

## Technical Guidelines

Last updated: 1 January 2011



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## 1. Preliminary remarks

Messe Frankfurt has issued guidelines for trade fairs and other events in order that all exhibitors/ event organisers will have optimum opportunities to present their exhibits and attract attendees and interested parties to visit their stands.

These guidelines are binding upon all exhibitors and event organisers. They also incorporate safety regulations that are intended to provide high degrees of safety in relation to technical and stand equipment in the interest of protecting our exhibitors and visitors. The building provisions, fire protection regulations and other safety regulations involved have been coordinated with the responsible agencies of the City of Frankfurt am Main.

Messe Frankfurt reserves the right to verify compliance with these regulations. Furthermore, the applicable legal regulations, as amended from time to time, shall be observed at all times.

In the interest of all participants, Messe Frankfurt can prohibit the holding of an event and/or the opening of an exhibition stand if defects previously found have not been remedied by the start of the fair.

Messe Frankfurt retains the right to issue further safety regulations and stand construction standards at any time. Messe Frankfurt also reserves the right to permit exceptions to these regulations in individual cases.

The documents required to order services will be sent in due time before the event.

These Technical Guidelines must be forwarded to all of the exhibitor's contracting partners.

Further information on details of preparation and staging of the event will be sent to exhibitors if applicable.

The trade fair companies  
Deutsche Messe AG Hannover  
Leipziger Messe GmbH

Messe Berlin GmbH  
Messe Düsseldorf GmbH  
Messe Frankfurt Venue GmbH & Co. KG  
Messe München GmbH  
Kölnmesse GmbH  
NürnbergMesse GmbH  
have compiled these Technical Guidelines with a uniform classification system.

Building codes are issued by the governments of the respective German states.

The respective event regulations may therefore differ from exhibition site to exhibition site due to differing local building codes and differing construction conditions at the various exhibition sites.

Messe Frankfurt also reserves the right to modify these Technical Guidelines and other regulations at any time.

The German version alone shall be binding.

## 1. House Rules

The following rules and regulations apply to all people entering the grounds and buildings of Messe Frankfurt Venue GmbH & Co. KG on foot or in a vehicle, as well as to the parking spaces and buildings used by them. Supplementary agreements made with exhibitors, utility or service companies, etc., are not affected by these regulations.

1. The grounds and buildings may only be entered on foot or in a vehicle by people with appropriate identity cards, admission tickets or passes issued by the company. Access is only possible at the times laid down.
2. The German road-traffic regulations (Strassenverkehrsordnung – StVO) apply throughout the grounds at all times. All signs governing vehicular and pedestrian traffic on the grounds must be obeyed. The maximum speed for motor vehicles is 30 km/h
3. Messe Frankfurt Venue GmbH & Co. KG has the right to inspect the loading areas / luggage compartments of motor vehicles, as well as any containers or bags brought onto the grounds and buildings. Messe Frankfurt Venue GmbH & Co. KG reserves the right to expel anyone who refuses to permit an inspection.
4. Messe Frankfurt Venue GmbH & Co. KG is entitled to issue restrictive regulations governing the admission of visitors and to prohibit visitors from bringing animals or objects with them or to make this generally or individually dependent on meeting certain requirements.
5. Messe Frankfurt Venue GmbH & Co. KG accepts no liability of any kind for damage or injury caused to people, property or valuables on the grounds or at the parking areas, exhibition halls or other buildings.
6. Outside the exhibition stands, it is prohibited to advertise in any way, to offer goods or services of any kind, to take orders or to conduct opinion polls without the express authorisation of Messe Frankfurt Venue GmbH & Co. KG.
7. Third parties are prohibited from carrying out any commercial activities at the Fair and Exhibition Centre except those on behalf of Messe Frankfurt Venue GmbH & Co. KG or the organisers, exhibitors or other contracting parties with which it has a contractual relationship. Messe Frankfurt Venue GmbH & Co. KG reserves the right to regulate the activities of third parties on behalf of contracting parties and to lay down the type, scope and conditions of these activities.
8. In the case of infringements of these regulations, misuse or forgery of identity cards, admission tickets, etc., or in the case of disturbances, Messe Frankfurt Venue GmbH & Co. KG has the right to expel those concerned from its grounds and to confiscate their admission tickets and entry passes without compensation, as well as to have motor vehicles towed away at the owner's cost and risk.
9. During fairs and exhibitions, exhibitors are not permitted to hand over goods (open sale) at the Exhibition Centre. If goods are handed over as free samples, this must be documented in writing by a declaration of transfer (receipt), which must be produced on demand. If third parties are found without a receipt, Messe Frankfurt Venue GmbH & Co. KG reserves the right to confiscate the goods without compensation.
10. Neither are visitors allowed to remove exhibits from the grounds before the event is over.
11. All equipment suitable for making or producing photographs or films is prohibited at all buildings and grounds operated by Messe Frankfurt Venue GmbH & Co. KG. Filming, photographing and sketching of goods being exhibited and of exhibition stands, either on the grounds or in the halls, is only permitted in exceptional cases and requires a written authorisation from Messe Frankfurt Venue GmbH & Co. KG. In the case of reasonable suspicion, Messe Frankfurt Venue GmbH & Co. KG is entitled to confiscate any sketches or exposed photographic material and to destroy

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## 1. House Rules

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| <p>them without compensation. This also applies even if other images will also be destroyed.</p> <p>12. During the winter months, snow clearing is only carried out to a limited extent on the grounds operated by Messe Frankfurt Venue GmbH &amp; Co. KG. This refers to both the enclosed</p> | <p>grounds operated by Messe Frankfurt Venue GmbH &amp; Co. KG and those parts of the grounds accessible to the general public.</p> <p>13. Recourse to legal action in connection with the company's decisions concerning these regulations is not possible under</p> | <p>German law. Moreover, the company reserves the right to modify or supplement the regulations at any time.</p> <p>Messe Frankfurt Venue GmbH &amp; Co. KG<br/>1 January 2005</p> |
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## 1.2 Opening hours

### 1.2.1 Set-up and dismantling periods

In general, stand building and deliveries of exhibited goods may commence five (5) calendar days prior to the opening of the event involved.

During the general set-up and dismantling periods, work in the exhibition halls and on the outdoor exhibition areas may proceed around the clock, that is, 24 hours per day (normally no work may be performed after 3 p.m. on the final days of set-up periods, however), unless other hours and a schedule of working hours have been announced for a particular event. In general, dismantling of stand equipment and furnishings, includ-

ing exhibitors' own stand structures and structures built into stands, shall have been concluded and the exhibition hall vacated no later than the second calendar day following the close of the event involved. Stand areas shall be swept and returned to the service office responsible for the hall in a clean condition.

In special cases, Messe Frankfurt's Event Engineering Dept. may grant extensions of set-up and/or dismantling periods.

Exhibition halls are neither heated nor air-conditioned prior to the official commencement of set-up periods or following the official termination of dismantling periods.

In the interest of general safety, all

exhibition halls and the exhibition grounds shall remain closed outside official set-up and dismantling periods and event opening hours.

### 1.2.2. Opening hours during trade fairs/exhibitions

Exhibition halls shall be opened one hour prior to the official opening of the trade fair and shall be closed one hour after it closes, on every day the event involved is officially open.

Exhibitors who, in special cases, have valid grounds for working on their stands outside said opening hours shall require special written permits issued by Messe Frankfurt.



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## 2. Traffic on the exhibition grounds, rescue routes, safety equipment

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### 2.1 Traffic regulations

In order to provide for a smooth flow of traffic during set-up and dismantling periods and during events, traffic regulations, such as those described in the Traffic Guide, shall be observed at all times.

The exhibition grounds are the private property of Messe Frankfurt. The provisions of the StVO (German road traffic regulations) apply throughout the exhibition grounds and on/in Messe Frankfurt's parking facilities. The speed limit on the exhibition grounds is 30 km/h. Within exhibition halls and elsewhere where traffic conditions demand, drivers shall drive at walk-

ing speed. Drivers shall come to a full stop at the entrances to, and exits from, exhibition halls and shall verify that gate heights are adequate. Parking vehicles in the exhibition halls is prohibited. Vehicles' engines shall be shut off during loading/unloading. Caravans/campers may not be used on the exhibition grounds. Illegally parked vehicles, trailers, containers, and goods of any kind may be removed by authorised towing companies working under contract to Messe Frankfurt at their owners' or operators' expense and risk. The instructions of personnel as-

signed by Messe Frankfurt to direct and supervise traffic and the associated information shall be followed at all times. Driving any type of vehicle on the exhibition grounds requires a permit from Messe Frankfurt, is at drivers' own risk, and is prohibited at all times during events.

Cars of up to 2.5 metric tons maximum gross weight may be parked in/on Messe Frankfurt's parking facilities on a space-available basis during the entire event periods only. Parking permits can be requested using the appropriate form.

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### 2.2 Rescue routes

#### 2.2.1 Fire department manoeuvring areas, fire hydrants

The necessary fire-department entry routes and manoeuvring areas designated by "no-parking" signs must be kept clear at all times. Vehicles or objects parked/deposited in rescue routes or on safety areas shall be removed at their owners' expense and risk. Fire hydrants in the exhibition halls and on outdoor exhibition areas shall not be obstructed or rendered

unrecognisable or inaccessible.

#### 2.2.2 Emergency exits, emergency escape hatches, exhibition hall aisles

Escape routes shall be kept clear at all times. Doorways along escape routes must be able to be opened easily over their full width from inside. Doors on emergency exits, emergency escape hatches and their identifying signs or markings shall

not be obstructed, obscured, have anything built over them, be blocked, have anything hung on them, or otherwise be rendered unrecognisable.

Aisles and walkways in exhibition halls shall not be constricted by objects deposited therein or extending into them. Bear in mind that these aisles represent escape routes in the event of an emergency!

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## 2.3. Safety equipment

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing exhibition hall doors and other items of safety

equipment, their signs or markings, and green emergency exit signs shall remain visible and accessible at all times, and shall not be obst-

ructed or enclosed.

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## 2.4. Stand numbering

All stands will be marked with stand numbers by Messe Frankfurt if technically possible with the given stand construction.

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## 2.5. Guard services

During the trade fair, Messe Frankfurt will supervise trade fair halls and outdoor exhibition areas as regards both technical and organisational aspects. General supervision only shall be provided during set-up and dismantling periods. Messe Frankfurt shall be entitled to conduct those measures required for inspecting and guarding same. Messe Frankfurt assumes no liability for items brought in by exhibitors. In particular, no compensation shall be provided for damaged or stolen goods. Messe Frankfurt's guards have not been authorised to accept any orders of any kind from exhibitors. Messe Frankfurt assumes no liability whatsoever for any orders that may have been issued or accepted contrary to this provision. If it is necessary for an exhibitor's

stand to be guarded, this must be organised by the exhibitor themselves. Stand guards shall be supplied by guard services under contract to Messe Frankfurt only. Exhibitors may place their orders for guarding of their stands with one of the guard services selected and authorised by Messe Frankfurt via Messe Frankfurt, Logistics, no later than six (6) weeks prior to the opening of the event involved using the associated order form in the service folder. Ordering stand guards involves submitting a fully completed, preprinted order form for stand guarding applying to the event involved. Oral or telephone orders for stand guarding must be confirmed in writing by applicants. All orders for stand guarding must be signed by applicants.

Any and all liability on the part of Messe Frankfurt shall be excluded. Exhibitors' own stand guards who are to remain on duty in exhibition halls between 7 p.m. and 8 a.m. require special permits, for which a fee is charged. Exhibitors have no legal rights to demand issuance of such permits. Exhibitors' own stand guards who are present in exhibition halls prior to, during and after events shall also observe the following regulations: Guards shall sign in at the service office responsible for the exhibition hall involved prior to going on duty. Their presence on site shall be confirmed by their entering their name, the name of the exhibitor, the stand number, the number of their personal identification card or passport number, and the date and

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## 2.5. Guard services

time of their arrival on a list provided for that purpose maintained by the service office responsible for the hall.

Upon concluding their period of duty, and before leaving the exhibition hall, stand guards shall sign out at the service office responsible for the hall and note the termination of their period of duty on the aforementioned list. Stand guards shall remain on that stand for which

they have a guarding order, and shall enter and leave stands by the shortest route passing by the service office responsible for the hall.

In the event that they fail to observe these regulations, Messe Frankfurt shall assume that the presence of that person on the stand or in the exhibition hall is unauthorised and reserves the right to institute special measures, to expel that person from the exhibition

grounds, and/or to file other claims or claim damages.

Bringing guard dogs onto the exhibition grounds requires a permit issued by Messe Frankfurt that may be revoked by same at any time. Dogs shall be kept on a leash at all times.

Weapons may not be brought onto the exhibition grounds, even for guarding purposes.



## 3. Technical data on, and equipment of, the exhibition halls and outdoor exhibition areas

### 3.1 Technical data on the exhibition halls

Since the technical data on the various exhibition halls differ from hall to hall, they have been listed in a separate document (cf. the document entitled "Technical Data on the Exhibition Halls of Messe Frankfurt").

#### 3.1.1 General illumination, types of electrical supplies, supply voltages

The general illumination in the exhibition halls differs from hall to hall, and ranges from around 300 lux to around 400 lux, measured one meter above floor level. The electrical supplies and supply voltages available on the exhibition grounds are as follows:

Network type: TN-C-S

Supply voltage: 230 V / 400 V

Tolerances as per DIN EN 50160

#### 3.1.2 Compressed air, electrical and water supplies

The compressed air, electrical and water supplies on stands located in exhibition halls are routed through existing installation channels to

connection points in hall floors.

On exhibition hall floors having supporting columns, electrical supplies are also available at terminal boxes mounted on these supporting columns.

#### 3.1.3 Communications facilities

Stands located in exhibition halls are supplied with telephone, fax, data and antenna lines via existing installation channels and connection points in hall floors.

On exhibition hall floors having supporting columns, connection points are also available at terminal boxes mounted on these supporting columns.

#### 3.1.4 Sprinkler systems

Exhibition halls are equipped with sprinkler systems.

Exhibits and decorations must be situated at least 1.0 m from sprinkler heads. Distances between lamps/spotlights and sprinkler heads should be chosen so as to preclude false triggerings of fire extinguishing devices through the heat generated

by the lighting.

#### 3.1.5 Heating, ventilation and air-conditioning

All halls are equipped with heating, ventilation and air-conditioning systems. These systems will be operational as required throughout events.

#### 3.1.6 Outages

Messe Frankfurt should be notified immediately in the event of any outages of utilities, such as electricity, water, compressed air, heating, ventilation or telecommunications systems, etc. Messe Frankfurt assumes no liability for any losses or damage due to such outages.

#### 3.1.7 Stand air-conditioning

It is possible to individually air-condition stand areas. Messe Frankfurt's Exhibitor Service would be happy to provide you with an individual offer. It is not permitted to use drinking water to flow-cool stands.

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## 3.2. Outdoor exhibition areas

Outdoor exhibition areas are paved. The grounds have general road and walkway lighting systems that will be activated at the onset of dark-

ness during event opening hours. Necessary utilities connections are spaced at irregular intervals.

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## 3.3. Designation of clear gate heights

Gates having clear heights less than 4.00 m are designated by signs.

## 4. Stand construction regulations

### 4.1 Stand safety

Exhibition stands – including furnishings, exhibits and advertising media – must be structurally stable to ensure that there is no threat to public safety and order, and in particular that there is no danger

to life or health. The exhibitor is responsible for the structural safety of their stands, and may be required to submit proof of same. Stand structures higher than 4.00 m must be stable enough to with-

stand dynamic pressure of 0.125 kN/m<sup>2</sup> (=wind in the exhibition hall). Bracing stands against neighbouring stands or existing building structures is prohibited.

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### 4.2 Stand construction permits

Provided that these Technical Guidelines have been observed in designing and building the exhibition stand, single-storey stands located in exhibition halls shall be exempted from the requirement to submit planning documents for approval as long as a stand area of 100 m<sup>2</sup> and a height of 4.00 m have not been exceeded. However, all other stand structures, mobile stands, stands located in outdoor areas, temporary structures, two-storey stands, special structures and special constructions require approval and are subject to additional cost. Special constructions include:

- Walls over 4 m in height
- Closed ceilings
- Platforms higher than 0.20 m
- Glass constructions
- Moving components

#### 4.2.1 Stand construction permits

Stand plans drawn to a suitable scale (e.g. 1:100) complete with dimensions, floor plans and per-

spective views shall be submitted for approval in duplicate by no later than six weeks before the start of setup to:

Messe Frankfurt Venue GmbH & Co. KG,  
Event Engineering/Veranstaltungstechnik

Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main  
Germany.

After the stand plans have been inspected, one copy will be stamped as having been approved and returned to the exhibitor/stand constructor if accepted. Stand construction may not commence until the plans have been stamped as having been approved.

For the approval of

- two-storey structures,
  - cinemas and auditoriums,
  - stages and platforms,
  - outdoor structures,
  - temporary structures and
  - special constructions,
- the following documentation (in duplicate) must be submitted in German by no later than six weeks

before the start of setup:

- a) Structural calculations complying with German building standards which are checkable or have been checked by a second independent structural engineer
- b) Building description specifying the materials used (including certificates where applicable)
- c) Stand construction drawings to a suitable scale, e.g. 1:100 (floor plans, perspective views, sectioned views)
- d) Submission of a type certification/certification book renders items a), b) and c) superfluous.

In the event that structural calculations examined by a second, independent structural engineer are not submitted, Messe Frankfurt will commission a firm of engineering consultants to check the plans and separately invoice the exhibitor for their services. The structural engineer will contact the stand construction manager at a

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## 4.2 Stand construction permits

specified time/after consultation in order to inspect the structural characteristics and approve the stand construction.

The costs of the approval process (inspection of the submitted documents and on-site approval) will be invoiced to the exhibitor/stand constructor.

### 4.2.2 Vehicles and containers

Vehicles and containers scheduled to be employed as exhibition

stands in exhibition halls require approval.

### 4.2.3 Alterations to stand structures in non-compliance with regulations

Stand structures that have not been approved or fail to comply with these Technical Guidelines or the state of the art shall be altered or removed from the premises. In the event that said alterations or removal shall not have been concluded by the appointed time,

Messe Frankfurt shall be entitled to make the required alterations at exhibitors' expense.

### 4.2.4. Limits of liability

Messe Frankfurt shall not be held liable for theft or deterioration of, or damage to, drawings, models, or other items of documentation submitted, regardless of any legal grounds that might apply.

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## 4.3 Construction heights

The maximum heights for stands, rigging and advertising are given in the addendum. Advertising media, logos, etc., must be positioned at least 1 metre from the border with the neighbouring stand. There may

be special restrictions in particular halls. All measurements must be checked on site and Messe Frankfurt assumes no liability for figures being correct. The clear height of inside areas must be at least 2.30 m.

The rear sides of stands adjacent to neighbouring stands must be kept smooth and be white in colour from a height of 2.50 m.

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## 4.4 Fire protection and safety regulations

### 4.4.1 Fire protection regulations

Exhibition halls are equipped with fire alarms and fire extinguishing systems.

In the event that the operation of said fire protection systems shall

be restricted by stand construction work (e.g. by closed ceilings), exhibitors shall be obliged to undertake additional measures in order to guarantee their unrestricted operation, where same shall be coordi-

nated with Messe Frankfurt, Event Engineering.

Please consult the following Tables 1 and 2 for the necessary measures.

## 4.4 Fire protection and safety regulations

Table 1: Fire protection programme for one-storey exhibition stands with closed GF ceilings and two-storey exhibition stands with open TF ceilings (GF = ground floor, TF = top floor)

Ceiling area	0 - 30 m <sup>2</sup>	31 - 100 m <sup>2</sup>	101 - 200 m <sup>2</sup>	201 - 400 m <sup>2</sup>	401 - 1000 m <sup>2</sup>
<b>Fire protection measures</b>					
<b>Stand construction-materials incl. ceilings</b>	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant
<b>Stairs</b>	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant
<b>Emergency escape route length</b>	GF: max 20 m to aisle TF: max 20 m to aisle	GF: max 20 m to aisle TF: max 20 m to aisle	GF: max 20 m to aisle TF: max 20 m to aisle	GF: max 20 m to aisle TF: max 20 m to aisle	GF: max 20 m to aisle TF: max 20 m to aisle
<b>Exits from exhibition stands or from rooms located on stands (minimum width)</b>	GF: one; 0.9 m TF: one flight of stairs; 0.9 m	GF: one; 0.9 m TF: one flight of stairs; 0.9 m	GF: Two, opposite, < 200 m <sup>2</sup> : 0.9 m > 200 pers: min. 1.2 m + 0.6 m for each additional 100 pers. TF: Two flights of stairs opposite, each < 200 m <sup>2</sup> : 0.9 m > 200 pers: min 1.2 m + 0.6 m for each additional 100 pers.	GF: Two, opposite, < 200 m <sup>2</sup> : 0.9 m > 200 pers: min. 1.2 m + 0.6 m for each additional 100 pers. TF: Two flights of stairs opposite, each < 200 m <sup>2</sup> : 0.9 m > 200 pers: min 1.2 m + 0.6 m for each additional 100 pers.	GF: Two, opposite, < 200 m <sup>2</sup> : 0.9 m > 200 pers: min. 1.2 m + 0.6 m for each additional 100 pers. TF: Two flights of stairs opposite, each < 200 m <sup>2</sup> : 0.9 m > 200 pers: min 1.2 m + 0.6 m for each additional 100 pers.
<b>Emergency escape route signage</b>	Yes	Yes Escape sign lights	Yes Emergency lighting	Yes Emergency lighting	Yes Emergency lighting
<b>Fire extinguishers</b>	<b>GF: Yes</b> <b>TF: Yes 1+1 p. stairs</b>	<b>GF: Yes</b> <b>TF: Yes 1+1 p. stairs</b>	<b>GF: Yes</b> <b>TF: Yes 1 + 1 per stairs</b>	<b>GF: Yes</b> <b>TF: Yes 1 + 1 per stairs</b>	<b>GF: Yes</b> <b>TF: Yes 1 + 1 per stairs</b>
<b>Fire alarm system</b>	GF: No TF: No	<b>GF: Yes</b> TF: No	<b>GF: Yes</b> TF: No	<b>GF: Yes</b> TF: No	<b>GF: Yes</b> TF: No
<b>Acoustic/visual alarm</b>	GF: No TF: No	GF: No <b>TF: Yes</b>	GF: No <b>TF: Yes</b>	GF: No <b>TF: Yes</b>	<b>GF: Yes</b> <b>TF: Yes</b>
<b>Wall hydrant "S" at stand</b>	GF: No TF: No	GF: No TF: No	<b>GF: Yes, one</b> TF: No	<b>GF: Yes, two</b> TF: No	<b>GF: Yes, three</b> <b>OG: Yes, three</b>
<b>Smoke removal</b>	GF: No TF: No	GF: No TF: No	GF: No TF: No	<b>GF: Yes</b> TF: No	<b>GF: Yes</b> TF: No
<b>Sprinkling</b>	GF: No TF: No	GF: No TF: No	GF: No TF: No	GF: No TF: No	<b>GF: Yes</b> TF: No

Please note: If there is no top storey used by people, the corresponding requirements for the top storey do not apply.

## 4.4 Fire protection and safety regulations

Table 2: Fire protection programme for two-storey exhibition stands with closed GF ceilings and closed TF ceilings (GF = ground floor, TF = top floor)

Ceiling area	0 - 30 m <sup>2</sup>	31 - 100 m <sup>2</sup>	101 - 200 m <sup>2</sup>	201 - 400 m <sup>2</sup>	401 - 1000 m <sup>2</sup>
<b>Fire protection measures</b>					
<b>Stand construction-materials incl. ceilings</b>	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant
<b>Stairs</b>	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant	Minimum B1, flame retardant
<b>Emergency escape route length</b>	GF: max 20 m to aisle TF: max 20 m to aisle	GF: max 20 m to aisle TF: max 20 m to aisle	GF: max 20 m to aisle TF: max 20 m to aisle	GF: max 20 m to aisle TF: max 20 m to aisle	GF: max 20 m to aisle TF: max 20 m to aisle
<b>Exits from exhibition stands or from rooms located on stands (minimum width)</b>	GF: one; 0.9 m TF: one flight of stairs; 0.9 m	GF: one; 0.9 m TF: one flight of stairs; 0.9 m	GF: Two, opposite, < 200 m <sup>2</sup> : 0.9 m > 200 pers: min. 1.2 m + 0.6 m for each additional 100 pers. TF: Two flights of stairs opposite, each < 200 m <sup>2</sup> : 0.9 m > 200 pers: min 1.2 m + 0.6 m for each additional 100 pers.	GF: Two, opposite, < 200 m <sup>2</sup> : 0.9 m > 200 pers: min. 1.2 m + 0.6 m for each additional 100 pers. TF: Two flights of stairs opposite, each < 200 m <sup>2</sup> : 0.9 m > 200 pers: min 1.2 m + 0.6 m for each additional 100 pers.	GF: Two, opposite, < 200 m <sup>2</sup> : 0.9 m > 200 pers: min. 1.2 m + 0.6 m for each additional 100 pers. TF: Two flights of stairs opposite, each < 200 m <sup>2</sup> : 0.9 m > 200 pers: min 1.2 m + 0.6 m for each additional 100 pers.
<b>Emergency escape route signage</b>	Yes	Yes Escape sign lights	Yes Emergency lighting	Yes Emergency lighting	Yes Emergency lighting
<b>Fire extinguishers</b>	<b>GF: Yes</b> <b>TF: Yes 1+1 p. stairs</b>	<b>GF: Yes</b> <b>TF: Yes 1+1 p. stairs</b>	<b>GF: Yes</b> <b>TF: Yes 1 + 1 per stairs</b>	<b>GF: Yes</b> <b>TF: Yes 1 + 1 per stairs</b>	<b>GF: Yes</b> <b>TF: Yes 1 + 1 per stairs</b>
<b>Fire alarm system</b>	GF: No TF: No	<b>GF: Yes</b> TF: Yes	<b>GF: Yes</b> <b>TF: Yes</b>	<b>GF: Yes</b> <b>TF: Yes</b>	<b>GF: Yes</b> <b>TF: Yes</b>
<b>Acoustic/visual alarm</b>	GF: No TF: No	GF: No <b>TF: Yes</b>	GF: No <b>TF: Yes</b>	GF: No <b>TF: Yes</b>	<b>GF: Yes</b> <b>TF: Yes</b>
<b>Wall hydrant "S" at stand</b>	GF: No TF: No	GF: No TF: No	<b>GF: Yes, one</b> <b>TF: Yes, one</b>	<b>GF: Yes, two</b> <b>TF: Yes, two</b>	<b>GF: Yes, three</b> <b>TF: Yes, three</b>
<b>Smoke removal</b>	GF: No TF: No	GF: No TF: No	GF: No TF: No	<b>GF: Yes</b> <b>TF: Yes</b>	<b>GF: Yes</b> <b>TF: Yes</b>
<b>Sprinkling</b>	GF: No TF: No	GF: No TF: No	GF: No TF: No	GF: No TF: No	<b>GF: Yes</b> <b>TF: Yes</b>



## 4.4 Fire protection and safety regulations

### Explanations for Table 1 and 2

#### General remarks / Area data

Two-storey construction and the construction of closed ceilings are only permitted subject to the consent of Messe Frankfurt, Event Engineering. Area data in m<sup>2</sup> refers in each case to the closed ceiling area per storey; a rating in sections may be necessary. For exhibition stands with closed ceilings with an area of 1000 m<sup>2</sup> or more, an individual fire protection concept must always be prepared and submitted to Messe Frankfurt for approval.

#### Closed ceilings

The effectiveness of the sprinkler system (in the exhibition hall) must not be reduced by covered or multi-storey exhibition stands.

Ceilings are considered to be open:

- if no more than 50% per each m<sup>2</sup> of the roofed area is covered
- if sprinkler-compatible fabrics with a minimum mesh width of 2 mm x 4 mm or 3 mm x 3 mm are used. Tarpaulins are to be hung horizontally and only in one layer.

Fire protection measures:

- Up to 30 m<sup>2</sup> of ceiling area of each stand may be covered without any additional measures being necessary, as long as this does not exceed 50% of the stand area, as this does not reduce the effectiveness of the sprinkler system in the exhibition hall. It is also possible to have multiple ceiling areas of up to 30 m<sup>2</sup> within a single exhibition stand, as long as a minimum distance of 3.00 m is

maintained between each ceiling area. In order to ensure that multiple ceiling areas taken together do not exceed the maximum size of 30 m<sup>2</sup>, a distance of at least 1.50 m from the edge of the stand is to be maintained at all times.

- Closed ceiling areas up to 100 m<sup>2</sup> in size require an automatic fire alarm system.
- Closed ceiling areas that are larger than 100 m<sup>2</sup> in size also require the installation of wall hydrants for immediate fire-fighting measures
- Closed ceiling areas that are larger than 400 m<sup>2</sup> require a sprinkler system for the area beneath the closed ceiling. It is not permissible to place multiple ceiling areas of up to 400 m<sup>2</sup> next to one another without a sprinkler system. A minimum distance of 5 m (straight line) must be maintained between the ceiling areas.

The top storey must always be left open to ensure that the effectiveness of sprinkler systems is not impaired. If the ceilings of top storeys are closed, the additional requirements for areas in one-storey stands with closed ceilings shall apply. Please also see Item 4.4.2

#### Stand construction materials, stairs

All stand construction materials shall be at least flame-retardant according to DIN 4102 - B1 and/or EN 13501-1 class C. In particular cases, special requirements can be prescribed for load-bearing structural parts on safety grounds. All stair-

ways shall comply with DIN 18065.

#### Emergency escape routes

The routing and dimensioning of emergency escape routes are governed by the requirements of the MVStättV (German regulations on public meeting places). Distances within exhibition stands shall be measured according to walking distance.

#### Emergency escape route signage

The signage of the emergency escape routes is based on the Employers' Liability Association regulations BGV A 8 "Safety and Health Protection Signage at the Place of Work" and BGR 131 "Regulations for Safety and Health Protection at Places of Work with Artificial Lighting and for Safety Routing Systems". If exhibition stands are enclosed or if they are darkened and the general emergency lighting in the exhibition hall is not adequate, emergency lighting must be provided for safety signage at exits and on emergency escape routes (cf. Art. 15 of MVStättV). For exhibition stands with an enclosed area of 30- 100 m<sup>2</sup>, escape sign lights under BGR 131 are adequate.

#### Wall hydrants

Additional wall hydrants at exhibition stands are to be provided primarily for self-help, but also for use by instructed persons. Wall hydrants for self-help comply with DIN 14461 Part 1 Type "S" and are to be marked with an "S" accordingly, in addition to safety marking. The capacity of the wall hydrants for self-help is

## 4.4 Fire protection and safety regulations

24 l/min with simultaneous operation of two wall hydrants with non-distorting hoses of 19 mm in diameter and a jet pipe with mouthpiece of 4 mm in diameter. Wall hydrants at exhibition stands are to be installed in the direct vicinity of stand entrances or, respectively, at the top or bottom of stairs. Wall hydrants are to be located so that every part of an exhibition stand can be reached with at least one hydrant. Stand personnel will be instructed in use of the wall hydrants by Messe Frankfurt.

### Fire extinguishers

Every level of an exhibition stand must be equipped with at least one fire extinguisher appropriate to the existing fire risk. One additional fire extinguisher must be provided for each further 200 m<sup>2</sup>. An additional fire extinguisher must be provided at the top of each flight of stairs within a stand. The fire extinguishers must have an extinguishing capacity of at least 27 A for fire classification A or 144 B for fire classification B and should not weigh more than 12 kg. Suitable fire extinguishers must be provided if stands have kitchens.

### Fire alarm system

The automatic fire alarm systems on exhibition stands with closed ceilings are designed to detect a fire at an early stage and to warn both stand visitors, especially those on the top floor of a stand, and the fire service. In this way, the

conditions for escape are significantly improved and fire service intervention times minimised. As well as warning facilities, systems for smoke removal can be activated by an automatic fire alarm system.

### Acoustic/visual alarm

An acoustic/visual warning system must be installed on the top floor of two-storey exhibition stands if there is no visual contact with the exhibition hall. In this way, people on the top storey can be warned at an early stage if there is a fire alarm on the ground floor. The warning system is activated/triggered by the automatic fire alarm system on the ground floor of a two-storey stand. For exhibition stands with closed ceilings larger than 400 m<sup>2</sup>, a warning system of this type must be provided on the ground floor too.

Soundproof booths must additionally – irrespective of their size – either allow visual contact to the outside or feature an acoustic/visual signal system combined with an alarm button or an emergency switch outside the booth.

### Smoke removal

Smoke removal from exhibition stands is by natural means or mechanically into the exhibition hall and from there by natural means or mechanically to the outside. No smoke extraction system is required for exhibition stands with a ceiling area of less than 200 m<sup>2</sup>. For stands with a ceiling area of up to 1,000 m<sup>2</sup>, smoke removal open-

ings with clear opening space totalling 1 percent of the stand area, windows or doors with clear opening space totalling 2 percent of the stand area or a mechanical smoke extraction system with an air volume flow rate of 36 m<sup>3</sup>/h per square metre of stand area are considered adequate. No requirements relating to maintenance of thermal and electrical functions apply to systems for mechanical smoke removal from exhibition stands, since such smoke removal is only relevant in the self-help phase and possibly for giving help to third parties and no requirements are prescribed for exhibition stand elements either. A mechanical smoke removal system is triggered/activated via the automatic fire alarm system.

### Sprinkler systems

Closed ceiling areas that are larger than 400 m<sup>2</sup> require a sprinkler system for the area beneath the closed ceiling.

It is not permissible to place multiple ceiling areas of up to 400 m<sup>2</sup> next to one another without a sprinkler system. A minimum distance of 5 m (straight line) must be maintained between the ceiling areas.

#### 4.4.1.1 Construction and decorative materials

All stand construction and decorative materials shall comply at least with building materials class B1 of DIN 4102, and/or class C of EN 13501-1, i.e. shall be flame retardant. Special requirements may apply to

## 4.4 Fire protection and safety regulations

load-bearing structural elements in the interest of safety. Materials such as rigid polystyrene foam, PVC or similar, as well as various acrylic glass products, that are readily inflammable, drip while burning or form toxic gases shall not be employed. The materials employed shall not contribute to evolution of large volumes of smoke in the event of a fire. Test certificates for the classes of building materials and the required material characteristics shall be supplied upon request. Deciduous and coniferous trees may be used only if their roots are kept moist at all times. Bamboo, reed, hay, straw, bark mulch, peat or similar materials shall not be employed. Employment of plastic cable ties for fastening statically stressed parts is prohibited.

### 4.4.1.2 Exhibiting motor vehicles

Vehicles equipped with combustion engines may be exhibited in the exhibition halls only if their fuel tanks have been largely emptied. Their batteries shall be disconnected and their fuel tanks shall be locked. Gas-driven motor vehicles may only be exhibited in the exhibition halls if their gas tanks have been emptied and depressurised.

### 4.4.1.3 Explosive materials

Explosive materials are subject to the German Explosives Act (Sprengstoffgesetz), and may not be exhibited at trade fairs or exhibitions. The same applies to ammunition in the sense of the German

Firearms Act (Waffengesetz).

### 4.4.1.4 Pyrotechnics

Pyrotechnic shows require approval and shall be coordinated with Messe Frankfurt.

Pyrotechnic articles lacking the necessary approval and pyrotechnic articles of Classes II, III or IV are not approved for display or use.

### 4.4.1.5 Balloons and flying objects

Employment of balloons or flying objects filled with a combustible gas in the exhibition halls or on outdoor exhibition areas is prohibited.

Messe Frankfurt's Event Engineering dept. shall be notified of the employment of balloons filled with an inert gas in the exhibition halls or on the outdoor exhibition areas.

### 4.4.1.6 Fog machines, hazers and laser systems

Messe Frankfurt's Event Engineering department must be notified if fog machines, hazers and laser systems are to be used. Notification must be given of the operation of laser systems pursuant to Section 5 of the Accident Prevention Regulations Laser Beams [Unfallverhütungsvorschrift "Laserstrahl" BGV B2]. Any Class 3b or higher devices/systems must be inspected by a publicly appointed and sworn authority and declared safe before being placed in operation.

There must be technical and/or organisational measures in place to ensure that no one is exposed to

laser radiation above the maximum permissible dose when adjusting or operating the laser system.

When laser systems of classes 3B or 4 are demonstrated at exhibitions or trade fairs, it must be ensured that no uncontrolled reflected radiation can occur, and that the laser area around the laser facilities is restricted using barriers or covers bearing the laser warning symbol so that it is not accessible to people (BGV B2 Section 7).

### 4.4.1.7 Ash containers, ashtrays

If smoking has not been expressly prohibited on stands or parts of stands, exhibitors must ensure that an adequate number of ash containers or ashtrays made from non-combustible material are provided and that they are emptied regularly.

### 4.4.1.8 Containers for trash, recyclable materials and residual waste

No containers for trash, recyclable materials or residual waste that have been fabricated from combustible materials shall be set up on stands. All containers on stands shall be regularly emptied, no later than every evening following the close of the event, and their contents deposited in the containers for recyclable materials or residual waste at the stations at exhibition hall exits. In the event that large quantities of combustible waste are generated, same shall be safely disposed of several times a day. Trash bags may be deposited in aisles daily for pick-up following the

NEW

## 4.4 Fire protection and safety regulations

close of the event.

### 4.4.1.9 Spray guns, nitrocellulose lacquers

Use of spray guns and employment of nitrocellulose lacquers is prohibited in all exhibition halls.

### 4.4.1.10 Work involving use of cutting wheels and all work involving open flames

Messe Frankfurt, Event Engineering, shall be notified regarding any work involving welding, cutting, soldering, thawing or grinding in advance of its commencement. Said work shall not commence before it has been approved and a permit has been received.

The surrounding area shall be adequately shielded during said work.

### 4.4.1.11 Empty packagings

The storage of empty packaging/flammable materials of any type (e.g. packaging and packaging materials) either inside or outside the stand in the exhibition hall is prohibited. All empty packaging is to be removed without delay. It can be placed into storage by Messe Frankfurt's Logistics Services department:

Logistics Services  
Cargo Center Messe Frankfurt  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main  
Germany

Phone +49 69 75 75-60 75

Fax +49 69 75 75-9 60 75

logistics@messefrankfurt.com

In the event that the exhibitor does not comply with a request to

remove items that are improperly stored, Messe Frankfurt shall be authorised to have the items removed at the expense and risk of the exhibitor.

### 4.4.1.12 Fire extinguishers

Every stand shall be equipped with at least one fire extinguisher. See also Section 4.4.1.

### 4.4.1.13 Cleaning agents, solvents

Employment of combustible liquids for cleaning purposes in exhibition halls is prohibited. Cleaning agents that contain constituents that are hazardous to health shall be employed in accordance with applicable regulations.

## 4.4.2 Stand ceilings

In order to ensure that sprinkler protection is not impaired, stands in halls with sprinklers must always be open at the top. Ceilings are to be considered open when no more than 50% of the floor space is covered.

Sprinkler-compatible ceilings with a mesh size of at least 2 x 4 mm or 3 x 3 mm are permissible. Tarpaulins are to be hung horizontally and only in one layer. Tarpaulins should not be allowed to sag. With two-storey constructions, ceilings used as exhibits and shades, closed ceilings can be permitted with certain restrictions. (Please also see Items 4.4.1 and 4.9 for two-storey constructions) Up to 30 m<sup>2</sup> of contiguous ceiling space may be covered for one stand without any additional measures being necessary,

as long as this does not exceed 50% of the stand area. In order to ensure that multiple ceiling areas taken together do not exceed the maximum size of 30 m<sup>2</sup>, a distance of at least 1.50 m from the edge of the stand is to be maintained at all times. It is also possible to have multiple ceiling areas of up to 30 m<sup>2</sup> within a single exhibition stand, as long as a minimum distance of 3.00 m is maintained between each ceiling area.

If the contiguous placement of multiple ceiling areas (including across multiple stands) results in a total area of greater than 30 m<sup>2</sup>, suitable compensatory measures are required (please see Item 4.4.1, Table 1 "Fire protection programme for one-storey exhibition stands with closed ground floor ceilings and two-storey exhibition stands with open top floor ceilings"). A permit is required for closed ceilings larger than 30 m<sup>2</sup>. Plans are to be submitted to the Event Engineering department of Messe Frankfurt for approval by no later than six weeks before the start of the event. The installation of corresponding compensatory facilities (wall hydrant, fire alarm system, visual/acoustic alarm, automated smoke extraction system, sprinkler system) is to be performed by companies authorised by Messe Frankfurt and entails a fee. Soundproof booths that are 30 m<sup>2</sup> or larger must be equipped with a fire alarm system. All soundproof booths – regardless of size – must have either a visual link with the

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## 4.4 Fire protection and safety regulations

outside or a visual signalling system combined with an alarm button or emergency-off button outside the booth.

All requirements relating to the installation of closed ceilings can be found under Item 4.4.1, Tables 1 and 2.

### 4.4.3 Glass and acrylic glass

Only glass suitable for the intended

use shall be employed. All glass employed on glass structures shall be safety glass. Request the document entitled "Merkblatt zum Einsatz von Glas/Acrylglas im Messebau" (Regulations Governing the Employment of Glass/Acrylic Glass in Stand Construction) for further information. The edges of glass panes shall be ground or protected such that personal injuries

are precluded.

Structural elements fabricated entirely from glass shall be marked at eye level.

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## 4.5 Exits, escape routes, doors

### 4.5.1 Exits, escape routes

The distance between any point on an exhibition area and an exhibition hall aisle shall not exceed 20 m walking distance.

Lounges, workrooms, and exhibition areas having floor areas of 100 m<sup>2</sup> or less shall have one exit having a minimum width of 0.90 m.

Every stand with a floor area larger than 100 m<sup>2</sup> must have at least two exits, as far apart as possible and at opposite ends of the stand. The

widths of said exits and escape routes shall depend upon the maximum number of persons and shall be as follows (see also Section 4.4.1):

- fewer than 200 persons, at least 0.90 m;
- more than 200 persons, at least 1.20 m.

Larger exit widths shall be graduated in 0.60 m increments per 100 persons only. Escape routes shall be marked in accordance with the

German accident prevention regulations ("Unfallverhütungsvorschriften") BGV A8.

### 4.5.2 Doors

Employment of swinging doors, revolving doors, doors that require entry of a code in order to open them, sliding doors, or other means for restricting access along escape routes is prohibited.

## 4.6 Platforms, ladders, stairs, landings

Publicly accessible areas that directly border on areas more than 0.20 m below them shall be bordered by railings unless they are connected to the lower levels by steps or ramps. The maximum slope of ramps on rescue and escape routes is 6%. The railing must be at least 1.10 m high. In areas where small children can be expected, railings and banisters should be designed such that they are difficult to climb over. There must not be more than 0.12 m space between railing/banister components in any direction. Handrails shall be rigid, provide a secure grip and have no exposed ends. A structural certification must be submitted for the platform; the inspection and approval of this special construction entails costs for which the exhibitor/stand constructor will be billed. The load-bearing capacity of floors shall conform to DIN 1055, Sheet 3, Table 1, and shall be at least 2.0 kN/m<sup>2</sup>, depending upon the

floors' use. With railings and banisters, a horizontal load of 1.0 kN/m<sup>2</sup> is to be calculated at beam height. Accessible single-level platforms cannot be more than 0.20 m above floor level. The substructure of the platform floor must be at least flame-retardant according to DIN 4102 -B1 and/or EN 13501-1 class C. Ladders, stairs, and landings must comply with current German accident prevention regulations. All stairways must comply with DIN 18065. The distance between any point in the stand and an exhibition hall aisle shall not exceed 20 m walking distance. The number and clear width of stairs shall depend on the area of the top floor and the number of persons on the top floor (see also Section 4.4.1):

- Top floor area up to 100 m<sup>2</sup>, fewer than 200 people: 1 flight of stairs, minimum width 0.90 m
- Top floor area between 100 m<sup>2</sup> and 200 m<sup>2</sup>, fewer than 200 people: 2 flight of stairs, mini-

- mum width 0.90 m each
- Top floor area between 100 m<sup>2</sup> and 200 m<sup>2</sup>, more than 200 people: 2 flight of stairs, minimum width 1.20 m each
- Top floor area more than 200 m<sup>2</sup>: 2 flight of stairs, minimum width 1.20 m each
- For each additional 100 people: an additional 0.60 m is added to the clear width of each flight of stairs for each additional 100 people

Spiral and circular staircases are approved for use as auxiliary stairways. Moving components, such as escalators or rotating stages (special constructions), require prior approval of Messe Frankfurt, Event Engineering. Stairways that are at least 1.20 m wide must have handrails on both sides. Steps that are wider than 2.40 m must have central handrails.

## 4.7 Stand design

### 4.7.1 Stand appearance

Exhibitors are responsible for designing their stands, where typical exhibition criteria applicable to the event in question shall apply. Stand construction shall be such that their edges bordering on aisles shall be as transparent as practicable. The target should be a frontage that is 70% open.

Lengthy, enclosed stand structures bordering on aisles are not permitted and must be interrupted by display cases, niches, displays or similar. The rear sides of stands adjacent to neighbouring stands must be kept smooth and be white in colour from a height of 2.50 m, or must be positioned at least 1.00 m from the border of

the neighbouring stand, so as not to impair the design of the neighbouring stand.

Insofar as trade fair visitors are able to look down onto stand roofing, same shall be incorporated into stand designs (Forum 0, Hall 3.0, Galleria 0, Hall 5.0 West and East, Hall 6.0 East).



## 4.7 Stand design

### 4.7.2 Verification of rented areas

Rented areas shall be marked as such by Messe Frankfurt. Exhibitors shall be obliged to inform themselves on site on the location and dimensioning of any structures or other facilities on their stand, in particular columns, fire alarms, the routing of utility channels, ventilation systems, floor unevenness, etc., once they have been assigned a stand, and, if necessary, instruct their stand builders accordingly. Messe Frankfurt assumes no liability for the accuracy of the dimensions given in hall and stand plans. Assigned stand areas shall be observed at all times. Even lighting fixtures and signs should not be allowed to protrude beyond the boundaries of stand areas.

### 4.7.3 Interventions in the structures and equipment of buildings

Components of exhibition hall structures and their technical facilities shall not be damaged, dirtied or otherwise altered by, e.g. drilling into same or driving nails or screws into same. Painting, wallpapering, or affixing posters or other items is also prohibited. Components of exhibition halls and their technical facilities shall not be subjected to static loadings by stand structures or exhibits. The supporting columns of exhibition halls located within stands may be enclosed up to the level of the maximum stand height allowed, provided that they shall not be damaged thereby.

Facilities on hall columns, walls and technical installations must be freely accessible. If necessary, appropriate servicing hatches must be provided.

### 4.7.4 Exhibition hall floors

Carpets and other floor coverings shall be laid such that accidents will be prevented, and shall not extend beyond stand boundaries. Only PE/PP double-sided tape that may be removed without leaving any residues shall be employed for holding carpets and floor coverings in place.

All materials employed shall be completely removed by exhibitors without leaving any residues. Any substances such as oil, grease, paint, and similar must be removed from the floor immediately.

Exhibition hall floors shall not be painted or have anything glued onto them. Stand utilities, lines laid out on stands, servicing access hatches etc., shall not be obstructed. Driving or setting anchorings or other mounting hardware into the floors is prohibited.

Carpets and other floor coverings used on exhibition areas shall be at least flame-retardant according to DIN 4102 - B1 and/or EN 13501-1 class C. Test certificates stating the classifications of the building materials employed shall be kept available on stands at all times.

### 4.7.5 Suspensions from hall ceilings

Suspensions from hall ceilings may be hung using the mounting points

provided for that purpose (note that these are not available on all levels, however).

Suspensions require approval, and shall comply with BGV C1. Their hanging shall be handled by Messe Frankfurt and its contractors.

Orders for same using the form provided shall be accompanied by a layout sketch listing the weight(s) of the item(s) to be hung and showing the desired placements of suspension points.

The maximum construction heights (cf. the addendum hereto) also apply to the height of cross beams, and shall thus be observed.

Messe Frankfurt reserves the right to have the transmitted loads and structures checked by a civil engineer. Said checking is not free of charge, and shall be invoiced to ordering parties/exhibitors.

Employment of plastic cable ties for fastening statically stressed parts is prohibited.

### 4.7.6 Stand bounding walls

Messe Frankfurt shall erect, in general, standard partition walls having a height of 2.50 m and supporting feet up to 0.12 m in length.

Stands open on one side shall be provided with one rear wall and two side walls. Stands open on two sides shall be provided with either one rear wall and one right or left side wall, or two side walls only. Stands open on three sides shall be provided with one rear wall only.

Stands open on all four sides shall not be provided with any partition

## 4.7 Stand design

walls. The areas of such stands shall be delimited by markings on exhibition hall floors.

In the case of stands open on one side or two sides, 6 cm shall be deducted from the confirmed stand widths in order to obtain the clearances between the inner surfaces of their partition walls.

Under no circumstances shall partition walls be damaged. Messe Frankfurt reserves the right to invoice exhibitors for any repairs that may be required.

In the event that exhibitors or their stand builders shall notice any damage to these plastic-coated walls at the commencement of stand construction, the service office responsible for the hall shall be informed immediately.

Light objects may be attached to stand walls using decoration hooks, which are available from hall service offices. These hooks are to be hung on the top edges of stand wall systems and are capable of supporting loads of 4 kg or less. No more than two such hooks shall be hung on any wall element. The stand wall system employed has plastic-coated surfaces, into which no nails or screws shall be driven, which shall not be painted, and onto which nothing shall be glued. In exceptional cases, Messe Frankfurt Medien und Service GmbH (MFS) shall allow walls to be wallpapered using suitable materials, provided that it shall be reimbursed for the costs of restoring them to their original conditions by exhibitors prior to the commencement of the wallpapering work

involved. Affixing lacquered wallpaper, washable wallpaper or any other wallpaper having a barrier coating of any kind to stand wall systems is prohibited. Affixing any self-adhesive tapes, foils, or similar to stand wall systems is also prohibited. Additional partitioning walls for conference cabins on stands or for other subdivisions of stands shall be set up at exhibitors' expense upon request. MFS shall have the work required performed by a specialist company.

MFS also offers exhibitors complete stands in standard sizes ranging from 15 m<sup>2</sup> to 49 m<sup>2</sup> equipped with standard furnishings, as well as rentals of custom furnishings for stands having larger floor areas. They can be ordered through the Messe Frankfurt online order shop.

### 4.7.7 Advertising media/ presentations

Stand and exhibit lettering and company and brand logos shall not exceed the maximum construction height (cf. the addendum hereto). Advertising materials, logos etc. are to be kept at least 1.00 m from the border of the neighbouring stand. Same should have an attractive appearance.

Presentations, visual advertising media, slow-moving and acoustic advertising media, and playback of recorded music shall be allowed, provided that neighbours shall not be disturbed thereby, no traffic jams shall occur in aisles, and Messe Frankfurt's own public address system shall not be drowned out. Sound pressure levels at the

boundaries of the stands involved shall not exceed 70 dB(A). In the event of violations of that regulation, Messe Frankfurt shall be entitled to take action against offenders and, if necessary, demand that the offending equipment be shut down. In the event that any shows are to be put on, the regulations of the professional and industrial societies entitled "Show and Production Facilities for Scenic Presentations" (BGV C1) shall be observed at all times.

Messe Frankfurt shall be notified if any shows or product presentations involving shows are to be put on. Distribution of printed matter and employment of advertising media by exhibitors is allowed on their own stands only.

### 4.7.8 Foundations, pits

In the event that exhibitors plan to have any foundations built, pits dug or any other alterations made to buildings, scale drawings listing the weights and dimensions of exhibits and storage areas shall be submitted to Messe Frankfurt, Event Engineering, for approval no later than six (6) weeks prior to the opening of the event involved. Exhibitors shall be responsible for all associated costs as well as expenses to restore any items altered to their original conditions immediately following conclusion of the event. Orders are to be directed exclusively to Messe Frankfurt.

## 4.8 Outdoor exhibition areas

The foregoing general regulations governing stand construction also apply, suitably modified, to stand construction and stands erected on outdoor exhibition areas. In the case of stands to be erected on outdoor exhibition areas, exhibitors shall submit scale floor plans and top/side/perspective view drawings covering the planned stand structures and stand design, complete with their precise dimensions, to Messe Frankfurt, Event Engineering, for approval no later than six weeks prior to the start of set-up work. Exhibitors shall be charged for approvals of stands to be erected on outdoor exhibition areas.

Checked, or checkable, static computations shall be included with the sets of drawings submitted. If no checked static computations are submitted, checking by a firm of engineering consultants engaged by Messe Frankfurt shall be required. The charges therefor shall be separately invoiced to exhibitors by the respective firm of engineering consultants. Insofar as superstructures have been classified as temporary structures, a valid certification book must be submitted. Messe Frankfurt's Event Engineering department must be notified if temporary structures are to be erected. The approval

documentation/certification book must be at the stand for approval before the start of the event. The exhibitor/stand constructor will be invoiced for the costs of approving the temporary structure. In the event that exhibitors plan any excavations for foundations, pits, pipelines, cables, flagpoles etc. in outdoor exhibition areas, approvals for same must be obtained from Messe Frankfurt, Event Engineering, in good time. This work may not be carried out until approval has been obtained. Ground anchors such as ground pegs etc. are not permitted.

## 4.9 Two-storey structures

### 4.9.1 Requests for approval

Two-storey structures require the approval of Messe Frankfurt's Event Engineering Department. Inquiries should be submitted no later than six (6) weeks prior to the opening of the event involved to the following address:  
Messe Frankfurt Venue GmbH & Co. KG  
Veranstaltungstechnik  
Ludwig-Erhard-Anlage 1  
D-60327 Frankfurt am Main  
Exhibitors shall be charged for checking of plans for two-storey structures. Said charges are exclusive of charges for a required fire alarm system or other fire protection measures that may become necessary.

### 4.9.2 Restrictions applying to stand superstructures, safety clearances and the heights of interior rooms

In the interest of the overall character of the exhibition hall and for safety reasons, Messe Frankfurt reserves the right to withhold approval of two-storey structures at its own discretion. The clear height of interiors in multi-storey structures must be at least 2.30 m. If 30 m<sup>2</sup> or more of the stand area is covered by the upper storey, this area must be equipped with an automatic fire alarm system. Other measures may also be necessary – please see Item 4.4.1, Tables 1 and 2, for

detailed information. The exhibitor is to order any necessary compensatory measures from Messe Frankfurt, Event Engineering. Messe Frankfurt will arrange for the necessary installations and invoice the exhibitor for the costs entailed. Structural calculations submitted to Messe Frankfurt for inspection or which have already been inspected will be given to a firm of engineering consultants commissioned by Messe Frankfurt to determine if they are in compliance with the construction plans submitted. In the event that structural calculations examined by a second, independent structural engi-

## 4.9 Two-storey structures

neer are not submitted, the engineering consultants will inspect the plans themselves and separately invoice the exhibitor for their services. The structural engineer will contact the stand construction manager at a specified time/after consultation in order to inspect the structural characteristics of the stand.

### 4.9.3 Traffic loads/load-bearing capacities

The traffic loads for two-storey exhibition stands shall be those stipulated under DIN 1055:

- Floors of assembly/exhibition rooms and similar rooms, 5.0 kN/m<sup>2</sup>
- Floors of rooms used as offices or similar, may be reduced to 3.5 kN/m<sup>2</sup>
- Stairways, 5.0 kN/m<sup>2</sup>
- Horizontal loads for railings and banisters at handrail height, 1.0 kN/m<sup>2</sup>
- Horizontal loads for top-storey outer walls at 1.0 m height above floor level, 1.0 kN/m<sup>2</sup>.

In providing proof of stand safety, due account should be taken of the fact that no anchorings are allowed.

Unrestricted utilization as an exhibition and sales room, or as an assembly room, with or without dense seating, requires a traffic load of 5.0 kN/m<sup>2</sup>.

The intended use shall be clearly recognisable and entered on the plans submitted for approval.

In order to arrive at a sufficiently

high longitudinal lateral stability, a horizontal load of  $H = p/20$ , where  $p$  is the traffic load, shall be employed.

The horizontal loads of railings and banisters at the upper edges of banisters and on supporting walls on the top floor, at a height of 1.10 m above floor level, shall be set to 1.0 kN/m.

It shall be shown that floor stressing of supports remains below the tolerated loadbearing capacity of exhibition hall floors (cf. "Technical Data on the Exhibition Halls of Messe Frankfurt"). Load-distributing baseplates measuring at least 0.20 m x 0.20 m shall be provided beneath supports on multi-storey structures and special constructions. In the case of high loads, they shall comply with the static requirements that apply.

All stairways shall be designed for a traffic load of 5.0 kN/m<sup>2</sup>.

### 4.9.4 Escape routes / stairways

On the top floors of two-storey exhibition stands, the walking distance from any accessible location to the nearest exhibition hall aisle via the stairway shall not exceed 20.00 m.

All stairway structures shall comply with DIN 18065. The number and inner width of stairs shall depend on the area of the top floor and the number of persons on the top floor (cf. Section 4.4.1):

- Top floor areas up to 100 m<sup>2</sup> and maximum occupancies of less than 200 persons:  
1 stair, minimum width 0.90 m.

- Top floor areas from 100-200 m<sup>2</sup> and maximum occupancies of less than 200 persons:  
2 stairs, minimum width 0.90 m each.
- Top floor areas from 100-200 m<sup>2</sup> and maximum occupancies of more than 200 persons:  
2 stairs, minimum width 1.20 m each.
- Top floor areas exceeding 200 m<sup>2</sup>:  
2 stairs, minimum width 1.20 m each.
- For each additional 100 persons:  
+ 0.60 m inner stair width

Spiral staircases or stairways with rungs are approved for use as auxiliary stairways. Moving components, such as escalators or rotating stages (special structures), require prior approval from Messe Frankfurt, Event Engineering. Stairways that are wider than 2.40 m shall have central handrails.

Handrails shall be rigid, provide a secure grip and have no exposed ends.

### 4.9.5 Building materials

All stand construction and decorative materials shall comply at least with building materials class B1 of DIN 4102 and/or class C of EN 13501-1, i.e. shall be flame-retardant.

Special requirements may apply to load-bearing structural elements in the interest of safety. Materials such as rigid polystyrene foam, PVC, or similar, as well as various acrylic glass products, that are readily flammable, drip while

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## 4.9 Two-storey structures

burning or form toxic gases shall not be employed. The materials employed shall not contribute to evolution of large volumes of smoke in the event of a fire.

### 4.9.6 Top floors

Guards at least 0.05 m high that will prevent objects from rolling off top floors shall be installed on the flooring of top floors, in the vicinity of railings, if required.

Railings shall comply with Sections 4.6 and 4.9.3 above.

The top storey should always be left open to ensure that the effectiveness of the fire extinguishing systems is not impaired. If the ceilings of top storeys are closed, the additional requirements for areas in one-storey stands with closed ceilings shall apply.

All of the necessary fire protection measures can be found under Item

4.4.1. In addition to the fire extinguishers already present on the ground floor, at least one approved and suitable fire extinguisher per stairway (in compliance with EN3) is to be located in a clearly visible and easily accessible place.

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## 5. Operational safety, technical safety provisions, technical regulations and utilities

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### 5.1 General regulations

Exhibitors are responsible for operational safety and maintaining compliance with occupational health and safety and accident prevention regulations on their stands. All set-up and dismantling work shall comply with occupational health and safety and industrial regulations.

#### 5.1.1 Damage

Any and all damage caused by exhibitors or their agents on the exhibition grounds or in the grounds' buildings or facilities shall be remedied by Messe Frankfurt at said exhibitors' expense following the close of the event.

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### 5.2 Employment of tools and other equipment

The use of stud guns is prohibited. The employment of woodworking machinery that lacks sawdust/chip extraction systems is prohibited. Cranes, forklifts and other devices for loading/unloading may only be used by the Messe Frankfurt's Logistics Service. The employment

of exhibitors' own forklifts is prohibited for safety reasons. If required, forklifts for loading and unloading are available on a fee basis from the Messe Frankfurt Logistics Service.

The utilisation of electric lift trucks for transporting goods at ground

level is permitted.

Electric lift trucks may only be used for assembly work on the rented stand area; their use for loading or unloading is prohibited.

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### 5.3 Electrical installations

#### 5.3.1 Electrical outlets

Every stand that is supplied with electric power has one or more electrical outlets. The electrical supply shall be shut off one hour after events close on their final day for safety reasons.

#### 5.3.2 Electrical installations on stands

Electrical installations on stands

may be installed by Messe Frankfurt. Exhibitors shall enter their orders for same directly with Messe Frankfurt. Installation shall be performed by an electrical contractor authorised by Messe Frankfurt.

#### 5.3.3 Installation and operating regulations

All electrical systems shall be in-

stalled and operated in compliance with the latest safety regulations of the VDE German Electrical Engineering Association, in particular VDE 0100, 0108, 0128 and IEC standard 60364-7-711.

Exhibitors shall be fully liable for any damage to Messe Frankfurt's exhibition halls, sections of its buildings, or to exhibition stands or exhibits of other exhibitors that



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## 5.3 Electrical installations

may occur due to defective or incorrectly installed electrical installations.

The percentages of high-frequency or low-frequency interference transmitted to the network shall not exceed those stated under VDE 0160 and VDE 0838 (EN 50 006). Electrically conductive components shall be included in measures intended to prevent hazards due to indirect contact (stand grounding). Furthermore, exclusively insulated copper wiring of types NYM, H05VV-F and H05RR-F having a minimum cross-sectional area of 1.5 mm<sup>2</sup> shall be employed. All types of wiring shall be employed exclusively in compliance with the regulations of DIN 0281 and 0282

of the VDE (German Electrical Engineering Association). Employment of any type of flat conductors is prohibited. Employment of bare electrical wiring or terminals on low-voltage systems is prohibited. Secondary lines shall be protected against short circuiting and overloading.

### 5.3.4 Safety precautions

All heat-generating and heat-evolving electrical appliances (hot plates, spotlights, transformers etc.) shall be mounted on non-inflammable, heat-resistant, insulating bases in order to provide extra protection. Sufficiently large distances, suited to the quantities

of heat generated, from any combustible materials shall be maintained at all times.

Lighting fixtures shall not be attached to any combustible decorations or similar.

### 5.3.5 Emergency lighting

Stands on which existing general emergency lighting is ineffective due to their construction shall require their own additional emergency lighting, as required by VDE 0108, which shall be laid out such that it will reliably allow finding one's way to the general escape routes.

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## 5.4 Water and drain installations

Every stand that is to be supplied with water or a drain will be supplied with one or more connections to water/drain lines. Connections to exhibition hall water and drain lines shall be via 1/2-inch pipes in the case of water lines and 40-mm pipes in the case of drain lines. Water and drain lines shall be routed over exhibition hall floors to the rear or side walls of stands via the shortest routes.

Underfloor/underground routing may be provided on Hall levels 4.0, 8.0 and 9.0 and on outdoor exhibi-

tion areas. Within stands, lines will be routed above floor level, along stand walls.

In order to be able to provide exhibitors with rapid assistance in the event that problems arise, Messe Frankfurt shall operate an emergency stand-by service, whose location may be obtained from the hall manager's office, on all days of the event in question. Connections on stands shall also be installed exclusively by Messe Frankfurt's contract plumbers.

Charges for additional plumbing

fixtures, such as rentals of wash basins, sinks etc., and for installation of exhibitor-supplied equipment shall be invoiced to exhibitors. Both contracting parties accept the "Terms and Conditions for the Connection and Supply of Water and Drains" as integral parts of the contractual agreement binding upon both of them.

Water supplies shall be shut off on the last day of events, usually one hour before the trade fair closes, for safety reasons.

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## 5.5 Compressed air/gas installations

### 5.5.1 Compressed air installations

Every stand that is to be supplied with compressed air shall be equipped with one or more connections to supply lines. Installation of said connections shall be arranged by Messe Frankfurt.

Max. pressure: 8 bar (A pressure reducer should be used, if required.)

Supplied via compressed air hoses equipped with ball valves:

½" for flow rates up to 1,500 l/min.

¾" for flow rates exceeding

1,500 l/min.

Compressed air shall be supplied commencing on the final day of set-up periods. Thereafter, compressed air shall be supplied on a daily basis, commencing one hour prior to the opening of the event and terminating thirty minutes after it closes.

### 5.5.2 Gas installations

Every stand that may be supplied with gas/natural gas has one or more connections to supply lines.

DVGW regulations regarding installation of items of equipment shall be binding upon exhibitors. Exhaust gases from larger items of equipment shall be conducted outdoors. Installation of connections to supply lines shall be arranged by Messe Frankfurt. Access to shutoff valves for gas systems installed on stands shall be clearly identified by identifying markings (safety markings) thereon complying with BGV A8.

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## 5.6 Machinery, pressure vessels, exhaust systems

### 5.6.1 Noise generated by machinery

Operation of noisy machinery and other equipment should be restricted in the best interests of all exhibitors and visitors. Noise levels at the boundaries of stands shall not exceed 70 dB(A).

### 5.6.2 Equipment and product safety

Exhibitors of technical equipment have to comply with the provisions of the German Product and Equipment Safety Act (GPSG) and the respective applicable harmonised EU regulations. Equipment shall be properly operated for its intended purposes only such that users or third parties shall be protected against hazards to life and limb. Under no circumstances shall machinery or other items of equipment be demonstrated without the associated safety equipment. In the event that items of equipment

are to be displayed in operation, components thereof or items of safety equipment may be fabricated from transparent materials, provided that the same degree of safety shall be guaranteed.

Exhibited equipment may be subjected to visual inspection(s) by a commission during the event involved. In the event that said inspection(s) shall show that the equipment involved fails to comply with the provisions of the Equipment Safety Act, the Darmstadt Regional Administrative Council (Regierungspräsidium) (Department of Occupational Health and Safety and Technical Safety) may, among other measures, assess a fine or prohibit its exhibition, effective immediately, even if the equipment involved shall have already been set up for exhibition.

CE symbols are to be affixed to certain types of machinery and other equipment as visible evidence

of compliance with the aforementioned regulations. In order that it may be determined whether applicable regulations have been observed in conjunction with their CE certification, exhibitors shall keep both the associated German-language EU certificates of compliance or manufacturers' certificates of compliance and German-language operating manuals available on their stands at all times.

According to Section 4 [5] of the GPSG, equipment that fails to comply with applicable EU regulations may be exhibited at trade fairs, exhibitions, demonstrations or similar events, provided that a visible sign clearly points out that the respective equipment fails to comply with the provisions of said regulations and may not be purchased until such time as its manufacturer, or its agent domiciled within the EU, shall provide that it complies therewith. Said sign shall

## 5.6 Machinery, pressure vessels, exhaust systems

bear the following text:

“Dieses Erzeugnis entspricht nicht den Anforderungen des Gerätesicherheitsgesetzes – GSG – und kann erst erworben werden, wenn die Übereinstimmung mit dem Gerätesicherheitsgesetz hergestellt ist.”

[“This product fails to comply with the provisions of the German Equipment and Product Safety Act (GPSG), and may not be purchased until such time as it has been brought into compliance therewith.”] Appropriate safety precautions must be taken when demonstrating machinery or equipment. Messe Frankfurt GmbH shall be entitled to prohibit the exhibition or demonstration of equipment at any time if, in its opinion, same might cause safety hazards or disturb others. Irrespective thereof, the Darmstadt Regional Administrative Council (Regierungspräsidium) (Department of Occupational Health and Safety and Technical Safety) shall be entitled to issue injunctions prohibiting operation of same.

### 5.6.2.1 Safety equipment

Components of machinery and apparatus shall be placed in operation only if all of their safety equipment is in place and fully operational.

Safe, transparent covers may be used instead of the normal guards. In the event that items of equipment shall not be placed in operation, its safety equipment may be removed in order to allow visitors to inspect the design and workmanship of its exposed compo-

nents. However, said safety equipment shall remain visibly displayed alongside the machine at all times.

### 5.6.2.2. Inspection procedures

Exhibited items of equipment shall be inspected by the responsible regulatory agency, i.e. the Frankfurt-based Department of Occupational Health and Safety and Technical Safety of the Darmstadt Regional Administrative Council (Regierungspräsidium), jointly with the responsible specialist committees of the associated professional and industrial associations, if applicable, and their compliance or non-compliance with applicable accident prevention and safety regulations determined. In order that CE certifications may be readily verified by the agency, EU certificates of conformity should be available for inspection on stands at all times. Exhibitors who have any doubts about the equipment to be exhibited should contact the responsible agency well in advance of the opening of the trade fair involved.

### 5.6.2.3 Prohibition of operation

In addition, Messe Frankfurt shall be entitled to prohibit the operation of machinery, apparatus or other items of equipment at any time if, in its opinion, their operation might cause personal injuries or property damage.

## 5.6.3 Pressure vessels

### 5.6.3.1 Certificates of approval

Pressure vessels may only be operated at the stand if the testing

mandated by the current version of the German Ordinance on Industrial Safety and Health (BetrSichV) has been carried out. The test certificates issued based on said testing shall be kept on hand at the exhibition site and presented to the responsible regulatory agencies for inspection upon request.

Information regarding the applicable regulations may be obtained from the

Regierungspräsidium Darmstadt  
Abt. Arbeitsschutz und Umwelt  
Dezernat IV / F45.2

Gutleutstraße 138

60327 Frankfurt am Main

Tel. +49 69 2714-1958 oder

Tel. +49 69 2714-1961

### 5.6.3.2 Testing

Certifications of structural integrity or hydraulic pressure tests alone shall not be regarded as adequate. The same applies to pressure vessels manufactured in foreign countries or borrowed vessels.

In the event that applications therefor have been submitted no later than four (4) weeks prior to the opening of the event involved, pressure vessels requiring testing may, upon presentation of the associated certifications of structural integrity and hydraulic pressure tests and exhibitors providing the services of a fitter on their stand, be tested for acceptance on exhibition stands by the German Technical Inspectorate (TÜV) up to one day prior to the opening of the trade fair. Inquiries regarding same should be addressed to Messe Frankfurt.

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## 5.6 Machinery, pressure vessels, exhaust systems

### 5.6.3.3 Rental equipment

Since assessments of pressure vessels manufactured in foreign countries cannot be completed during the relatively short set-up periods, employment of tested rental vessels is to be preferred. Exhibitors shall be charged for rentals of rental containers.

### 5.6.3.4 Inspections by regulatory agencies

The necessary acceptance certificates shall be kept on hand for inspection by regulatory agencies during the event involved. Information on same is available from the Frankfurt-based Department of Occupational Health and Safety and Technical Safety of the Darmstadt Regional Administrative

Council (Regierungspräsidium), which is the responsible regulatory agency.

### 5.6.4 Exhaust gases and vapours

Combustible or toxic gases or vapours or gases regarded as offensive by the general public liberated or evolved by exhibits or items of equipment shall not be conducted into exhibition halls.

Same shall be conducted outdoors via suitable exhaust ducts, as stipulated under the currently valid version of the German Federal Pollution Protection Act ("Bundesimmissionsschutzgesetz").

### 5.6.5 Exhaust systems

Installation of exhaust ducts con-

nected to an exhaust outlet for exhausting combustible or toxic gases or vapours or gases regarded as offensive by the general public shall be required. Exhaust ducts extending outdoors shall be installed exclusively by Messe Frankfurt, using its own materials, wherever feasible. Connections to exhibits are to be installed by exhibitors. Orders for such exhaust systems may be submitted informally, but should be accompanied by floor plans indicating where connections should be installed. Cost estimates shall be sent to applicants. Work shall commence only once they have accepted said cost estimates and place their orders.

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## 5.7 Employment of compressed gases, liquefied gases and combustible liquids

### 5.7.1 Compressed gas and liquefied gas systems

Storage or use of compressed or liquefied gases in exhibition halls and on outdoor exhibition areas without the written approval of Messe Frankfurt is prohibited.

### 5.7.1.1 Application for approval of compressed gas bottles

If liquefied gas or other combustible gases stored in compressed gas bottles are to be used in presenting exhibits, approval therefor shall be obtained from Messe Frankfurt, Event Engineering, in writing in due time. In accordance with applicable accident preven-

tion regulations, compressed gas bottles shall be protected against impacts, falling over, tampering by unauthorised persons and sources of heat.

### 5.7.1.2 Employment of liquefied gases

Employment of liquefied gases in exhibition halls is generally prohibited. However, in the case of approved exceptions, i.e. if necessary to accomplish the purpose of the exhibition, a single compressed gas bottle having a content of 11 kg or less may be set up on exhibition stands.

Empty gas bottles shall not be kept

or stored on stands or in the exhibition halls.

### 5.7.1.3 Installation and maintenance of liquefied gas systems

The Technical Regulations Applying to Liquefied Gases ("Technische Regeln Flüssiggas"), TRF 1996, published by the German Association of the Gas and Water Industry ("Deutscher Verein des Gas- und Wasserfaches e.V." (DVGW)) and the German Liquefied Gases Association ("Deutscher Verband Flüssiggase e.V." (DVFG)), as well as the Guidelines on the Use of Liquefied Gases ("Richtlinien für die Verwendung von Flüssiggas"),

## 5.7 Employment of compressed gases, liquefied gases and combustible liquids

ZH 1/455, published by the Union of the Commercial Professional Societies ("Hauptverband der gewerblichen Berufsgenossenschaften"), shall be observed when installing or maintaining liquefied gas systems.

### 5.7.2 Combustible liquids

#### 5.7.2.1 Storage and use

Storage or use of combustible liquids (cf. the Regulation on Combustible Liquids ("Verordnung über brennbare Flüssigkeiten"), in the version dated 24 February 1997 (German Federal Law Gazette [BGBl] I, p. 447)) in exhibition halls or on outdoor exhibition areas without written approval is prohibited.

Approvals for storage and/or use of combustible liquids for operating and/or demonstrating exhibits may be granted. The associated applications shall be submitted to Messe Frankfurt along with safety data sheets.

#### 5.7.2.2 Storage of operating supplies

Supplies of combustible liquids

sufficient for one day's operation and/or demonstration only may be stored on stands. The quantities involved shall be stated on applications for approval.

#### 5.7.2.3 Storage vessels

Said daily supplies shall be neatly stored in closed, unbreakable vessels and be protected against unauthorised access. Storage vessels shall be stored in non-inflammable collecting basins.

#### 5.7.2.4 Storage locations

Smoking shall be prohibited at all times at storage locations. Suitable "No Smoking" signs shall be posted. Suitable manual fire extinguishers shall be on hand at all times.

#### 5.7.2.5 Operation requirements

Systems that are operated by, or demonstrated using, combustible liquids shall be equipped with non-flammable collecting basins on their filling fittings, and at other locations where liquids might exit. Any combustible liquids that may enter collecting basins shall be immediately removed and safely disposed of in order to preclude

any fire and/or explosion hazards.

#### 5.7.2.6 Filling systems with combustible liquids

Since temporary hazards arise when filling systems with combustible liquids, the utmost care and precautions shall be observed in such cases.

#### 5.7.2.7 Empty containers

Empty containers that have contained combustible liquids shall not be kept or stored on stands or in exhibition halls.

### 5.7.3 Combustible pastes and other fuels

Heating or cooking devices fired by wood, coal, gas, combustible liquids or combustible pastes are prohibited.

## 5.8 Asbestos and other hazardous materials

Employment or use of building materials that contain asbestos or products that contain asbestos or any other hazardous materials is prohibited.

The bases for this injunction are the German Act on Protection Against Hazardous Substances (ChemG), BGBl I (German Federal Law Gazette I), Part I, Page 1703, in

conjunction with the German Regulation on Prohibited Chemicals (ChemVerbotsV), and the Regulation on Hazardous Substances (GefStoffV).

## 5.9 Movie and TV screenings, slide shows and other presentations, stages

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Spectator rooms having floor areas exceeding 100 m<sup>2</sup> shall have at least two exits leading immediately to exhibition hall aisles. Said exits shall be as widely separated as

possible and situated on opposite sides of said rooms.

Spectator rooms accommodating more than 200 persons require special approvals (cf. Section 4.5

above).

The provisions of Section 40 of MVStätt (German regulations on public meeting places) apply to stages > 50 m<sup>2</sup>.

## 5.10 Radiation protection

### 5.10.1 Radioactive materials

Handling or using radioactive materials requires approval pursuant to the German Radiation Protection Regulations (StrlSchV); this also applies to exhibiting such materials. Said approval shall be applied for in writing with the authorities responsible for the exhibition site and submitted to Messe Frankfurt no later than six (6) weeks prior to the opening of the trade fair in question.

In the event that approval has already been granted, it shall be shown that the planned handling or use of radioactive materials on the exhibition grounds is legally justified.

The fire protection authorities of the city of Frankfurt am Main

(Branddirektion, Vorbeugender Brandschutz) shall be informed in writing regarding approved handling or use of radioactive materials and the installation/usage sites involved.

### 5.10.2 X-ray systems and sources of broadcast interference

Operation of X-ray systems or sources of broadcast interference requires approval and shall be coordinated with Messe Frankfurt. The provisions of the Regulation on Protection Against Injuries Due to X-Radiation (RöV) shall be observed at all times.

According to §§ 3, 4, 5 and 8, RöV, operation of X-ray systems or sources of broadcast interference requires either approval or notification thereof. The responsible

regulatory agency is the Regierungspräsidium Darmstadt, Abt. Arbeitsschutz und Umwelt Dezernat IV / F45.2 Gutleutstraße 138

60327 Frankfurt am Main

Tel. +49 69 2714-1958 or

Tel. +49 69 2714-1961

to whom applications for approval or notifications shall be informally submitted in triplicate at least four (4) weeks prior to the opening of the event involved.

The fire protection authorities of the city of Frankfurt am Main (Branddirektion, Vorbeugender Brandschutz) shall be informed in writing regarding approved operation and the installation/usage sites of X-ray systems and sources of broadcast interference.

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## 5.10 Radiation protection

### 5.10.3 Laser systems

Messe Frankfurt's Event Engineering department must be notified if laser systems are to be used. Notification must be given of the operation of laser systems pursuant to Section 5 of the Accident Prevention Regulations for Laser Beams [Unfallverhütungsvorschrift "Laserstrahl" BGV B2]. Any Class 3b or higher devices/systems must be inspected by a publicly appointed

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and sworn authority and declared safe before being placed in operation.

There must be technical and/or organisational measures in place to ensure that no one is exposed to laser radiation above the maximum permissible dose when adjusting or operating the laser system. When laser systems of classes 3B or 4 are demonstrated at exhibitions or trade fairs, it

must be ensured that no uncontrolled reflected radiation can occur, and that the laser area around the laser facilities is restricted using barriers or covers bearing the laser warning symbol so that it is not accessible to people (BGV B2 Section 7).

## 5.11 High-frequency equipment, radio systems, electromagnetic compatibility

Operation of high-frequency equipment, radio transmitters or other devices emitting electromagnetic radiation requires the approval of the Federal Network Agency (Bundesnetzagentur) and shall be coordinated with Messe Frankfurt, in order to ensure an even distribution of frequencies and to help avoid any mutual interference where possible.

The fire protection authorities of the city of Frankfurt am Main (Branddirektion, Vorbeugender Brandschutz) shall be informed in writing regarding approved operation and the installation/usage sites of high-frequency equipment, radio transmitters or other devices emitting electromagnetic radiation.

Operation of high-frequency equipment or radio transmitters shall be approved only if they comply with the provisions of the German Act on Telecommunications Equipment

("Gesetz über Fernmeldeanlagen") (BGBl (German Federal Law Gazette)) and the Act on the Electromagnetic Compatibility of Equipment ("Gesetz über die elektromagnetische Verträglichkeit von Geräten" (EMVG)). Operation of paging systems, microphone systems, intercommunications systems and radiocommunication systems requires the approval of the Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Außenstelle Eschborn Auf der Ludwigshöhe 204 64285 Darmstadt Tel. +49 6151 170-255 Fax +49 6151 170-181

Irrespective of any approvals issued by said agency, placing wireless paging systems into operation requires the approval of Messe Frankfurt in order that the frequency bands involved will be evenly dis-

tributed and interference will be precluded to the maximum extents feasible.

Said approval shall be applied for with Messe Frankfurt, stating the technical data of the systems to be involved. Orders for assignment of frequency bands shall be submitted on the respective order form. The provisions of the 26<sup>th</sup> Regulation on the Implementation of the German Federal Pollution Protection Act ("26. Verordnung zur Durchführung des Bundesimmissionsschutzgesetzes") shall be observed whenever exhibits or stand decorations that employ electric, magnetic or electromagnetic fields are exhibited or employed. Messe Frankfurt shall be notified regarding any sources of strong magnetic fields present on stands and their respective locations.

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## 5.12 Cranes, forklifts, and empty packings

For safety reasons, the operation of exhibitors' own lifting equipment on the exhibition grounds is prohibited. Only the equipment of Messe Frankfurt and its official logistics partners may be operated. Forklift and crane services on the exhibition grounds can only be ordered from Messe Frankfurt; these services will be performed by its logistics partners. The same shall apply for the storage of freight/goods and empty packaging during the event.

Customs clearances for temporary or permanent imports, on the other

hand, will be provided and invoiced directly by the logistics partners. The latest version of the General Terms and Conditions for German Freight Forwarders ("Allgemeine Deutsche Spediteurbedingungen" (ADSp)) and the Schedule of Freight Forwarding Rates for Trade Fairs and Exhibitions in Frankfurt ("Speditionstarif für Messen und Ausstellungen in Frankfurt") shall apply to all freight forwarding orders on the exhibition grounds. No empty packaging or combustible materials of any kind are to be stored in halls, either inside or out-

side stands.

Packaging must be removed as soon as it is empty. It can be stored by the Messe Frankfurt's Logistics Services:

Logistics Services  
Cargo Center Messe Frankfurt  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main  
Tel.: +49 69 75 75-60 75  
Fax: +49 69 75 75-9 6075  
logistics@messefrankfurt.com

No packaging material or exhibits must be left in hall aisles, even for a short period.

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## 5.13 Musical reproduction

Any kind of musical reproductions shall be subject to provisions of the German Act for Protection of Copyright and Related Property Rights ("Urheberrechtsgesetz"), Section 15 of the German Copyright Act ("Urhebergesetz") (German Federal Law Gazette [BGBl], and shall re-

quire the approval of GEMA, the musical authors' rights society, which may be reached at:  
GEMA Bezirksdirektion  
Abraham-Lincoln-Straße 20  
65189 Wiesbaden  
Tel. +49 611 7905-0  
Fax +49 611 7905-197

Email: bd-wi@gema.de  
Musical reproductions that have not been registered with GEMA may result in damage claims being filed by the latter (cf. Section 97 of the Copyright Act).

**NEW**

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## 5.14 Beverage dispensing systems

NEW

The installation and operation of beverage dispensing systems is no longer subject to registration; however, the operator of a beverage dispensing system has sole responsibility for its safety and hygiene. It must be possible to demonstrate that said systems are free of any technical or hygienic concerns, and

this may in some cases be tested by the Frankfurt Health Authority. EU Regulation No. 852/2004 of the European Parliament and Council dated 29 April 2004 on food hygiene shall apply. The monitoring of beverage dispensing systems is performed by the veterinary and food safety

department at the Frankfurt Public Health Authority:  
Ordnungsamt  
Kleyerstraße 86  
60326 Frankfurt am Main  
Tel. +49 69 212 47099  
Email: veterinaerangelegenheiten@stadt-frankfurt.de

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## 5.15 Food inspections

NEW

Applicable legal regulations, in particular the German Regulation on Food Hygiene ("Lebensmittel-Hygiene-Verordnung") shall be observed if free samples of foods or beverages are to be distributed for consumption on site. Exhibitors should contact the

Ordnungsamt  
der Stadt Frankfurt am Main  
Kleyerstraße 86  
60326 Frankfurt am Main  
Tel. +49 69 212 47099  
Email: veterinaerangelegenheiten@stadt-frankfurt.de  
if they have any questions in this

conjunction.  
Over-the-counter sales of food or beverages at events is prohibited. Said prohibition explicitly includes the final days of events.

## 6. Environmental protection

Messe Frankfurt is fully committed to protection of the environment.

As contractual partners of Messe Frankfurt, exhibitors shall be obliged to provide that all regula-

tions and rules related to environmental protection shall be observed by both their employees and their subcontractors at all times. Exhibitors shall be obliged to comply with all regulations

related to preservation of species, and shall be held legally and financially responsible for their participation in exhibitions.

### 6.1 Waste

The following provisions are based on the German Recycling and Waste Act (KrW-/AbfG as amended), the associated regulations and ordinances, state laws and municipal codes.

Exhibitors shall be responsible for proper, environmentally friendly disposal of waste arising during set-up and dismantling of their stands, as well as during the event. Collection and transport of waste for recycling or disposal shall be handled solely by Messe Frankfurt or its appointed contractors.

#### 6.1.1 Waste disposal

In accordance with the principles of recycling management, the primary objective is to avoid the creation of waste at the exhibition grounds, and exhibitors and their contractors are obligated to work effectively towards this goal in every phase of the event. This objective must be taken into account during the planning stage and coordinated with all involved. In general, reusable, environmentally friendly materials are to be used for stand construction and operation.

The exhibitor and any stand construction companies they work with are responsible for cleaning their stand and disposing of waste during the event, as well as for disposing of any waste that is created during setup and dismantling. Messe Frankfurt is to be entrusted with the proper disposal of recyclable materials.

Messe Frankfurt levies an environmental fee to cover the disposal of the average waste volume generated during the event. The exhibitor and/or any stand construction companies they work with are responsible for sorting their waste into recyclable materials and refuse.

Vacating exhibition areas after the end of the event: The exhibitor must return the exhibition area in a clean state by no later than the end of the dismantling period. Adhesive tape, paint residues etc. must be completely removed. If a request is made with the hall inspector's office, the exhibition area will be inspected jointly with the exhibitor's representative and its proper return confirmed in

writing. If the exhibition area is not returned in proper condition, Messe Frankfurt will have it cleaned and restored at the exhibitor's expense. The exhibitor's liability for accidents and other consequential damages does not end until the area has been properly cleaned and restored.

Any materials left behind will be disposed of at increased rates at the exhibitor's/organiser's expense, without their value being assessed.

#### 6.1.2 Waste requiring special supervision

Exhibitors shall be obliged to report wastes such as batteries, lacquers, solvents, lubricants, paints etc. that are explosive or flammable, or whose type, characteristics or quantity make them particularly hazardous to health, air or water, to Messe Frankfurt, and to have Messe Frankfurt dispose of them properly.

Specially designated receptacles have been set up on the exhibition grounds for smaller quantities of these materials.

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## 6.1 Waste

### 6.1.3 Waste brought onto the exhibition grounds

Any materials or wastes that are

not produced in conjunction with the event or with set-up and dismantling work shall not be brought onto the exhibition grounds.

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## 6.2 Water, waste water, soil protection

### 6.2.1 Oil/grease traps

The quantities of oil/grease conducted into the sewer system shall not exceed the usual household quantities. In the event that quantities of waste water containing oil and/or grease exceeding same are to be conducted into the sewer system, employment of oil/grease traps shall be required. If mobile catering equipment is to be employed, exhibitors shall make certain

that oils and grease shall be separately trapped and disposed of separately.

### 6.2.2 Stand cleaning/cleaning agents

Messe Frankfurt shall assume responsibility for cleaning stands at exhibitors' expense if exhibitors have placed orders for same. Messe Frankfurt shall contract cleaning operations out to cleaning

companies that have been selected to perform the work involved. Exhibitors shall not be entitled to contract cleaning work out to contractors on their own.

All cleaning work shall employ biodegradable products. In keeping with regulations, cleaning agents that contain solvents hazardous to health shall be employed in exceptional cases only.

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## 6.3 Environmental pollution

Exhibitors shall immediately notify Messe Frankfurt regarding environmental hazards/pollution due to, e.g. petrol, oil, solvents or paints.

### 6.3.1 Packaging materials

The German Packaging Regulation ("Verpackungsverordnung") dated 21 August 1998 (German Federal Law Gazette [BGBl] I, p. 2379) obliges manufacturers and sellers to either accept return of packagings, such as cartons, foils, crates, pallets etc., or to have the materials involved recycled. Exhibitors should thus have their packagings that will be

needed once again during dismantling placed in temporary storage by Messe Frankfurt's contract freight forwarders. Exhibitors may have packaging materials that are no longer needed sent off for recycling by Messe Frankfurt.

### 6.3.2 Kitchen waste

Kitchen and catering waste shall be collected and carefully sorted into plastics, glass, paper and garbage. Exhibitors who would rather not handle waste disposal themselves may order waste disposal services from Messe Frankfurt.

### 6.3.3 Manufacturing wastes

Incidences of manufacturing wastes shall be reported to Messe Frankfurt, stating the types and quantities of the materials involved.

### 6.3.4 Stand components

Exclusively PE or PP adhesive tapes shall be employed for laying carpeting and cover foils. Waste shall be deposited in the waste containers supplied by Messe Frankfurt during set-up and dismantling periods. Orders for disposal of bulk materials may also be placed with Messe Frankfurt.

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## 7. General information

Messe Frankfurt's House Rules apply throughout the entire exhibition grounds.

Exhibitors are responsible for operational safety and for compliance with occupational safety and accident prevention regulations on their stands, and shall be liable for any damages that result from the construction or operation of their stands or the exhibits thereon. Throughout the setup and dismantling periods, conditions inside and outside the exhibition halls

and in outdoor exhibition areas are similar to those on a building site. The exhibitor must inform their personnel of the hazards involved.

Hall aisles are rescue routes and must be kept clear during set-up and dismantling phases, as well as during the event. Storage of stand construction materials, empty packaging and exhibits in the aisles is therefore prohibited. Representatives of the State Agency for Occupational Health

and Safety Facilities ("Staatliches Amt für Arbeitsschutz und Sicherheitstechnik"), regulatory authorities, institutions for statutory accident insurance and prevention, police, fire brigades and Messe Frankfurt are to be granted access to the stand at any time in order to inspect operational safety and accident prevention measures. In the event that safety hazards are found, the instructions of the aforementioned organisations are to be followed without delay.

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### 7.1 Waste disposal

Waste produced during events or set-up or dismantling periods and special waste may be disposed of via Messe Frankfurt. Orders for

waste disposal shall be submitted using the order form provided for that purpose.

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### 7.2 Parking permits

Limited numbers of car parking spaces for use by exhibitors are available on the exhibition grounds. Exhibitors are requested

to order the parking spaces they will need using the associated order form (see also Traffic Guide).

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## 7.3 Limitation of liability

Messe Frankfurt has no duty of care for exhibition goods or stand furnishings, and is therefore not liable for any loss of, or damage to, same. Said exclusion of liability shall not be construed as being impaired in

any way by Messe Frankfurt's guarding measures. Any and all damage or losses that occur shall be immediately reported to the police, insurance companies and Messe Frankfurt.

Otherwise, Messe Frankfurt shall be liable exclusively in cases involving deliberate actions or gross negligence on its part.