

1. Preliminary remarks

Messe Ostwestfalen GmbH has issued guidelines for the events taking place in order to give all exhibitors/event organisers the best opportunity to present their exhibits and address their visitors and prospects. These guidelines are binding for all exhibitors and event organisers.

These guidelines also contain safety regulations that are designed to ensure the highest level of safety for both our exhibitors and visitors with regard to the technical and design aspects of the event.

The building, fire protection and other safety regulations have been coordinated with the municipal authorities responsible for the town of Bad Salzuflen. Messe Ostwestfalen reserves the right to check compliance with these regulations. Furthermore, the statutory regulations as amended must be observed.

Where the term "stand construction" is used in the technical guidelines in a general sense, it does not refer to a physical structure as defined in the German Federal Building Code. Legally, the exhibition stand construction is an "installation" in the place of assembly.

The holding of an event and the set-up of an exhibition stand may be prohibited in the interests of all parties involved in the event if any deficiencies identified have not been rectified by the start of the event. Messe Ostwestfalen reserves the right to stipulate further safety and stand construction requirements in addition to those defined herein.

The order forms for technical services are usually sent together with the admission form or is available at www.service-messezentrum.de and must be completed and returned on time as Messe Ostwestfalen cannot provide any guarantee that they will be duly processed by the required time if they are returned late.

In addition, Messe Ostwestfalen reserves the right to charge a surcharge on the fees for late orders in accordance with the information in the service booklet/service forms. Exhibitors are sent other circulars containing details on the preparation and implementation of the event for information purposes.

These Technical Guidelines have been agreed with the exhibition companies:

Deutsche Messe AG Hannover
Koelnmesse GmbH
Leipziger Messe GmbH
Messe Berlin GmbH
Messe Düsseldorf GmbH
Messe Frankfurt Venue GmbH
Messe München GmbH
NürnbergMesse GmbH
Landesmesse Stuttgart GmbH

and are laid out in a standardised format.

Building law is governed by the law of the individual states. For this reason and due to the different structural conditions at the individual exhibition centres, the respective implementation regulations may vary. In all other respects, Messe Ostwestfalen reserves the right to make changes.

The German text is authoritative.

1.1. House rules / excerpt from the house rules

The trade fair / exhibition management exercises the householder's right on the trade fair / exhibition site. It may issue house rules.

1.2. Opening times

1.2.1. Stand set-up and dismantling times

During the general set-up and dismantling times, work may be carried out between 8 a.m. and 4.30 p.m. unless other times are specifically stipulated.

For general security reasons on the premises, the halls and the exhibition grounds may remain closed outside of these times.

1.2.2. Duration of event

During the event itself, the halls will open one hour before the trade fair opens and close one hour after the trade fair ends if no other trade fair-specific regulation is stipulated.

Exhibitors who, in justified individual cases, need to work at their stand before or after this time must obtain a special written permission from Messe Ostwestfalen.

2. Traffic on the exhibition grounds, escape routes, safety equipment

2.1. Traffic regulations

To ensure the smooth circulation of traffic during set-up/dismantling times and during the event itself, all rules concerning the controlling and directing of traffic, including any instructions given by stewards, must be observed without exception.

The provisions of the German Road Traffic Regulations apply throughout the exhibition grounds and in car parks belonging to the exhibition centre. The speed limit on the exhibition grounds is **20 km/h**.

Any vehicles, trailers, containers, boxes or empty receptacles of any kind parked or left in violation of the regulations may be removed at the owner's risk and expense.

2.2. Escape routes

2.2.1. Fire service access zones, hydrants

The access routes and zones required for the fire brigade and identified by "no parking" signs must be kept clear at all times. Vehicles and objects that are left on access routes and in safety areas may be removed at the owner's expense and risk. Hydrants in the halls and the outdoor exhibition area may not be obstructed, rendered unrecognisable or made inaccessible.

2.2.2. Emergency exits, escapes exits, hall aisles

Escape and emergency routes must be kept clear at all times. The doors along escape and emergency routes must be easy to open fully from inside.

Escape and emergency routes, exit doors and emergency exits and any markings of these on hall floors must not be obstructed, built over, blocked, covered or otherwise rendered unrecognisable.

The escape and emergency routes in the halls must not be obstructed by items placed on the route or projecting into the aisle at any time. In the event of the violation of the above provisions, Messe Ostwestfalen is entitled to remedy the situation at the expense and risk of the party who caused it.

Materials required for stand construction and exhibits delivered for immediate set-up on the stand may be left at the edge of escape and emergency routes briefly during the set-up and dismantling periods if the route widths required for safety reasons are still provided and if adequate consideration has been given to logistical issues.

This requirement is considered to be fulfilled if a maximum strip of 0.9 m is used along the stand perimeter adjoining the hall aisle for depositing the items concerned. Irrespective of the width of the hall aisle and the goods left there, a minimum width of 1.2 m must be kept clear. The areas in front of emergency exits and the hall aisle junction areas are excluded from this provision and must be kept completely clear at all times. The hall aisles may not be used for the set-up of assembly areas or machinery (e.g. woodworking machines, work benches).

At the request of Messe Ostwestfalen, the immediate clearance of all hall aisles may (also) be requested for logistical reasons.

2.3. Safety equipment

Sprinklers, fire alarms, fire extinguishing equipment, smoke detectors, closing devices on hall doors and other safety equipment, signs for the safety equipment and green emergency exit signs must be accessible and visible at all times, and must not be obstructed or blocked.

2.4. Stand numbering

If necessary, all stands may be identified by the event organiser using stand numbers.

2.5. Supervision

Messe Ostwestfalen shall provide general surveillance in the exhibition halls and the outdoor exhibition area during the trade fair. General supervision is provided during set-up and dismantling times.

Messe Ostwestfalen is entitled to take the steps necessary for supervision and surveillance.

Where required, surveillance of the stand must be organised by the relevant exhibitor. Stand surveillance may only be carried out by the security company appointed by Messe Ostwestfalen.

2.6. Evacuation in case of emergency

Messe Ostwestfalen may order the closure and evacuation of rooms or buildings for safety/security reasons.

3. Technical data and equipment of halls and outdoor exhibition area

3.1. Technical details of the halls

The technical details of the halls are made available by the Messe Ostwestfalen upon request.

3.1.1. General lighting, power supply, voltage

The general lighting in the exhibition halls is designed for safe movement of visitors and exhibitors. It is not intended to highlight exhibition stands or exhibits.
All exhibition halls have 230 volt luminous flux or 400 volt power connections in sufficient quantities with tolerance values according to DIN EN 50160.

3.1.2. Compressed air, electricity and water supplies

The compressed air, electrical and water supplies to the stands are provided in the halls according to technical possibilities. Compressed air connections are not possible in all halls.

3.1.3. Communication facilities

The exhibition halls are equipped with freely accessible WiFi for the basic supply of the exhibition stands with data services. Under certain circumstances, these services may be inadequate or temporarily unavailable. Messe Ostwestfalen is not obliged to provide these services. If required, exhibitors can order communication connections from Deutsche Telekom or bring their own LTE routers with them.

3.1.4. Sprinklers

Exhibition halls 12 to 23 are equipped with a sprinkler system. Halls 1 to 6 and 10 to 11 have no sprinkler systems.

3.1.5. Heating, ventilation

The exhibition halls are equipped with heating and ventilation systems. These are switched on and regulated as required by Messe Ostwestfalen.

3.1.6. Supply faults

In the event of a fault in the technical supply facilities, Messe Ostwestfalen must be informed immediately. Messe Ostwestfalen does not assume any liability for losses or damage that may occur as a result of such faults.

3.2. Outdoor exhibition area

All sales-, events and exhibition stands in the outdoor exhibition area require the separate approval of Messe Ostwestfalen.

4. Exhibition stand construction regulations

4.1. Stand construction safety

Exhibition stands, including furnishings and exhibits, as well as advertising media, must be set up in a sufficiently secure manner to ensure that public safety and order, especially as concerns life and health, are not endangered. The exhibitor is responsible for structural safety and has a duty to provide proof of this where necessary.

Standing structural elements and/or special structures (e.g. free-standing walls, high exhibits, high decorative elements, LED walls) that could tip over must be dimensioned for at least a horizontal equivalent surface load iq_n :

$q_{h1} = 0.125 \text{ kN/m}^2$ up to a height of 4 m from the upper edge of the floor

$q_{h2} = 0.063 \text{ kN/m}^2$ for all surfaces over a height of 4 m from the upper edge of the floor

The reference surface is the respective visible surface.

Verification documentation issued to this end must be submitted to Messe Ostwestfalen upon request.

Deviations are possible in justified individual cases in which case a more precise verification must be provided.

Messe Ostwestfalen reserves the right, in justified cases, to have a structural engineer carry out a fee-based inspection of the stand safety on site.

4.2. Approval of stand construction

Assuming that the design and construction of the stand comply with the Technical Guidelines, it is not necessary to submit drawings for approval for single-storey stand constructions in the halls provided that the maximum construction height of the respective exhibition hall is not exceeded.

On request, Messe Ostwestfalen offers exhibitors or their stand builders the option to have stand construction plans submitted in duplicate reviewed.

Moreover, all other stand structures, mobile stands, special structures require approval.

4.2.1. Examination and acceptance of structures requiring approval

Dimensioned stand plans, on a scale of at least 1:100, with floor plans and layouts must be submitted to Messe Ostwestfalen in duplicate for approval no later than 4 weeks prior to the start of set-up.

Following review, one copy of the stand plans will be returned to the exhibitor/stand builder bearing the stamp of approval. The stand construction is only accepted once this stamp of approval has been given. For the approval of:

- two-storey structures
- cinemas or viewing rooms
- structures in the outdoor exhibition area
- special structures

the following documents (in duplicate) are required in German no later than 6 weeks prior to the start of set-up:

- a) Structural calculations that comply with German standards and are verified or verifiable by a second independent structural engineer
- b) Building specification
- c) Stand construction drawings to a scale of 1:100 (floor plans, layouts, sectional views), larger-scale construction details
- d) Escape route plan with verification of escape route lengths and widths
- e) If an inspection logbook/type test is submitted, items a), b) and c) are not required

The costs of the approval process will be charged to the exhibitor/stand builder.

4.2.2. Vehicles and containers

Vehicles and containers used as exhibition stands in the halls require approval.

4.2.3. Changes to non-compliant stand components

Stand structures that are not approved, or do not comply with the technical guidelines or the law, must be modified or removed as applicable. If this is not done by the deadline specified, Messe Ostwestfalen shall be entitled to carry out the changes itself at the exhibitor's expense and risk.

4.2.4. Extent of liability

If exhibitors or their stand builders appointed by the exhibitors do not comply with the stand construction regulations above, they shall be liable for any damage arising as a result of non-compliance with these regulations. Furthermore, exhibitors or the stand builders appointed by the exhibitors shall exempt Messe Ostwestfalen from any third-party claims that may be asserted as a result of the violation of the stand construction regulations above.

4.3. Construction heights

The maximum construction heights vary in the exhibition halls and will be communicated to the exhibitors in writing in the exhibitor information for the respective trade fair/exhibition. The maximum construction height may be restricted at certain points by special installations in the exhibition halls. Exhibitors will be informed of this if necessary.

4.4. Fire protection and safety regulations

4.4.1. Fire protection

4.4.1.1. Stand construction and decoration materials

As a general rule, exhibition stands must not be built using any easily inflammable materials, materials that drip when burning or materials that form toxic gases or generate a lot of smoke when burning, such as most thermoplastics, including polystyrene (Styrofoam).

Load-bearing structural elements may be required to meet specific requirements (e.g. non-flammable) in individual cases for safety reasons.

Any structurally necessary or load-bearing fastenings must be made from non-flammable materials.

Decoration materials must, at a minimum, be flame-retardant (Class B1) and not drip when burning, pursuant to DIN 4102-1, with limited smoke generation or, pursuant to EN 13501-1, classified as at least Class C (C-s2, d0). A test certificate confirming the classification of the materials used must be available.

Bamboo, reed, hay, straw, bark mulch, peat and similar materials do not usually satisfy the requirements specified above and must generally be given special protection or fire protection treatment. Deciduous and coniferous trees and shrubs may only be used with moist root balls.

4.4.1.2. Exhibition of motor vehicles

Vehicles with an internal combustion engine may only be exhibited in the halls with the approval of Messe Ostwestfalen.

The content of the fuel tank in the vehicles must be reduced to the minimum required in order to enter and exit the site (the reserve light on the fuel indicator must be on). The fuel tank cap must be locked if possible. Depending on the event and the location of the exhibit, additional safety measures may be required, such as the inertisation of the

fuel tank, the disconnection of the batteries and/or the provision of security guards. In the case of vehicles with alternative drive technology, such as electric or hybrid drives, the drive batteries must be disconnected from the drive by means of the safety disconnect switch (main switch). In the case of gas-powered vehicles, the pressure tank must have been emptied.

4.4.1.3. Explosive substances, ammunition

Explosive substances are subject to the German Explosives Act and must not be exhibited at trade fairs or exhibitions. This also applies to ammunition within the meaning of the German Weapons Act.

4.4.1.4. Pyrotechnical displays

Pyrotechnic demonstrations generally require approval and may only be carried out by qualified personnel with a certificate of competence. These demonstrations must also be approved by Messe Ostwestfalen.

4.4.1.5. Balloons

The use of balloons filled with safety gas in the halls and in the outdoor exhibition area must be approved by Messe Ostwestfalen.

4.4.1.6. Flying objects

The use of flying objects is generally prohibited in the halls and in the outdoor exhibition area.

4.4.1.7. Smoke machines

The use of smoke machines must be coordinated with Messe Ostwestfalen.

4.4.1.8. Ash containers, ashtrays

If smoking has not been expressly prohibited at the stand or parts thereof, it must be ensured that an adequate number of ash containers or ashtrays made of non-flammable material are provided, and that they are emptied regularly.

4.4.1.9. Refuse, recyclables, waste containers

No recyclables or waste containers made of flammable materials may be provided at the stands. Recyclables and waste containers at the stands must be emptied on a regular basis, at the latest every evening after the trade fair closes. If there are larger quantities of combustible waste, this must be disposed of several times during the day.

4.4.1.10. Spray guns, solvents

The use of spray guns and the use of substances and paints containing solvents is prohibited.

4.4.1.11. Abrasive cutting and all work with a naked flame

Welding, cutting, soldering, thawing and abrasive cutting work must be notified to Messe Ostwestfalen and requested in writing before starting the work. Messe Ostwestfalen shall issue approval of the work in the form of a permit. When carrying out the work, the surrounding area must be adequately protected against any hazards. Extinguishing agents must be kept at hand in the immediate vicinity.

4.4.1.12. Empty containers, packaging / storage of materials

The storage of empty containers or packaging of any kind within or outside the stand in the hall is prohibited. Any empty containers or packaging that accumulates must be removed promptly. Messe Ostwestfalen is entitled to remove any empty containers or packaging stored in violation of the regulations at the exhibitor's expense and risk.

4.4.1.13. Fire extinguishers

Fire extinguishers are permanently installed in various areas of the exhibition halls. The existing positions are determined by the building authorities, must not be changed and must be kept permanently accessible. If necessary, additional mobile fire extinguishers may be installed by Messe Ostwestfalen. Should exhibitors set up their own fire extinguishers on their stands, these may only be water or halon extinguishers. Powder extinguishers are not permitted.

4.4.2. Stand ceilings

To ensure that the sprinkler protection is not impaired, stands must always be open at the top in halls with sprinklers.

Ceilings are considered to be open if no more than 50% of the area in terms of the number of square metres is closed.

Sprinkler-compatible ceilings with a mesh width of at least 2 x 4 mm or 3 x 3 mm are permitted up to a section size of 30 m². Individual sections may be added together. The fabric cover must be stretched horizontally and in one

layer only. Any sagging of the fabric cover must be avoided. If the technical requirements are not met, appropriate alternative measures must be taken.

4.4.3. Glass and acrylic glass

Only safety glass suited to the relevant purpose may be used. Edges of glass panes must be machined or protected in such a way that there is no risk of injury. Stand components comprised entirely of glass must be marked at eye level.

4.4.4. Lounge areas/inner rooms

Any lounge areas that are enclosed on all sides (inner rooms) and are not visually or acoustically connected to the hall must be fitted with a visual and acoustic warning system to ensure that alarms can be relayed to the stand at any time.

Alternative measures may be approved in exceptional cases.

Lounge areas require special approval if they have a capacity of over 200 people (see section 4.2.1.).

Inner rooms (lounge areas that can only be exited via other used rooms) may only be incorporated under the following conditions:

- The room via which the inner room is exited must have an escape route with an adequate width (at least 90 cm) that can be used at all times.
- If there is no visual link to the room used to exit the inner room, a visual and acoustic warning system must be installed to ensure that alarms can be relayed at any time.

4.5. Exits, escape routes, doors

4.5.1. Exits and escape routes

The distance between any point in an exhibition space and a hall aisle must be no more than 20 m walking distance. Lounge areas with a floor area of over 100 m² must have at least two exits leading to escape routes and these exits must be as far apart from each other as possible and at opposite ends.

The number of escape routes and the clear width of the escape routes (exits, stairs, aisles) provided must meet the following requirements at a minimum:

- up to 100 m²: 1 escape route, 0.90 m wide
- between 100 m² and 200 m²: 2 escape routes, each 0.90 m wide
- between 200 m² and 400 m²: 2 escape routes, each 1.20 m wide

The escape routes must be indicated in accordance with Technical Workplace Regulations ASR A 1.3.

4.5.2. Doors

The use of swing doors, revolving doors, doors with code locks, sliding doors and any other barriers to access in escape routes is permitted if a building permit has been issued. (note 1.20 m)

4.6. Platforms, ladders, stairs, catwalks

Any areas that are generally accessible and are directly adjacent to areas that are more than 0.20 m lower must be surrounded by railings. These railings must be at least 1.10 m high. There must be at least a top, middle and bottom belt. For platforms, verifiable evidence of structural stability must be provided at the request of Messe Ostwestfalen. Depending on usage, floors must have a capacity of at least 3.0 kN/m² in accordance with DIN EN 1991-1-1/NA in conjunction with the national annex, Table 6.1 DE (Cat. C1). Platforms accessible by one step must be no higher than 0.20 m. Ladders, stairs and catwalks must comply with the accident prevention regulations. The spacing between individual railings must not exceed 0.12 m in any direction. (Section 11, Para 2 of the German Specimen Order on Meeting Places [MVStättVo]).

4.7. Stand design

4.7.1. Stand appearance

The exhibitor is responsible for the design of the stand. The typical exhibition criteria of the event should be taken into account. Walls bordering visitor corridors should be made more interesting by installing showcases, displays, alcoves and the like. Rear sides of stands that border neighbouring stands must be kept neutral and clean so as not to adversely affect the interests of the neighbouring stand holders.

No products produced using exploitative child labour in the sense of ILO Convention 182 may be used for the design or furnishing of the stand.

4.7.2. Verification of area rented

The rented area is marked by Messe Ostwestfalen. All exhibitors are obliged to inform themselves on site about the location, dimensions and any fittings, etc. The stand boundaries must be strictly adhered to.

4.7.3. Alteration of building substance

Hall components and technical facilities must not be damaged, soiled or altered in any other way (e.g. drilling, nailing, screwing). Painting, wallpapering and gluing is also not permitted.

Hall components and technical facilities must not be subjected to loads from stand structures or exhibits or impaired in their function. Hall pillars/hall supports may, however, be built around within the stand space up to the permissible construction height provided that no damage is caused to the hall pillars/hall supports concerned. All inspection openings in the exhibition halls or on the outside grounds must be kept permanently accessible.

4.7.4. Hall floors

Carpets and other floor coverings must be laid in such a manner as not to cause accidents and must not protrude beyond the stand perimeter.

All materials used must be removed without leaving any residue. Substances such as oil, grease, paint and similar must be removed from the floor immediately.

The hall floors must not be painted or glued. Anchoring and attachments in hall floors are not permitted. Supply ducts in the hall floor must be kept accessible at all times.

4.7.5. Suspension of objects from hall ceiling

Suspensions are possible at the technical facilities provided for this purpose and are carried out exclusively by Messe Ostwestfalen or an authorised company.

4.7.6. Stand perimeter walls

Stand partition walls up to a height of 2.5 m are permitted without restriction. If the height is more than 2.5 m, these walls shall be neutral and white in colour.

4.7.7. Advertising materials, presentations

Stand and exhibit lettering and company and brand logos must not exceed the stipulated construction height. The appearance of such elements should be appealing.

Presentations, slowly moving visual advertising and acoustic advertising, as well as the playback of music, are permitted provided that they do not cause a nuisance to neighbours, do not cause any congestion in the aisles and do not drown out announcements via the exhibition centre's public address system in the halls.

The volume must not exceed 70 dB(A) at the stand perimeter.

The distribution of printed material and use of advertising material is only permitted in the exhibitor's own stand area.

4.7.8. Barrier-free construction

When designing stands, consideration must be given to ensuring that the structure is barrier-free. Persons with reduced mobility should be able to access and use the stands and their facilities without assistance.

5. Operational safety, technical safety regulations, technical rules, technical supplies

5.1. General regulations

Exhibitors are responsible for operational safety and compliance with occupational safety and accident prevention regulations at their stands.

The set-up and dismantling work may only be carried out in accordance with the applicable regulations under labour and industrial law.

5.1.1. Damage

Any damage caused by exhibitors or their agents to the exhibition grounds or to the buildings or facilities on the grounds will be rectified by Messe Ostwestfalen once the event has ended at the expense of the exhibitor concerned.

5.1.2. Coordination of work on exhibition stands

If work must be carried out simultaneously by employees of different companies on the exhibition stand (in particular during the construction/dismantling phase), the stand construction manager shall coordinate any possible mutual hazards in accordance with the German Occupational Health and Safety Act (ArbSchG) and Regulation 1 of the German Statutory Accident Insurance (DGUV). This also applies in particular to work carried out by service providers of the trade fair company at the trade fair stand.

5.2. Use of tools and equipment

The use of nail guns and bolt guns may be permitted in individual cases. Woodworking machines may not be used without a chip extractor. Cranes and forklift trucks may be used only by commissioned forwarding agents of Messe Ostwestfalen.

Elevating work platforms owned or rented by the exhibitor may be operated only by persons over the age of 18 who are qualified to do so. The qualification must correspond to that required by the employer's liability insurance association principle DGUV-G 308 / 008. Proof of an operating permit, valid and adequate liability insurance, a licence for operating in closed spaces and a test certificate in accordance with the accident prevention regulations must be provided.

5.3. Electrical installation

5.3.1. Connections

Any stands that are to be supplied with electricity will be provided with one or more connections.

These connections may only be installed by Messe Ostwestfalen. A stand sketch indicating the desired position of the connections must be included with the form when placing an order.

Power consumption is calculated and charged on a metered basis.

The power supply may be switched off one hour after the trade fair ends on the last day for safety reasons.

5.3.2. Stand installation

Electrical installation works within the stands will be carried out according to order by the Messe Ostwestfalen.

Within the stands, installations can be carried out by the exhibitor's own electricians or by approved specialist companies in accordance with the regulations of the German Association for Electrical, Electronic & Information Technologies (VDE) and European regulations as well as the state of the art.

5.3.3. Regulations on installation and operation

The entire electrical installation must be carried out in accordance with the latest safety regulations of the German Association for Electrical, Electronic & Information Technologies (VDE). Particular attention must be paid to DIN VDE 0100, 0100-718, 0128 and the IEC standard 60364-7-711.

For sockets and lighting circuits, a 30 mA FI protective circuit is mandatory.

The proportion of high and low-frequency faults transmitted to the network must not exceed the values specified in VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4).

Conductive components must be included in measures to protect against indirect contact (stand earthing). Only cable types such as NYM, H05VV-F, H05RR-F with a minimum cross-section of 1.5 mm² CU may generally be used.

Bare electrical wires and terminals are not permitted in low-voltage systems. Secondary lines must be protected against short circuits and overload. Flexible lines (also flat lines) must not be laid under floor coverings without protection against mechanical loads. The electrical installation on the exhibition stand may not be put into operation for the event until it has been accepted and approved.

Approval shall be arranged by Messe Ostwestfalen.

5.3.4. Safety measures

To provide special protection, all heat-emitting electrical appliances (hot plates, floodlights, transformers etc.) must be placed on a non-flammable, heat-resistant, asbestos-free base. It must be ensured that such appliances are kept an adequate distance from flammable materials depending on the heat generated. Light fixtures must not be fitted to flammable decorations or similar.

5.3.5. Emergency lighting

Stands where the existing general emergency lighting is not effective on account of the design of the stand require additional emergency lighting in accordance with VDE 0100-718. This additional emergency lighting must be installed such as to ensure that people are able to reliably find their way to the general escape routes.

5.4. Water and wastewater facilities

Any stands that are to be supplied with water/wastewater will be provided with one or more connections if possible.

These connections may only be installed by Messe Ostwestfalen. A stand sketch indicating the desired position of the connections must be included with the form when placing an order.

The water supply may be turned off one hour after the trade fair ends on the last day for safety reasons.

All installations within the stands must comply with the currently valid Drinking Water Ordinance so that the installation and operation of a connection will have no lasting effect on drinking water quality.

5.4.1 Connections

5.4.2 Use of water-bearing systems and equipment

When using water, e.g. in water basins, wells or in water wall and air humidification systems as well as in other spray systems used at the stand, the hygienically perfect condition must be ensured. At the request of Messe Ostwestfalen proof of this must be provided.

5.5. Compressed air/gas installation

5.5.1 Compressed air installation

In some exhibition halls there is the possibility of a compressed air connection. Each stand that is to be supplied with compressed air receives one or more connections.

These connections may only be installed by Messe Ostwestfalen. A stand sketch indicating the desired position of the connections must be included with the form when placing an order.

The compressed air supply may be turned off one hour after the trade fair ends on the last day for safety reasons.

5.5.2 Gas

Gas connections are not offered and are not permitted.

5.6. Machines, pressure vessels, exhaust gas systems

5.6.1. Machine noise

In the interests of all exhibitors and visitors, the use of any noisy machines and equipment should be kept to a minimum. The noise level at the stand perimeter must not exceed 70 dB(A).

5.6.2. Product safety

All technical working equipment and consumer products on display must meet the requirements of the German Product Safety Act (ProdSG).

Technical working equipment and consumer products that do not meet these requirements must have a clearly visible sign indicating that they do not meet the requirements of the above law and may only be purchased once it has been established that they comply with statutory requirements. For technical working equipment and consumer products that bear the CE mark, the manufacturer's relevant declaration of conformity must be available at the stand.

When performing demonstrations, stand personnel must take the necessary precautions to protect people.

5.6.2.1. Safety devices

Machine and equipment components may only be operated with all safety devices. The normal safety devices may be replaced by a safe cover made of organic glass or a similar transparent material.

If equipment is not in operation, the safety devices may be removed to allow visitors to see the type and design of the covered parts.

The safety devices must then remain clearly visible next to the machine.

5.6.2.2. Inspection procedures

The exhibited technical work equipment will be inspected by the responsible supervisory authority with regard to its accident prevention and safety design trade fair specific together with the relevant trade association technical committees if necessary and checked for compliance with the safety requirements. For the inspection of the CE mark by the relevant authority, the EC declaration of conformity must be available for inspection at the exhibition stand. In case of doubt, exhibitors should contact the responsible authority in good time before the trade fair starts.

5.6.2.3. Ban on operation

Messe Ostwestfalen is also entitled to prohibit the operation of machines, equipment and appliances at any time if, in its opinion, the operation poses a risk to people and property.

5.6.3. Pressure vessels

5.6.3.1. Acceptance certificate

Pressure vessels may only be operated at the stand if the tests required in accordance with the German Ordinance on Industrial Safety and Health (BetrSichV) have been carried out.

The test certificates issued to this end must be kept with the pressure vessel at the exhibition location and presented to the responsible supervisory authority on request. This requirement also applies to foreign and rented/loaned pressure vessels.

5.6.3.2. Testing

In addition to the presentation of certification of design and construction testing and hydraulic pressure testing (EC declaration of conformity and necessary documents in German or English), an acceptance test must be conducted on site. When registered up to four weeks before the start of the trade fair, pressure vessels subject to testing may be subjected to an acceptance test conducted by an officially sworn testing authority at the exhibition stand up to one day before the trade fair opens.

A person responsible for the pressure vessel must be present at the exhibition stand.

5.6.3.3. Rented appliances

Since it is not possible to inspect pressure vessels from abroad during the relatively short set-up period, the use of tested, rented vessels is preferred.

5.6.3.4. Supervision

The necessary acceptance certificates must be kept available for the trade supervisory board during the event. Further information is available from an officially sworn testing authority.

5.6.4. Exhaust gases and vapours

Gases and vapours that are emitted by exhibits or equipment and are combustible or hazardous or cause a general nuisance must not be released into the halls. Such gases and vapours must be discharged into the atmosphere via appropriate pipes in accordance with the requirements of the German Federal Immission Control Act.

5.7. Use of compressed gases, liquid gases and flammable liquids

5.7.1. Compressed/liquid gas appliances

The storage and use of compressed or liquid gas in the exhibition halls and on the grounds is not permitted without the written consent of Messe Ostwestfalen.

5.7.1.1. Application for permission to use compressed gas cylinders

The storage and use of liquid gas or other flammable or non-flammable gases in pressurised gas cylinders, aerosol dispensers or tanks is prohibited without the written permission of the exhibition company. In accordance with the relevant accident prevention regulations, compressed gas cylinders must be protected against impact, falling over, access by unauthorised persons and against heating. Toxic gases must not be used.

5.7.1.2. Use of liquid gas

If using liquid gas, a maximum of one 10-l compressed gas cylinder containing 11 kg may be installed.

5.7.1.3. Installation and operation

The German Technical Rules for Liquid Gas (DVGW-TRF 2012) (published by the German Technical and Scientific Association for Gas and Water [DVGW] and the German Gas and Water Industry Association (DVGW) as well as Guideline 80 on the Use of Liquid Gas must be observed when installing and operating liquid gas appliances. Note 5.7.1.1 With the application for approval, the operator of the facility must prepare and submit an explosion protection document in accordance with Section 3 and Section 5 of the Industrial Safety Regulation. The entire system must be inspected by an expert (qualified person) in accordance with the Principle 310-005 of the German Technical Inspection Agency (DGUV).

5.7.2. Flammable liquids

The storage and use of flammable liquids is generally prohibited. Exceptions for operational reasons must be agreed in good time with Messe Ostwestfalen. Written approval is required. The DGUV regulation 113-001 and corresponding documents, as well as notes of the safety data sheet are to be observed. The quantity held may not exceed a daily requirement. Fillings must be indicated and may only take place outside visitor hours in compliance with the safety regulations. Empty containers must be removed from the hall immediately. The use of dummies is

prescribed for larger quantities for exhibition purposes. The storage of flammable and/or explosive cleaning agents in the exhibition halls is prohibited. The smoking ban must be strictly implemented.

5.8. Asbestos and other hazardous substances

The use of hazardous substances or building materials containing hazardous substances must always be coordinated with Messe Ostwestfalen. This is based on the Act on Protection against Hazardous Substances (Chem. Gesetz), German Federal Law Gazette (BGBl) 1, Part 1, page 1703, in conjunction with the German Chemicals Prohibition Ordinance (ChemVerbotsV) and the German Hazardous Substances Ordinance (GefStoffV).

5.9. Scenic displays

See section 4.4.4 and see section 4.2.1.

5.10. Protection against radiation

5.10.1. Radioactive substances

The handling of radioactive substances requires approval and must be coordinated with Messe Ostwestfalen. In accordance with the Radiation Protection Ordinance, an application for approval must be submitted to the relevant authority and presented to Messe Ostwestfalen at least 6 weeks before the start of the trade fair. If approval is already available, it must be verified that the intended handling of radioactive substances on the exhibition grounds is covered by law.

5.10.2. X-ray units and stray radiation sources

The operation of X-ray units and stray radiation sources is subject to approval and must be coordinated with Messe Ostwestfalen.

The German Ordinance on Protection against Damage and Injuries Caused by X-rays (RöV, German Federal Law Gazette Part I) must be observed.

The operation of X-ray units and stray radiation sources is subject to approval or notification pursuant to Sections 3, 4, 5 and 8 of the Ordinance on Protection against Damage and Injuries Caused by X-rays (RöV). The authority responsible for the place of exhibition is Kreis Lippe in Detmold. Applications or notifications must be submitted to them without specific format in threefold at least 4 weeks before the event starts.

5.10.3. Laser systems

The operation of laser systems is subject to approval and must be coordinated with Messe Ostwestfalen. Notification of the operation of laser systems must be submitted to the responsible authority in accordance with Section 5 of accident prevention regulation "Laser Radiation" DGUV Regulation 11. The written appointment of a laser safety officer for the operation of the laser system must be included with the notification. The authority responsible for occupational health and safety is the Regional Administration of Detmold, Division 5 - Department 55, Leopoldstr. 15, 32756 Detmold.

5.11. High-frequency equipment, radio systems, electromagnetic compatibility and harmonic currents

The operation of high-frequency equipment and radio systems is subject to approval by the Federal Network Agency and must be coordinated with Messe Ostwestfalen to ensure a uniform distribution of frequencies and to eliminate mutual interference as far as possible.

The operation of high-frequency equipment and radio systems is only permitted if the equipment or systems concerned meet the requirements of the German Law on Telecommunications Systems (German Federal Law Gazette Part I) and of the German Electromagnetic Compatibility Act (EMVG).

If exhibits are displayed or stand decorations used that involve electrical, magnetic or electromagnetic fields, the requirements of the 26th Regulation on the Implementation of the German Federal Immission Control Act must be observed. The electrical installations used in exhibits and exhibition stands must be implemented in such a way that any unacceptably high levels of circuit feedback caused by harmonic currents in the exhibition supply network are avoided (see also section 5.3.3.).

5.12. Cranes, forklift trucks, empty packaging

The use of the exhibitor's own cranes and forklift trucks is only permitted on the exhibition grounds with the written approval of Messe Ostwestfalen. The forwarding agents alone hold the forwarding rights on the exhibition grounds, i.e. for bringing exhibits, stand structures etc. to the stand, including the provision of any auxiliary equipment, and customs clearance for temporary or permanent imports. Orders issued to these forwarding agents are subject to the General German Freight Forwarding Terms and Conditions (ADSp) as amended and the forwarding agents' rates for trade fairs and exhibitions of Messe Ostwestfalen GmbH.

Messe Ostwestfalen GmbH accepts no liability for any risks that may arise from the activities of the forwarding agents. The storage of empty packaging of any kind at the stands is prohibited. Any empty packaging that accumulates must be brought to the designated storage facility for empty packaging by the forwarding agents permitted on the exhibition grounds without delay.

5.13. Musical reproduction

In accordance with the provisions of Section 15 of the German Copyright Act (German Federal Law Gazette), permission must be obtained from the German Society for Musical Performing and Mechanical Reproduction Rights (GEMA) for musical reproduction of any kind.

Any musical reproduction that is not registered may result in claims for compensation being asserted by the German Society for Musical Performing and Mechanical Reproduction Rights (GEMA) (Section 97 of the German Copyright Act).

5.14. Beverage dispensing systems

The German Ordinance on Beverage Dispensing Systems (German Federal Law Gazette Part I) must be observed when installing and operating beverage dispensing systems.

5.15. Supervision of food

If providing samples for consumption on site or selling food and drinks on site, the statutory provisions must be observed, in particular the German Food Hygiene Regulation. Kreis Lippe is available to assist with any queries.

6. Environmental protection

Messe Ostwestfalen is generally committed to preventive environmental protection. As a contractual partner of Messe Ostwestfalen, the exhibitor shall ensure that all regulations and requirements relating to environmental protection are also bindingly observed by the exhibitor's contractual partners (e.g. stand builders).

6.1. Waste management

The following regulations are based on the provisions of the German Closed Cycle and Waste Management Law (KrWG) along with the associated implementation rules and ordinances and the state laws and municipal by-laws. Exhibitors are responsible for ensuring that any waste that is generated during the set-up, running and dismantling of the stand is disposed of properly in an environmentally friendly manner. The exhibitor is considered to be the party that generates this waste.

Messe Ostwestfalen and/or its designated contractors bear sole responsibility for the technical arrangements for recycling or disposal.

6.1.1. Waste disposal

In accordance with the principles of recycling management, waste must be avoided at exhibition centres in the first place. Exhibitors, stand builders and their contractual partners are obligated to make an effective contribution to these efforts at every stage of the event. This objective must be pursued from an early stage during the planning phase and in coordination with all parties concerned. Recyclable materials and materials that have a minimum impact on the environment must generally be used when setting up and running the stand. Any waste left behind will be disposed of without checking its value at the exhibitor's expense and at a higher fee.

6.1.2. Hazardous waste

The exhibitor and the exhibitor's contractual partners (e.g. stand builders) are obligated to report any waste that, due to its nature, properties or volume, represents a particular hazard to health, the atmosphere or water, or is explosive or combustible (e.g. batteries, varnishes, solvents, lubricants, paints etc.), to Messe Ostwestfalen and arrange for the proper disposal of such waste by the responsible contractual partner.

6.1.3. Waste brought to the exhibition centre

Materials and waste that are not generated in connection with the event itself or set-up or dismantling must not be brought onto the exhibition grounds.

6.2. Water, wastewater and soil conservation

6.2.1. Oil and grease separators

Wastewater discharged into the water system must not exceed the normal household levels for pollutants. If wastewater containing oil/grease that exceeds these levels is discharged, oil/grease separators must be used. These oil/grease separators must meet the generally accepted technical standards.

If mobile catering units are used, it must be ensured that grease and oil is collected and disposed of separately.

6.2.2. Cleaning/detergents

Any cleaning work must generally be carried out using bio-degradable products. Detergents containing solvents that are harmful to health may only be used in exceptional cases and must be used as defined in the regulations.

6.3. Environmental pollution

Environmental pollution/contamination (e.g. caused by petrol, oil, solvents, paints etc.) must be notified to Messe Ostwestfalen immediately.