand can be interrupted regardless of the effect on the stand as a whole. The exhibitor is not entitled to compensation for any damage suffered directly or indirectly due to the interruption in the power supply. The burden of proof of compliance with the regulations lies with the exhibitor.

Printed material and advertising may only be distributed in the exhibitor's own stand area.

Advertising space within the exhibition grounds is let exclusively by Koelnmesse.

Upon request, Koelnmesse will provide the necessary advertising spaces for a rental fee and will take care of the professional design of your advertising. Koelnmesse will mount the advertisements if commissioned to do so. The booking of advertising spaces must be made at the latest six weeks before the event commences. Should exhibitors provide their own advertisement facilities, or such as have been specially made for them, then these must conform to fire, structural and safety requirements and must in their design be in keeping with the standards as laid down for exhibition advertising by the Koelnmesse. The deadlines set by the Koelnmesse for the delivery and collection of such advertisement facilities must be strictly observed.

For reasons of technical safety, punctual observance of time schedules and fiability in case of damage, the Koelnmesse is exclusively responsible for the installation, assembly and dismantling of advertisement facilities.

After confirmation of your order you will receive an invoice from the Koelnmesse concerning its services (hire charge for advertising space, allocation of advertisement facilities, costs of the assembly and dismantling work and the design and/or the creation of the advertising message). This invoice is to be settled in full, without deductions of any kind, at the latest 10 weeks

prior to the beginning of the event. After this date made out invoices become due immediately and payable in full without any deduction. Objections of any kind in respect of the invoice must be made within one week of receipt of the said invoice. Complaints received after this date cannot be considered.

### 4.8 Outdoor Areas

Information on the technical conditions can be requested from Koelnmesse.

### 4.9 Two-Story Construction

#### 4.9.1 Construction Request

Two-story constructions can only be erected with the approval of the responsible Koelnmesse project management.

Two-story constructions can be erected in halls 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and in the Rhine Park Halls, depending on the exact location and the trade fair concept.

#### 4.9.2 Conditions on Building Structures on the Stand Area, Clearance Distances, Height of Stand Interior

The maximum stand height is to be agreed upon with Koelnmesse.

The interior clearance of two-story stands must be at least 2.30 meters in the ground floor and 2.30 meters on the upper floor.

Two-story exhibition stands with a minimum area of 50 m<sup>2</sup> and a maximum area of 100 m<sup>2</sup> must be equipped with smoke alarms mounted on the ceiling and connected to the Cologne fire department via the Koelnmesse fire alarm system. In this regard, Koelnmesse must also be provided with corresponding plans and documentation.

Two-story exhibition stands covering a surface area of more than 100 m<sup>2</sup> must also be fitted with an additional sprinkler system on the ceiling. If the sprinkler is activated, the fire alarm will be forwarded to the Cologne fire department by the Koelnmesse fire alarm system.

In Halls 1 to 5, 10 and 11, water is supplied to the sprinkler system by compressed air water containers with a total volume of 5 m<sup>3</sup>, capable of covering up to 1,000 m<sup>2</sup>. In Halls 6 to 9, water is supplied from the supply pipe. The sprinkler system must be installed in accordance with the valid VdS regulations by one of Koelnmesse's contracting companies (can be ordered by filling out the corresponding forms) or a specialist company certified by VdS. In this regard, Koelnmesse must be provided with corresponding plans and documentation for the exhibition stand. Connection to the water supply and technical acceptance of a company's own installation must be carried out by one of Koelnmesse's contracting companies. The exhibitor must provide the stand space needed for compressed air water container.

Stand constructions on the boundary between adjacent stands must be designed in a neutral manner above a height of 2.50 m.

#### 4.9.3 Traffic Loads / Design Loads

The traffic loads of the separation floor of a two-story trade fair stand within a trade fair hall must be in accordance with DIN 1055 Sheet 3, Table 1: When used for meetings or customer support, i.e. furnished with tables and chairs arranged in no particular order or located in conference booths, the load is

## Technical Guidelines

3.5 kN/ m<sup>2</sup>. When used without restriction as an exhibition and sales area, or as a meeting place with or without a large number of chairs, the traffic load is 5.0 kN/ m<sup>2</sup>.

Railings and balustrades are subject to a traffic load of 1.0 kN per meter at the height of the rail. Stairs must always be designed for a traffic load of 5.0 kN/ m<sup>2</sup>.

It must be shown that the bearing pressure (load) of the supports does not exceed the permissible load-bearing capacity of the hall floors, see 3.1. (Hall Data).

### 4.9.4 Escape Routes / Stairs

The distance to a staircase from any accessible point in the upper floor of a two-storey exhibitor's stand may not exceed 20 metres' walking distance. The stairs have to be arranged in such a way that the escape routes to the outside are as short as possible. The maximum walking distance from the upper floor to the next emergency exit may not exceed 50 metres. (for the safety lighting, see section 5.3.5.) If the upper floor area exceeds 100 sq. metres, at least two staircases are required at a distance of not more than 20 metres from each other. The staircases must be arranged opposite one another.

All staircases must be constructed in accordance with DIN 18065. Staircases must have a clear width of at least 1.20 meter (between the handrails). The incline of the stairs may not exceed 0.19 meters; the tread width (depth) must be at least 0.26 meters. Spiral or newel stairs may not be used.

If there are storage areas, rooms electrical facilities etc. underneath necessary flights of stairs, then the stairs must be separated from the ground floor by a closed bottom from the floor of the hall all the way to the separation floor. The bottom must at least comply with the specifications for fire resistance class F30 (e.g. 12.5 mm-thick fireproof gypsum plasterboard or the equivalent). Hand rails at stairs and intermediate platforms must be worked on both sides and be firmly graspable. In addition, they have to be present along the entire length of the stairs and not have any open ends.

### 4.9.5 Construction Material

Building materials used to construct load-bearing components, the ceiling of the ground floor and the floor of the upper storey of two-storey stands have to be at least fire retardant in accordance with DIN 4102 min. B1 or min. Class C according to EN 13501-1, see 4.4.1.1).

### 4.9.6 Upper Floor

All rooms of the stand must have line of sight to the hall. Exceptions are possible subject to approval.

Where the upper floor is fitted with railings, it must also be furnished with a rim at least 0.05 meters high.

Railings must be constructed in accordance with sections 4.6. and 4.9.3.

The upper floors of stands in halls with sprinkler systems must always be open at the top.

In addition to the fire extinguishers on the ground floor, a fire extinguisher must be located at each staircase. These must be clearly visible and always at hand.

## 5 Operational Safety, Technical Safety Regulations, Technical Code, Technical Supply

### 5.1 General Regulations

Construction and dismantling work may only be carried out if it is in compliance with valid labor and industrial law regulations.

#### 5.1.1 Damages

Damage to the fair grounds, buildings or parts of the buildings caused by exhibitors or their authorized representatives must be reported to the appropriate persons, i.e. Messewache (security office) North or East and hall service points. The damages will be repaired by Koelnmesse after the end of the event at the expense of the exhibitors involved.

### 5.2 Use of Tools

The use of explosive-actuated guns is prohibited.

The use of woodworking machines without dust extraction is not permissible. The regulations contained in the currently valid Operational Safety Ordinance (Betr.SichV) must be adhered to.

### 5.3 Electrical Installation

#### 5.3.1 Supply

Those stands which require a supply of electric power will be given one or more connections if these have been ordered. The connections will be supplied exclusively by the electrical companies associated with Koelnmesse.

The order must be sent without delay, and at the latest four weeks prior to the start of the event. A sketched plan clearly indicating the desired location of the connections must be enclosed with the order form for electrical installations. Koelnmesse will invoice the exhibitors for the costs of installing the wiring system in accordance with the details in the bill of delivery and assembly. The timely completion of all connections can only be assured if exact documentation such as sketched circuit diagrams, connection values, location of the connections etc. are submitted at least four weeks before the start of the event. An expert will conduct an acceptance inspection prior to the event. Complaints about deficiencies may be made during the event only.

For safety reasons, the power supply on the last day of the trade fair is generally cut one hour after the trade fair has ended. Should parts of the wires etc. be missing after dismantling, the exhibitors will be asked to pay the full price for their replacement.

It is prohibited to remove the fixed electrical connections or lighting systems in the exhibition halls. Fixed installation connections in the allocated stand area may, where necessary, also be put at the disposal of neighbouring stands. Prior to the allocation of an installation order, each exhibitor must contact Koelnmesse to obtain information on the possibility of being connected to the hall supply. In its capacity as central consumer, Koelnmesse will supply the exhibitors with the electric power required for the connections they have registered. The costs (see Item 3 of the Conditions of Participation) will be invoiced together with the stand rent as a specific power-cost flat rate per square metre. As part of a special regulation,

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Koelnmesse reserves the right to draw up individual invoices for large consumers by metering the amount of power they have consumed. Exhibitors who wish to have their power consumption measured and receive a separate invoice can apply to have a meter installed at their own expense. The stands are supplied with electricity via TN-C-S with a nominal voltage of 230 V +6% – 10% 50 Hz for alternating current and 400 V +6% – 10% 50 Hz for three-phase current. Campers and caravans in the outdoor area are supplied with electricity via a three-pole 230 V/16A earthed socket in accordance with DIN 49462 (concentric plug-and-socket). Each camper/caravan is connected individually to the power supply via a socket with a seriesconnected earth leakage protection (breaking current 30 mA). To connect campers/caravans, the following are required: a connecting line, a HO7 RN-F 3 G 1.5 rubber-insulated flexible cable in accordance with VDE 0282, component 810 with concentric plug-and-socket, degree of protection IP 44, length 20.00 m. It is not permitted to connect more than one camper/caravan to the power supply via socket.

### 5.3.2 Stand Installation

All installations within the stand area must be in accordance with the currently valid ICE and VDE stipulations (see item 5.3.3). The TN-S network must be used at the stand. It must be possible to isolate every stand from the hall power supply via a main switch or, if permissible, a plug-and-socket connection. If electricity is needed without interruption for certain devices, e.g. refrigerators, computers etc., a separate circuit must be set up in front of the main switch. This circuit must remain powered once the main switch has been switched off. Earth leakage protection is required as a protective measure. At the stands, electrical installations may be made either by the exhibitors' own electricians or by specialist electrical companies which have been authorized in accordance with VDE and internationally valid regulations and standards and which operate according to the state of the art. Before the stands are connected to the hall supply network, the electrical installations must be inspected by the expert commissioned by Koelnmesse. Should the valid regulations not be met, Koelnmesse is obliged to refuse connection to the supply network. The exhibitor is liable for the costs of correct installation and further inspections. If stand installations need to be subsequently modified, the exhibitor assumes responsibility.

### 5.3.3 Assembly and Operating Regulations

All electrical Systems must be installed in compliance with the latest VDE safety regulations, particularly VDE 0100, 0108, 0128, and ICE 60364-7-711.

The share of high or low frequencies emitted into the mains as interference, may not exceed the values given in VDE 0160 and VDE 0838 (EN 50 006).

Conductive components must be included in measures taken to protect against indirect contact.

Only wires such as types NYM, HO5 VF-F, or HO5 RR-F, with a minimum cross section of 1.5 mm<sup>2</sup> Cu, may be used. No flat cables of any kind are permitted. Plain (uninsulated) cables terminals and conductive components that are not contact-protected are forbidden. The same applies for low-voltage systems. The secondary circuits must be protected against

short circuiting and overload. After the end of each day of the fair, the exhibitors must cut off their stands from the hall supply.

### 5.3.4 Safety Measures

As a means of special protection, all heat-generating and heat-developing electrical appliances (hot plates, projectors, transformers etc.) must be mounted on non-flammable, heat-resistant, asbestos-free bases. Depending on the heat generation in each case, sufficient clearance to inflammable materials must be ensured. Lighting fixtures may not be attached to decorations or similar. UV-B and UV-C rays may be used only for the operation of certain devices.

### 5.3.5 Safety Lighting

Stands for which the existing general safety lighting is not effective as a result of the structure of the stand require additional safety lighting in compliance with VDE 0108. It must be laid out in such a way that it ensures safe passage and guidance to the general escape routes.

## 5.4 Water and Waste Water Installation

Those stands which require water / waste water services will be given one or more connections if these have been ordered.

The order must be submitted without delay, and at the latest four weeks prior to the start of the event. The costs of installation will be invoiced by Koelnmesse to the exhibitors in accordance with the details in the bill of delivery and assembly. In its capacity as central consumer, Koelnmesse will supply the exhibitors with the water required for the connections they registered at a minimum pressure of 2 bars and a maximum pressure of 6 bars. A special request must be made to Koelnmesse if larger amounts are required.

The water pipes leading from the supply points in the halls to the exhibitors' stands may only be laid by installation companies authorized to do so by Koelnmesse.

Fixed installation connections in the allocated stand area may, where necessary, also be put at the disposal of neighboring stands. Prior to the allocation of an installation order, each exhibitor must contact Koelnmesse to obtain information on the possibility of being connected to the hall supply.

The pipe material will be provided by the installers for the duration of the event for a usage fee. Should parts of the wires or armatures be missing after dismantling, the exhibitors will be asked to pay the full price for their replacement. The installation must comply with valid technology regulations. Complaints about deficiencies may only be made during the event. A sketched plan clearly indicating the desired location of the connections must be enclosed with the orders.

For safety reasons, the water supply on the last day of the trade fair is generally cut one hour after the trade fair has ended.

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### 5.5 Compressed air installation / gas installation

#### 5.5.1 Compressed air

For details of the supply of compressed air from the Koelnmesse supply, see 3.1.f.

Compressed air connections can be ordered using the corresponding order media from Koelnmesse Service GmbH. The costs of installation will be invoiced by Koelnmesse to the exhibitors in accordance with the details in the bill of delivery and assembly. The corresponding legal regulations and provisions must be adhered to in those cases where exhibitors wish to use their own compressed air tanks.

The noise emitted by the compressed air tank may not exceed 70 dB (A) at the stand boundary.

The installation must comply with valid technology regulations.

#### 5.5.2 Gas

Gas cannot be provided from the Koelnmesse hall supply.

Instructions and guidelines for the use of gases are contained in 5.7.

### 5.6 Machine, Pressure Vessel and Exhaust Gas Facilities

#### 5.6.1 Machine Noise

The use of loud machines and devices should be kept to a minimum out of consideration for the other exhibitors and the visitors. The volume may not exceed 70 dB(A) at the edge of the stand. The relevant project director can notify you of the permitted machine demonstration times on request.

#### 5.6.2 Equipment and Product Safety Law

In accordance with Article 4 of the Gesetz über technische Arbeitsmittel und Verbraucherprodukte (Equipment and Product Safety Law – GSPG), products (technical tools and consumer products) may only be marketed if they comply with the requirements of the GSPG or regulations based on this law. Equal importance is attached to importing products into the European economic community and placing new products on the market.

If the respective product requires a CE certification, the exhibitor must keep the following documents at the stand as proof: the EC declaration of conformity and/or the declaration of the manufacturer and the instruction manual.

The aforementioned regulations apply for medical products in accordance with the Medizinprodukte-Gesetz MPG (Medical Products Law).

For further information, please contact the Staatliches Amt für Arbeitsschutz, Schanzenstr. 38, 51063 Köln, Germany, tel.: +49 221 962770.

Products according to the GSPG or medical products in accordance with the MPG may be set up and presented for advertising purposes, even if they do not meet the requirements of Article 4 of the GSPG or Articles 6 and 10 of the MPG.

A precondition here is that a visible sign is present and marked according to Article 4 Par. 5 of the GSPG or Article 12 Par. 4 of the MPG.

During presentations of products, the staff at the stand must take the necessary measures for the protection of persons. They are also responsible for ensuring that devices are not switched on by unauthorised persons.

#### 5.6.2.1 Safety Devices

Machine and appliance components may only be operated if all safety devices are activated.

The normal safety devices can be replaced by a safe covering made of organic glass or similar transparent materials.

If the machines are not in operation, the safety devices can be removed to allow visitors insight into the construction and design of the uncovered components. In this case, the safety devices have to be placed next to the machine and be clearly visible.

#### 5.6.2.2 Test Procedures

For each trade fair, the technical tools on display will be inspected by the responsible supervisory authority (State Authority for Industrial Safety) as to their compliance with safety and accident prevention regulations. If necessary, this will be undertaken in conjunction with the responsible expert committees from the employers' liability insurance associations.

The EC declaration of conformity must be kept at the trade fair stand to allow the authority to check the CE certification. In cases of doubt, the exhibitor should contact the responsible authority in good time before the start of the trade fair.

Information regarding the Equipment Safety Law is provided by the Staatliches Amt für Arbeitsschutz, Schanzenstr. 38, 51063 Köln, Germany, tel.: +49 221 962770.

Exhibitors should also seek consultation regarding the safety of their technical devices in good time before the trade fair begins, e.g. from the Prüfstelle für Gerätesicherheit des TÜV-Rheinland, Am Grauen Stein / Konstantin-Wille-Straße 1, 51105 Köln (Poll), Germany.

#### 5.6.2.3 Operating Ban

In addition, Koelnmesse has the right to ban the use of machines, appliances and devices if it is of the opinion that their operation could endanger persons or objects.

If serious violations of safety regulations for technical devices are found, the responsible authorities can, according to Article 5 of the Equipment Safety Law, ban the machines, appliances or devices in question from being exhibited.

Violating such a ban is a legal offense that can be punished with a fine.

### 5.6.3 Pressure Vessels

#### 5.6.3.1 Approval Confirmation

Pressure vessels may only be operated at the stand if they have been tested according to the currently valid version of the Operational Safety Ordinance (BetRSichV).

The corresponding proof of testing is to be kept at the exhibition location next to the pressure vessels and presented to the responsible authority upon request.

## Technical Guidelines

### 5.6.3.2 Testing

The certification of design pressure and water pressure testing is not sufficient. This requirement also applies to foreign and borrowed containers. If the exhibitor registered at least four weeks before the start of the trade fair, pressure vessels requiring testing may be checked for approval until the day before the opening of the fair by the responsible expert, provided that the design pressure and water test pressure certificates are submitted and a technician is on hand at the trade fair stand.

Questions should be addressed to Koelnmesse.

### 5.6.3.3 Rental Devices

Since foreign pressure vessels cannot be checked during the relatively short stand construction period, preference should be given to using tested rental devices.

### 5.6.3.4 Monitoring

The necessary approval certificates have to be kept ready for inspection by the Staatliches Amt für Arbeitsschutz (State Agency for Industrial Safety) during the entire trade fair.

### 5.6.4 Exhaust Gases and Vapors

Hazardous, flammable, damaging, or generally intrusive vapours or gases from exhibits and equipment may not be emitted in the halls. They have to be channeled outside via pipes in accordance with the Bundesimmissionsschutzgesetz (Federal Emissions Protection Law) in the currently valid version.

### 5.6.5 Exhaust Gas Facilities

For exhibition halls equipped with exhaust gas facilities, see 3.1. Depending on the location, flue gas extractors may be ordered under "exhaust vent installations" in the order media of Koelnmesse Service GmbH. Koelnmesse charges the exhibitor for the cost of the installation according to the information given in the bill of delivery and assembly.

The connection to the installation provided by Koelnmesse must comply with the valid ordinances and technology regulations.

## 5.7 Use of Compressed Gases, Liquid Gases and Combustible Fluids

### 5.7.1 Compressed Gas and Liquid Gas Facilities

The storage and use of compressed and liquid gas within the halls and on the fair grounds is prohibited without the express written permission of Koelnmesse.

#### 5.7.1.1 Approval Request for Compressed Gas Bottles

If liquid gases or other combustible gases in compressed gas bottles are used to present exhibits, the request for permission must be made in writing and on time. The compressed gas bottles have to be protected against impacts, from falling over, from access by unauthorized persons and against heat etc. in accordance with the relevant accident prevention regulations (see Item 5.7.1.2).

### 5.7.1.2 Use of Liquid Gas

The compressed gas bottles used may not have a capacity of more than 11 kg. The amount on hand may not exceed the needs for one day (e.g.: 20 flames with an operating time of 4 hours per day equals 10,400 grams).

Open fires must be at least 1.50 meters distant from any essential escape routes. They are to be separated from the escape routes.

No combustible materials may be located within a radius of one meter surrounding the presentation devices.

Liquid gas containers may not be deposited in staircases or emergency doors or in their immediate vicinity.

They must be protected against impact, falling over, access by unauthorised persons and heat in accordance with the regulations contained in the Operational Safety Ordinance (BetrSichV) in connection with the valid technical guidelines.

The distance between liquid gas containers and sources of radiant heat must be sufficient to ensure that the liquid gas in the bottles is not heated above 40° C. The heat protection screen must be made of non-combustible building materials. It must be securely positioned between the heat source and the bottles.

For drawing off liquid gas from the gas phase, the bottles must be connected in the upright position.

The consumption rate of the devices connected to a bottle may not exceed a total of 1.5 kg of gas per hour.

### 5.7.1.3 Setup and Maintenance

When setting up and maintaining the liquid gas facilities, the BetrSichV in connection with the valid technical guidelines must be adhered to (in particular the "Technische Regeln Flüssiggas" TRF 88 published by the Deutscher Verein des Gas- und Wasserfaches e.V. [DVGW] and the Deutscher Verband Flüssiggase e.V. [DVFG] as well as the "Richtlinien für die Verwendung von Flüssiggas ZH 1/455" [published by the Hauptverband der gewerblichen Berufsgenossenschaften]).

## 5.7.2 Combustible Fluids

### 5.7.2.1 Storage and Use

The storage or use of flammable liquids as defined by the Hazardous Substance Ordinance (GefStoffV) within the halls and on the fair grounds is prohibited without the express written permission of Koelnmesse. Permission for the storage and use of such liquids can be granted for operating or presenting exhibits. A corresponding request has to be sent to Koelnmesse along with a requisite safety data sheet. Insofar as the storage or use of such liquids is permitted, the regulations contained in the existing technical guidelines and the currently valid versions of the Operational Safety Ordinance and the Hazardous Substance Ordinance must be adhered to.

### 5.7.2.2 Storage of Required Amounts

Only as much combustible liquid as is needed for operation and presentation for one day may be stored at the stand. The amount required must be specified in the request.

## Technical Guidelines

### 5.7.2.3 Storage Containers

The amount required for one day has to be stored in closed, fracture-proof containers arrayed in a clearly structured manner. They must be inaccessible to unauthorized persons. The storage containers have to be located in non-combustible collecting basins.

### 5.7.2.4 Storage Location

Smoking is strictly prohibited at the storage location. The area must be equipped with the appropriate signs. Suitable fire extinguishing equipment must be on hand.

### 5.7.2.5 Conditions for Operating

Facilities that are operated or presented with combustible fluids must be fitted with non-combustible collection containers at the filler necks and any positions where fluids could escape. Due to the danger of fire and explosion, combustible fluids that have leaked into the collecting basins must be immediately removed and disposed of in a safe manner.

### 5.7.2.6 Filling with Liquids

Since the process of filling the liquids into containers is especially dangerous, it must be done with the utmost care and caution. The valid technical regulations (e.g. information sheet BGI 623 issued by the Hauptverband der gewerblichen Berufsgenossenschaften) or comparable safety ordinances must be adhered to.

### 5.7.2.7 Empty Containers

Empty containers that once held combustible liquids may not be deposited or stored at the stand or in the halls.

## 5.8 Asbestos and other dangerous substances

The application or use of building materials containing asbestos or other asbestos-containing products or certain other hazardous substances is forbidden. This regulation is based on the Chemisches Gesetz (Law for Protecting against Harmful Substances), in the currently valid version as well as on the Chemikalien-Verbotsverordnung (Regulation on the Prohibition of Chemicals)(Chem Verbots V) and the Gefahrstoffverordnung (Dangerous Materials Regulation)(GefStoff V) in the currently valid versions.

## 5.9 Film, Photography, Television and Other Types of Presentations

Auditoriums must have at least two direct exits to the hall gangways. These exits must be as far apart from each other as possible. Auditoria require a special permit if they can hold more than 200 spectators. (see 4.2.1.)

## 5.10 Radiation Protection

### 5.10.1 Radioactive Materials

A special permit is required to use radioactive materials. The permit has to be requested from the responsible authorities in accordance with the Radiation Protection Regulation (the currently valid version) and submitted to Koelnmesse at least six weeks prior to the start of the trade fair. If a permit has already been granted, it must be proved that the planned use of radioactive materials at the exhibition center is in accordance with all legal requirements.

### 5.10.2 X-Ray Facilities and Interference Radiators

The Regulation for the Protection from Damage through X-Rays (RöV, BGBl Part I, currently valid version) must be adhered to.

The operation of x-ray facilities and interference radiators is subject to approval/requires notification in accordance with articles 3,4,5 of RöV. The requests or notifications must be submitted to the authorities responsible at least four weeks prior to the start of the event and in three copies each. Koelnmesse must also be notified of any plans to operate such equipment.

### 5.10.3 Laser Facilities

If certain laser facilities are to be used, the responsible authority and accident insurer have to be notified in accordance with art. 6 of the BGV B2 regulation concerning laser radiation.

The notification must be accompanied by the written appointment of a laser protection officer for the operation of the laser facility. The authority responsible is the Staatliches Amt für Arbeitsschutz (State Authority for Industrial Safety) in Cologne. Koelnmesse must also be notified if such facilities are to be used.

## 5.11 High-frequency devices, radio systems, electromagnetic compatibility and harmonic oscillations

High-frequency devices, radio systems and other transmitters for communication purposes, radio paging systems, microport facilities, intercoms and telecontrol installations may only be operated with the permission of the Regulatory Authority for Telecommunications and Posts. Their use must be coordinated with Koelnmesse to ensure that frequencies are distributed evenly and the possibility of interference is excluded.

High-frequency devices and radio systems may only be operated if they are in accordance with the Gesetz über Fernmeldeanlagen (Radio System Law), BGBl, and the Gesetz über elektromagnetische Verträglichkeit von Geräten – EMVG (Law on the Electromagnetic Compatibility of Devices) BGBl in the currently valid versions.

If exhibits or stand decorations that use electrical, magnetic or electromagnetic fields are set up, the conditions contained in the 26th Ordinance on the Implementation of the Federal Ambient Pollution Control Act must be adhered to. The electrical installations of these exhibits and stands must be installed in such a way that there are no impermissibly high phase effects in the trade fair supply network due to harmonic oscillations (see also Item 5.3.3).

## Technical Guidelines

### 5.12 Cranes, Fork-Lift Trucks, Empty Containers, Trade Fair Forwarding Agents, Customs

The use of cranes, power-driven sit-on fork-lift trucks and similar shop vehicles on the fair grounds is reserved for Koelnmesse's contract transport agencies. Any exceptions must be approved.

Koelnmesse recommends using its contract transport agencies.

Empty containers may not be stored in the exhibition halls. Storage options are offered by Koelnmesse's contract forwarding agents.

Each exhibitor can freely choose which shipping company will transport the exhibits to and from the exhibition center. Detailed information can be found in the order media of Koelnmesse Service GmbH, under "Forwarding services".

#### 5.12.1 Customs Clearance

The customs office H.Z.A. Koln-Deutz, office Koelnmesse, is situated in the fair grounds = Messe-Speditionshof. This office is competent for the clearance of exhibition goods, call number: +49 221 821-2858.

It is recommended to entrust the contractual forwarding agents with the customs clearance of the exhibition goods.

The representatives abroad of the contractual forwarding agents will arrange the customs clearance and prompt dispatch of the exhibition goods. Please contact the foreign representatives of the Koelnmesse and contractual forwarding agents for names and addresses.

In Cologne the exhibition goods will be cleared by the contractual forwarding agents for temporary importation, as well as for definite importation on request. The contractual forwarding agents will deposit the necessary guarantee at the customs authority. In case of final import clearance the contractual forwarding agents will advance the import duties and taxes.

For customs clearance three copies of proforma invoice in German are required.

In order to avoid customs penalties the contractual forwarding agents draw your attention to the following facts:

- All customs and transport documents for goods arriving from abroad and destined to the Koelnmesse have to be presented to the contractual forwarding agents for clearance before being delivered to the stand.

- All goods cleared for temporary importation which will be either re-forwarded abroad or in the Federal Republic of Germany have to be presented to customs for examination and cleared by the respective contractual forwarding agent. The contractual forwarding agent will issue the necessary customs transit document on the office of destination.

This document will be handed to the exhibitor or carrier. The receiver of this document is obliged to present the documents and the goods to the customs office of destination immediately after arrival in order to arrange clearance.

In case of contravention the exhibitor has to pay the duties or to refund them to the contractual forwarding agent. Furthermore the consignee must count upon a penal prosecution on behalf of the German or foreign customs authorities.

### 5.13 Musical Renditions

Musical renditions of all kinds require the approval of the German Author's Rights Society (GEMA) in accordance with Copyright Law. If musical renditions have not been approved, GEMA can file for damages according to Article 97 of the Copyright Law.

Address registrations and queries to:  
GEMA - Bezirksdirektion NRW  
Postfach 10 13 43, 44013 Dortmund, Germany  
tel.: +49 231 57701-200,  
fax: +49 231 57701-230

Acoustic and visual presentations must also be approved by Koelnmesse. The permit is issued under the condition that the sound volume will not exceed 70 decibels and the presentation does not interfere with work at the neighboring stands in any way.

If these regulations are repeatedly violated, the power supply to the exhibitor's stand can be interrupted regardless of the effect on the stand as a whole. The exhibitor is not entitled to compensation for any damage suffered directly or indirectly due to the interruption in the power supply.

The burden of proof of compliance with the regulations lies with the exhibitor.

### 5.14 Drink Dispensing Machines

The currently valid version of the Workplace Safety Ordinance – BetrSichV – must be complied with during the setup and operation of beverage dispensing facilities at the stand. It is not necessary to notify the City of Cologne.

### 5.15 Food Monitoring

Statutory regulations, particularly the Lebensmittel-Hygiene-Verordnung – LMHV – (Food Hygiene Regulation) in its currently valid version, must be observed when food samples are presented for immediate consumption.

Should you have any questions, please contact the City of Cologne:

Umwelt- und Verbraucherschutzamt –  
Lebensmittelüberwachung  
Eifelwall 7  
50674 Köln, Germany  
Tel.: +49 221 221-26934  
e-mail: 57-lebensmittelueberwachung@stadt-koeln.de

## Technical Guidelines

### 5.16 Import of Meat and Meat Products

Please note that health certificates and edibility certificates have to be presented to the authorities of the importing country when importing meat or meat products. This is also the case when the goods are brought to Germany for an event.

These certificates must be presented as originals and in German, and must include the certified veterinary control number.

If the processing facility in your country is not authorized to export meat to the Federal Republic of Germany, the responsible authority can issue a special permit.

Please contact the responsible veterinary office in good time before importing meat or meat products into Germany or contact one of Koelnmesse's three contract transport agencies.

## 6 Environmental Protection

Koelnmesse has accepted its responsibility to practice preventive environmental protection.

As contracting partners of Koelnmesse, the exhibitors are obliged to ensure that all provisions and regulations relating to environmental protection are also observed by their subcontractors.

### 6.1 Waste

All of the following provisions are based on the Kreislaufwirtschafts- und Abfallgesetz (Recycling and Waste Law) in the currently valid version, associated implementation provisions as well as state law and the municipal statutes.

Exhibitors and their subcontractors are obliged to effectively contribute to the avoidance of waste during every phase of an event. This goal has to be pursued in coordination with all participants, starting in the planning phase. In general, reusable and environmentally compatible materials should be used for stand construction and operation.

#### 6.1.1 Waste Disposal

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The exhibitors are responsible for the proper and environmentally compatible disposal of waste produced during the construction, operation and dismantling of the stands.

There are two ways of doing this:

1. Exhibitors can dispose of the waste on their own and at their own cost outside of the fair grounds.
2. Under "Waste disposal" in the order media of Koelnmesse Service GmbH, a cleaning company can be authorised by Koelnmesse to be commissioned to provide waste disposal services.

Disposal of waste in other trash containers and facilities on the fair grounds is expressly prohibited. The construction and dismantling and the normal operation of the trade fair may not be adversely affected.

If a filled out and signed order form is not received by the deadline, the trade fair company will assume that the exhibitor will dispose of the waste on his or her own. The trade fair company will commission a cleaning company at the expense of the exhibitor to dispose of waste that has not been removed in whole or in part. Waste left in the halls will be estimated per cubic metre and subject to a charge specified in the order media under "Waste disposal".

All subcontractors, stand constructors, etc. commissioned by the exhibitor are also obliged to dispose of their waste in a proper manner.

#### 6.1.2 Wastes in Need of Special Monitoring

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The exhibitor/stand constructor commissioned by the exhibitor is obliged to dispose of all waste in accordance with the valid legal and other regulations. This applies in particular to waste defined as hazardous or especially hazardous in the currently valid version of the Ordinance on the List of Wastes (AVV). The latter category includes batteries, paints, solvents, lubricants and lacquers.

## Technical Guidelines

### 6.1.3 Waste Which Has Been Brought on Site

Waste may not be brought to the fair ground.

## 6.2 Water, Waste Water, Ground Protection

### 6.2.1 Oils, Fat Collectors

Discharges into the waste water system may not exceed the normal pollutant limits for households. If the waste water to be discharged contains oils and/or fats that exceed this limit, oil/fat collectors must be used.

If mobile catering services are used, it must be ensured that fats and oils are collected and disposed of separately. The threshold values contained in the Waste Water Ordinance of the City of Cologne must be adhered to for inclusion into the waste water system.

Further information:

Stadtentwässerungsbetriebe Köln, AöR  
 Stadthaus  
 Willy-Brandt-Platz 2  
 50679, Köln, Germany  
 Tel.: +49 221 221-0

### 6.2.2 Cleaning / Cleaning Agents

Koelnmesse's contracting companies can be commissioned to clean the stands if the exhibitor fills out the corresponding order media. During the event, cleaning work may only be carried out by Koelnmesse's contracting companies.

## 6.3 Environmental Damage

Koelnmesse must be notified immediately if there is any damage to the environment, or pollution (e.g. due to gasoline, oil, solvents, paints).

Cleaning work must generally be carried out with biodegradable products.

Cleaning agents that contain dangerous solvents may only be used in exceptional cases in accordance with the regulations.

## 7 Miscellaneous

### 7.1 "Infoscout" – the Cologne Visitor Information System

Staff at the information desks will provide visitors with information to help them conveniently make contact with exhibitors.

The details provided by the exhibitors in registration forms are the basis of the information provided. Other performance features of the system can be found in the individual forms.

This information service is provided free of charge for exhibitors and visitors.

## 7.2 Insurance / Watchmen

### 7.2.1 Insurance

Koelnmesse does not provide any special insurance policies for individual exhibition stands. Exhibitors are therefore recommended to purchase exhibition insurance.

Under "Exhibition insurance" in the order media of Koelnmesse Service GmbH, each exhibitor can purchase insurance at their own expense via a Koelnmesse framework contract concluded with ZÜRICH VERSICHERUNG AG, Cologne. Please refer to the General Terms and Conditions in the order media of Koelnmesse Service GmbH for details concerning the extent of the insurance coverage.

### 7.2.2 Watchmen

Koelnmesse staff monitor the halls and outdoor area for the duration of the event. Security staff offer a limited supervision service during the construction of dismantling periods. Security companies with uniformed security guards and control bodies in civilian dress are commissioned to handle the general security in the halls and outdoor area, as well as controlling the entrances. All those present in the trade fair halls or outdoor area must be in the possession of a valid entrance ticket and be prepared to present this to security for inspection on demand.

The security and monitoring of individual exhibitors' stands or areas of stands is not included in general security and is the responsibility of the exhibitors themselves. Under "Stand security" in the order media of Koelnmesse Service GmbH, the exhibitor can commission the services of stand security personnel.

## 7.3 Exhibition Protection

As a rule, exhibition protection is provided for all goods exhibited at Koelnmesse events. Temporary protection of patterns and brands is provided for these exhibitions.

For information and the issuing of priority certificates please contact the patent lawyer service (see catalogue).

The patent lawyer service requests that you submit as exact as possible documentation – description and representation in duplicate – of the items in question. The office is open throughout the event.

## Technical Guidelines

### 7.4 Arranging Personnel

Detailed information can be found in the order media of Koelnmesse Service GmbH, under "Hostesses/ service staff" and under "Construction/dismantling staff".

### 7.5 Hotel/travel services

Koelnmesse Service GmbH's hotel service provides exhibiting companies with advice and assistance concerning accommodation. This service also can be used for their customers' accommodation needs.

Koelnmesse Service GmbH  
Postfach 21 07 60, 50532 Köln, Germany  
Telephone: +49 221 821-3998, fax: +49 221 821-3999  
e-mail: kms@koelnmesse.de  
www.hotelzimmerbuchung.com

To learn about further travel services or book private accommodations, go to [www.koelnmesse-service.de](http://www.koelnmesse-service.de) and click on "Hotel / Travel Services".

### 7.6 Rental Furniture and Equipment

The contracting companies commissioned by Koelnmesse rent out furniture, kitchen equipment and refrigeration appliances to exhibitors. Please refer to the appropriate order form for more detailed information.

### 7.7 Catering

Catering services for the exhibitors, visitors, stand construction and dismantling personnel and other individuals at the Cologne exhibition centre will be provided on behalf of Koelnmesse Service GmbH by

Bayer Gastronomie GmbH,  
Deutz-Mülheimer Str. 30, 50679 Köln, Germany  
Tel.: +49 221/284 9444, fax: +49 221 284 9445  
e-mail: koelnmesse@bayer-gastronomie.de  
www.bayer-gastronomie.de

Koelnmesse Service operates all the catering facilities in the Halls and banqueting halls.

The company also offers catering delivery service (see "Catering services" in the order media of Koelnmesse Service GmbH) and will provide individual quotes upon request. Our partner, Bayer Gastronomie, provides you with the certainty that it fulfils all the legal requirements for operating catering facilities.

Our contract caterers operate both stationary restaurants and mobile catering facilities. In addition, they can offer catering at the stands (see Form 7.20) and will provide customised services upon request. Our contract caterers provide you with the certainty that they fulfil all the legal requirements for operating catering facilities. However, if you commission other companies to provide catering services at your stand, then it is your responsibility, as contractor, to ensure that all legal requirements valid in the Federal Republic of Germany, and in particular those that pertain to food hygiene, are complied with and that the required licenses have been granted. Koelnmesse GmbH or Koelnmesse Service-Gesellschaft mbH are under no obligation to check that the regulations are being followed.

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