

**1. Preliminary remarks:** Karlsruher Messe und Kongress- GmbH (henceforth, KMK) has compiled the following guidelines to ensure the success and safety of its trade fairs and exhibitions for all participants. These technical guidelines are based on the requirements stipulated in German law and by the German regulatory authorities and constitute a basic compulsory standard for all exhibitors and event organisers. KMK employees, event organisers and contracted third parties are responsible for checking that all event participants comply with these guidelines.

The relevant building authorities and fire services as well as KMK may check that these guidelines are being adhered to at any time and may, in individual cases, set out additional requirements. KMK reserves the right to close all or part of an exhibition stand in the interests of the other event participants if an established safety breach cannot be corrected before the start of an event.

## 2. Regulations and general security requirements

**2.1 The timing of the installation and dismantling phases** for each event is included in its participation requirements. During the installation and dismantling phases, the exhibition halls and open-air areas may be used for construction/deconstruction work. Exhibitors will be informed of any changes to these regulations in due time.

**2.2 Event duration:** On each day of the event, exhibitors will have access to the exhibitions halls one hour before the trade fair begins and up to one hour after the trade fair closes. Exhibitors who require additional access to their stands for a particular reason must obtain the event organiser's special written permission.

**2.3 Vehicle access:** Vehicles must pay a €50 accordingly € 100 deposit to access company grounds during the installation and dismantling phases, and during the event. Exhibitors require the exhibition management's prior approval to drive vehicles into the exhibition grounds during an event.

Once exhibitors have paid the deposit, they must respect the following delivery and loading times for events:

Cars .....	2 hours
Vans .....	3 hours
Trucks .....	5 hours

Exhibitors will lose their deposits if they exceed these times. Vehicles must leave the company grounds immediately after unloading.

Please respect these guidelines as they help reduce traffic and ensure that events run smoothly.

To avoid traffic congestion when loading and unloading exhibition goods, we ask that you remove vehicles from exhibition halls and access roads immediately. Please park your vehicles in the marked parking spaces indicated by security staff. Please follow all instructions given by our staff and by the police. The entire company grounds are also subject to German road and traffic regulations (StVO). The maximum speed limit is 10 km/h where traffic conditions do not require vehicles to travel at walking speed.

Please distribute our directions and map of the exhibition grounds to your installation and stand employees to help them navigate the site (see directions and exhibition grounds on our website. [https://www.messe-karlsruhe.de/messe\\_karlsruhe\\_en/aussteller/anreise-und-aufenthalt/messe/messe.php](https://www.messe-karlsruhe.de/messe_karlsruhe_en/aussteller/anreise-und-aufenthalt/messe/messe.php)).

**2.4 Parking on the exhibition grounds:** There are approx. 1,000 parking spaces for cars in the Karlsruhe Convention Center's underground car park. Exhibitors will be issued with a parking pass with costs for the entire duration of the event (only for vehicles weighing up to 2.8 tonnes). Vehicles with trailers require a special parking pass with costs. Trucks with trailers are not permitted to park in the exhibitor area. Exhibitors are required to pay a standard flat rate. Any unlawfully parked vehicles or trailers, or unlawfully placed containers, boxes or empty receptacles of any kind may be removed at the owner's expense and risk. Liability is excluded.

**2.5 Fire service access routes, hydrants:** Roads must always be kept clear to allow access to the fire services in case of an emergency. Vehicles and objects left in these emergency access routes and safety areas will be removed at the owner's own cost and risk. Hydrants in areas of public assembly and open-air areas must remain free of obstructions and visible and accessible at all times. The current site map can be found on our website. [http://www.messe-karlsruhe.de/messe\\_karlsruhe/aussteller/anreise-und-aufenthalt/kongresszentrum/kongresszentrum.php](http://www.messe-karlsruhe.de/messe_karlsruhe/aussteller/anreise-und-aufenthalt/kongresszentrum/kongresszentrum.php)

**2.6 Access, exit and emergency routes:** All routes and exits shown on the exhibition hall maps on display may be used as emergency escape routes and exits. They must be kept free of obstructions at all times. It must be possible to fully open doors along emergency exit routes at all times. It is not permissible to obstruct, block, hide, lock or in any way cover the emergency exit doors and their labelling. Information stands and tables may not be placed along emergency exit routes, in front of emergency exits or in stairwells. Such materials as are needed for stand construction purposes and such exhibits as are to be set up on the stand immediately may during the stand set-up and dismantling periods be deposited in the hall aisle for a short time providing the aisle widths required for safety reasons are nevertheless observed and logistical necessities are given sufficient due consideration. This is considered to be the case if a strip of a maximum width of 0.9 m along the stand perimeter adjoining the stand aisle is used for depositing the items concerned. Irrespective of the width of the hall aisle and the goods deposited, a minimum width of 1.2 m is to be kept clear as a mandatory requirement. Escape routes accessing emergency exits and the hall aisle junction areas are excluded from this and must be kept clear to their full width at all times. Hall aisles may not be used as assembly/installation areas or as locations for setting up machinery (e.g. woodworking machines, work benches, etc.). At the request of /Fair Company/, the immediate clearance of the hall aisle can be demanded for logistical reasons.

**2.7 Fire alarms, fire extinguishers:** Sprinkler systems, fire alarms, fire extinguishers, smoke alarms, exhibition-hall door locks and other safety equipment, as well as their labelling and the green emergency exit signs, must be visible and accessible at all times. They may not be moved or obstructed. Please do not reduce the efficiency of the automatic fire extinguishing system by covering or decorating any of its components. The hydrants' pressure hoses may not be used a water source (for filling containers, buckets, etc.). Fire safety equipment, such as rolling fire doors, may not be propped open or tampered with.

**2.8 Surveillance:** KMK will carry out the general surveillance throughout the event and during the installation and dismantling phases. If an exhibitor requires surveillance for its particular exhibition stand, it must submit a special request. For security reasons, KMK will only allow the presence of security personnel from its designated security company.

**2.9 Theft:** Please protect your property from theft throughout the event and during the installation and dismantling phases. Any cases of theft should be reported immediately to the service office. They will refer you to the relevant police department. Karlsruher Messe- und Kongress GmbH (KMK) is not liable for any thefts. We recommend exhibitors take out exhibition insurance cover and request surveillance for their stands.

**2.10 Emergency evacuation:** For safety or security reasons, KMK or the event organiser may request the closure or evacuation of rooms and buildings. In this case, everyone in these areas should follow the instructions given and exit the building. Exhibitors must inform their employees of the procedures for vacating their stands in case of an exhibition hall evacuation. If necessary, exhibitors should draw up and distribute their own evacuation procedures.

**2.11 Medical services:** Each hall has a medical room. Please note the signs for the medical rooms around the exhibition grounds.

**2.12 Official permits:** The exhibitor is responsible for acquiring any official permits needed for its participation in the event. In particular, the exhibitor is required to meet any applicable requirements relating to commercial law, places of public assembly and the police. Any doubts and queries should be

taken up with the building and regulatory authorities or, if they relate to commercial requirements, with the commercial regulatory authority.

**2.13 Distributing food and beverages:** Exhibitors require a permit to distribute food and beverages for immediate consumption. The required permit is issued by the city of Karlsruhe; Public Order and Citizen Office (*Ordnungs- und Bürgeramt, Gaststätten/Veranstaltungen*); Kaiserallee 8; 76133 Karlsruhe; Tel.: +49 721 133 3245/3387; Fax: +49 721 133 3290; e-mail: [gaststaetten@oa.karlsruhe.de](mailto:gaststaetten@oa.karlsruhe.de).

**2.14 Goods collection by visitors:** Purchased exhibits that form part of the stand decoration may only be collected on the final day of the exhibition and only after the event has ended. Any vehicles coming to collect goods must wait until the event has finished before entering the site. Please make sure that your staff and customers are aware of these regulations.

**2.15 Subletting exhibition stands:** Exhibitors must obtain the express permission of the exhibition management to exchange their exhibition stands with or sublet parts of their exhibition stands to a third party. All exhibitors pay a standard fee to be listed in the exhibition catalogue.

**2.16 Raffles, prize draws, quizzes and competitions** may not be carried out in return for money or donations during the event. Any exceptions must be approved by the exhibition management.

### 3. Building requirements for exhibition stands

**3.1 Installation and dismantling work:** All installation and dismantling work must be performed in compliance with relevant laws for industrial safety, commerce and places of public assembly. The exhibitor and its contracted service companies are responsible for adhering to these requirements. The exhibitor and its service companies must ensure their installation and dismantling work does not interfere with or endanger other exhibitors and service companies. If necessary, please select a coordinator for managing these two phases. If these legal requirements or these technical guidelines are not respected, the event organiser, KMK and the relevant authorities may ask the exhibitor to stop any installation/dismantling work.

**3.2 Stand numbering:** All stands are marked with a number that is chosen by the event organiser. These stand numbers must be visibly attached to the stand throughout the event.

**3.3 Legal company address / fascia inscription:** The name and address of the exhibitor must be large enough and legibly enough for the average visitor to read.

**3.4 Stand area:** The stand area will be stated by the organiser in the stand confirmation. Stands are to be installed within this floor area. The exhibitor should be aware that its stand's actual dimensions may differ slightly from those outlined beforehand. Such differences may come as a result of varying thicknesses of dividing walls between stands, for example. Columns, protruding walls, dividing walls, distribution boxes, fire extinguishers and other technical equipment are all included in the stated stand area. Therefore, measurements regarding the location, position or size of the rental area and of any installations within it are only valid if they are taken on site. Any complaints against KMK concerning deviations from the services promised on the stand confirmation will not be accepted.

**3.5 Appearance:** Exhibitors are responsible for the appearance of their stands. Any walls that border on the visitors' aisles must be agreed upon with the event organiser in advance. The backs of stands that border on adjacent stands are to be kept neutral so as not to interfere with the adjacent stand's appearance. The exhibitor is responsible for assuming the costs of keeping the space shared with adjacent stands free from visual distractions. Exhibitors that do not comply with this requirement will be charged for the removal of elements interfering with adjacent stands. If exhibitors do not have their own stand building systems, we can recommend our extensive stand hire selection.

**3.6 Stand safety:** Exhibition stands, their installations, exhibits and advertising media should not pose a threat to anyone's life or health, to security or to the regulations in this document. The exhibitor is responsible for and, where applicable, must provide proof of the structural safety of the stand Upright structural elements and/or special constructions (e.g. free-standing walls, tall exhibits, tall decorative elements) that can topple over must at least be capable of withstanding a distributed load impacting horizontally  $q_h$  as follows:

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

$q_{h2} = 0.063 \text{ kN/m}^2$  for all areas with a height in excess of 4 m above the upper edge of the floor,

whereby the relevant area is the exposed area concerned.

Verification of compliance produced in respect of the above is to be presented at the request of the fair company.

Non-compliance in this respect is possible in justified individual cases whereby such non-compliance must be precisely verified and documented.

KMK reserves the right in justified cases to have stand safety verified on site by a qualified structural engineer with the costs incurred payable by the exhibitor.

**3.7 Building height restrictions:** Stands are generally 2.5 m in height and must not exceed this height at any point, unless the particular position of the stand allows for this and the exhibitor obtains the prior written approval from KMK.

**3.8 Exhibition stands that do not require approval:** Assuming they meet all other technical guidelines for the use and decoration of stands, exhibitors with indoor stands measuring 2.5 m in height or less are not required to submit plans of their stands for approval.

**3.9 Exhibition stands and special structures requiring approval:** All exhibition stands measuring over 2.5 m in height, mobile stands, and special structures and constructions require the prior approval of the exhibition management. Any vehicles or shipping containers in the exhibition halls are also subject to approval.

**3.10 Testing and approving exhibition stands that require approval:** For all stands and structures measuring more than 2.5 m, the exhibitor is required to present KMK with two copies of a stand plan at least six weeks before the start of the event. The plan must be in German, on a scale of at least 1:100 and feature the floor plan and several views of the stand. After the plan has been checked, a copy with an approval mark will be sent back to the exhibitor / stand installer. The stand installation may not begin until the plan has been approved by KMK. If you have a stand requiring approval, please fill out the stand approval form included in the exhibitor information pack. For the approval of:

- two or multi-storey structures
- cinemas or auditoriums
- outdoor buildings
- special structures

please submit two copies of each of the following documents in German at least six weeks before stand installation is due to begin:

- a) A certified structural evaluation that complies with German standards
- b) Structural specifications
- c) Drawings of the stand on a scale of 1:100 (layout, perspectives, cuts) and structural details on a larger scale
- d) Documents a) and b) are not necessary if the exhibitor provides a type test / logbook (*Prüfbuch*).

The costs of approving the structure will be invoiced to the exhibitor / stand installer.

If the exhibition stands or exhibits in the hall exceed 2.5 m or the floor's maximum load-bearing capacity of 5,000 kg/m<sup>2</sup>, we ask that this, along with the intended total area and construction height of the stand, be specifically mentioned to KMK (technical management).

**3.11 Vehicles and containers:** Vehicles and containers used as stands in the halls require approval. Vehicles with combustion engines may only enter

the hall with a fuel tank completely filled. In addition, the fuel tank must be closed and the ignition key must not be located in the vehicle.

Depending on the event concerned and the location of the exhibit at the venue, further safety measures may be required such as the inertization of the fuel tank, the disconnection of the batteries and/or the deployment of security guards.

For vehicles with alternative drive systems e.g. electric or hybrid drives, the drive batteries are to be isolated from the drive via a safety disconnect switch (master switch). For vehicles with gas drives, the pressure tank must have been emptied.

**3.12 Stand construction and decoration materials:** It is generally prohibited to build exhibition stands using any highly inflammable materials, materials which drip when burning, form toxic gases or produce a lot of smoke such as most thermoplastics including rigid polystyrene foam or similar.

For safety reasons, load-bearing structural elements may in individual cases be required to satisfy certain specific requirements (e.g. non-flammability).

Any mountings and ties required for structural or load-bearing purposes may only comprise non-flammable materials.

Decoration materials must be classed as being at least flame-retardant (Class B1), may not drip when burning pursuant to DIN 4102-1, may only produce a limited amount of smoke or pursuant to EN 13501-1 must at least comply with Class C (C –s2, d0). A test certificate of the fire classification of materials used must be available for presentation.

As a rule, materials such as bamboo, reeds, hay, straw, mulch or peat do not meet these requirements and are in general to be protected separately or treated in accordance with fire safety regulations.

For more information about flame retardant impregnation please contact Rentokil Initial GmbH Schädlingsbekämpfung; Markgröninger Str. 51; 71701 Schwieberdingen; Tel.: 0049-7150-9149-0; Telefax-Nr. 0049-7150-9149-111; E-Mail: pc-bw-de@rentokil.com

The use of deciduous and coniferous shrubs is only permitted if they have moist root balls.

**3.13 Changes to non-compliant stand structures / special constructions:** Structures, equipment, fittings and decoration materials brought into the hall which have not been approved or are not compliant with these Technical Guidelines or the terms of the Ordinance on the Construction and Operation of Places of Public Assembly (VStättVO) may not be erected in the place of assembly. If necessary, they must be removed or altered at the exhibitor's expense. This also applies if the event organiser provides a substitute construction. The partial or complete closure of a stand may also be ordered should important grounds to do so exist, especially serious safety deficits.

**3.14 Stand roofing:** The tops of all stands must in all cases be open, in order not to impair protection by the sprinkler system.

For stand tops up to 16 m<sup>2</sup>, exhibitors may apply to KMK for a certificate of exemption. This must take into account neighbouring areas (e.g. adjoining stands).

Tops are to be considered open if not more than 50% of the surface is closed, related to the individual square metre.

Closed stand tops (mesh or "smoke out" fabrics) may be permitted up to an area of 30 m<sup>2</sup> upon presentation of a valid VdS sprinkler compatibility certificate (not older than 5 years). Individual panels can be added. Tarpaulins must be guyed out horizontally and with only one layer. Avoid sagging tarpaulins.

**3.15 Floor coverings / carpets:** Exhibitors who lay carpet or other decoration materials on the exhibition hall floor must make sure these materials are firmly secured so as to prevent people from slipping, tripping or falling. Carpets and other floor coverings must be laid correctly so as to prevent any accidents and must not exceed the spatial limits of the stand. Floor coverings may only be fixed to the floor using adhesive tape that can

be easily removed without trace or residue. We recommend using the following adhesive tapes.

- Gerlinger (Gerband No. 956)

- 3M (No. 9195)

- Tesa (Tesafix No. 51960)

We expressly declare, that adhesive tape may only be used for fixations on the hall floor; it may not be used for fixations on parquet floor, walls, or the like. Adhesive carpet tiles are not permitted. Any materials used must be removed without trace or residue. Any spillages involving substances such as oil, fat or paint must be removed immediately. Exhibitors are not permitted to paint the hall floor. In case of any damage from improper installation the exhibitor/organizer is liable. For Anchor points and fastenings see 3.18.

**3.16 Glass and acrylic glass:** Exhibitors are only permitted to use laminated safety glass. Glass panes must be rounded off or protected at the edges to prevent injury. Any large stand structures made entirely of glass must be marked at eye level. Please comply with the glass construction requirements in the "Using glass in stand building" leaflet.

**3.17 Meeting rooms and lounges:** Rooms that are visually and acoustically closed off from the rest of the exhibition stand (closed rooms) must be equipped with a visual and acoustic warning system to ensure that the entire stand can respond to any alarms. In some exceptional cases, other contingency measures may be permitted. In the space in front a suitable wider escape must be available (at least 1,20 m) which must be available anytime.

**3.18 Doors, exits and emergency escape routes:** Stands with a floor area exceeding 100 m<sup>2</sup> or a complex layout must have at least two separate exits or emergency escape routes opposite each other. The walking distance from any accessible area in the stand to the nearest hall aisle must not exceed 20 m (§7 Para. 5 VStättVO). Emergency escape routes must be marked according to German safety regulation DGUV Vorschrift 9. The use of swinging, revolving, code-operated and sliding doors is not permitted along emergency escape routes.

**3.19 Handrails / fencing:** All accessible areas that border directly on another area that is more than 20 cm lower must be equipped with a railing. Railings that may have to support the weight of a person must be 1.10 m in height and be capable of supporting a horizontal load of 1.0 kN per linear metre. A static proof must be submitted in case of any needs.

**3.20 Nails, hooks, holes and transporting heavy loads:** Exhibitors are not permitted to make holes or drive bolts or anchor points into the exhibition hall floor, walls or ceiling. Heavy loads and boxes may only be transported into the exhibition hall using trolleys and hand pallet trucks with rubber tyres. Please avoid making any tyre marks when braking or otherwise.

**3.21 Suspended structures / interference with the building fabric:** Stand structures and exhibits must not interfere with or rest on parts of the exhibition hall or technical installations. Exhibitors are permitted to build around pillars or supporting structures in the exhibition halls as long as these are not damaged and the building work does not exceed the permitted building height. Structures may only be suspended from those technical installations on the exhibition hall ceiling that have been provided for this purpose. Only KMK or its specialist partners may carry out this work.

**3.22 Electrical installations / water supply points:** Only KMK-contracted specialist firms that are familiar with the exhibition grounds may connect stands to the existing supply networks. It is also recommended that exhibitors use KMK-affiliated specialist companies to carry out this work within the individual stands. Any electrical work carried out on the exhibition stand must comply with latest standards imposed by the German Association for Electrical, Electronic & Information Technologies (VDE). Exhibitors should be particularly careful to observe VDE 0100, 0108, 0128, 60364-7-711.

**3.23 Use of balloons and flying objects:** Exhibitors must obtain permission from KMK if they wish to use flying objects or balloons filled with safe gases in the halls or open-air areas.

**3.24 General waste and recyclable waste containers:** Do not use containers for general or recyclable waste in the stands if the container is made of a flammable material. General and recyclable waste material containers must be emptied regularly, at least every evening after the event has closed for the day. Any exhibitor accumulating large quantities of flammable waste must empty its waste containers several times a day.

**3.25 Empty bottles and packaging:** Do not store empty bottles, packaging or packing materials of any kind in the stand or anywhere in the hall. Any unwanted empty bottles, packaging or packing materials must be disposed of immediately. Exhibitors may take advantage of the warehousing services offered by KMK's contract carriers.

**3.26 Smoking ban:** Smoking is not permitted anywhere in the exhibitions halls and buildings. All exhibitors are expected to comply with and enforce this rule.

**3.27 Fire extinguishers:** We recommend that all exhibitors have suitable, certified fire extinguishers readily available at their stand. Two-storey stands and stands with a greater potential to catch fire must have fire extinguishers on hand. Exhibitors can hire fire extinguishers by filling out the corresponding form in the exhibitor information pack.

**3.28 Pyrotechnics:** Pyrotechnic displays and activities involving a fire risk must be approved by KMK in advance. In addition, exhibitors / stand installation companies must obtain a permit from the local regulatory authority (*Ordnungsamt*) to use them on KMK's premises. The use of pyrotechnic materials must be supervised by someone deemed suitable by the German law on explosives (*SprengG*). This person is required to provide proof that he or she is permitted and capable of executing the planned pyrotechnic display. Pyrotechnic items will be permitted if the packaging features one of the permitted approval codes (such as BAM-PI... or BAM-PTI...). The packaging must also feature instructions in German. Pyrotechnic items without an approval code or pyrotechnic items with approval codes in classes II, III or IV are not permitted. The use of pyrotechnics is not permitted under any circumstances in the Schwarzwaldhalle for fire prevention reasons.

**3.29 Laser devices:** According to section 6 of German safety regulation DGUV Vorschrift 11 regarding lasers, certain laser devices must be reported to the accident insurer and the relevant authorities before they are used. The notification must be accompanied by a written application for a laser safety official who will operate the laser device or devices. The relevant authority is the occupational safety authority (*Staatliche Amt für Arbeitsschutz*) in Karlsruhe. KMK must also be informed of any intended use of pyrotechnics.

**3.30 Smoke machines:** Exhibitors require the prior approval of KMK to use a smoke machine as these may accidentally trigger the smoke and fire alarms.

**3.31 Hotplates, spotlights and transformers:** For safety reasons, any heat-emitting electrical devices must be directly mounted on a non-flammable, heat-resistant, asbestos-free structure. Exhibitors should take into account the heat emitted by a device when placing flammable materials in its vicinity. Lights must not be attached to decorations or similar objects. Please do not forget to switch off any electrical cooking devices or other devices that could be a safety hazard if left on at the end of each day.

**3.32 Safety lighting:** Exhibitors with stands where the safety lighting provided cannot be seen due to additional structures are required to fit additional safety lighting that complies with VDE 0108. Safety lighting must ensure a clear and visible passage to the nearest emergency escape route.

**3.33 Advertising media / advertising on company grounds:** KMK provides a variety of no-cost advertising media that exhibitors can use to appeal to visitors. Exhibitors may also choose to rent official advertising space within the company grounds. Exhibitors are not permitted to conduct

advertising activities, such as distributing brochures or hanging promotional placards, outside of their own stand area.

**3.34 Audio and video exhibits:** Exhibitors must apply in writing to the exhibition management if they intend to use any kind of audio system or audio-visual presentation during the event. Any music played must not exceed a decibel level of 60 dBA. Repeatedly breaching these requirements could result in the electricity supply to an exhibitor's stand being cut off. This would happen regardless of whether the rest of the stand is affected. The exhibitor has no right to claim for any damages that result directly or indirectly from an interruption of the electricity supply for this reason. It is the exhibitor's responsibility to provide proof that they have adhered to these requirements.

**3.35 Music copyright (GEMA):** Exhibitors must comply with the legal requirements stipulated in German copyright law (*UrhG*) and obtain permission from GEMA, the German association for musical performance and mechanical reproduction rights, for any music played or performed during the event. Any musical renditions that are not registered could result in damage claims by GEMA against the exhibitor in accordance with section 97 of the German copyright law (*UrhG*). If you have any further queries or would like to obtain a license, please contact: GEMA, 11506 Berlin, kontakt@gema.de

**3.36 Explosives / ammunition:** Explosives are subject to the current version of the Explosives Act and may not be used or displayed at trade fairs and exhibitions. This also applies to ammunition as defined in the weapons law.

**3.37 Fuel tanks in exhibits:** All fuel tanks must be sealed.

**3.38 Spray guns, nitrocellulose lacquers:** The use of spray guns and nitrocellulose lacquers is prohibited.

**3.39 Flammable liquids and gases** may not be used or stored in exhibition stands. The use of burners of any kind is only allowed with the explicit approval of the technical management.

Pressure vessels may only be operated at the stand if the tests required by the Operating Safety Directive (*BetrSichV*) have been carried out.

Test certificates issued for this purpose shall be kept at the place of installation of the pressure vessel, and shall be presented to the responsible supervisory authority on request. Gasoline, petroleum etc. may not be used for cooking, heating or other operational purposes.

Exhibitors must comply with the terms of ASI 8.04 (occupational health and safety information).

**3.40 Abrasive cutting, hot work and any work with an open flame:** Any work involving welding, cutting, soldering, grinding and abrasive cutting and other work with an open flame or flying sparks is prohibited on the KMK grounds. In some exceptional cases, a permit for hot work with strict safety requirements may be granted by KMK (permit for work posing a fire hazard) upon receipt of a written application including a description of the work.

**3.41 Exhaust gases and vapours:** Combustible vapours and gases emitted by exhibits or appliances and representing a health hazard and/or nuisance to the general public may not be discharged into the halls. They must be discharged into the open through suitable piping as provided for in the Federal Emissions Act. Fumes containing grease from cooking or frying must be filtered using appropriate equipment.

**3.42 CE Marking on products:** Products without a CE certificate of conformity or products that do not meet the requirements stated in section 4, paragraphs 1 and 2 of the German equipment and product safety act (*GPSG*) may only be exhibited if a prominent sign clearly states that they do not meet these requirements and that they may only be purchased within the European Union once these requirements have been met. Exhibitors should implement the necessary safety precautions when presenting these products.

**3.43 Dismantling the exhibition stand:** After dismantling their stands, exhibitors are required to return the exhibition space to its original state.

Exhibitors are liable for any damage to the ceiling, walls, floor and installation equipment. Any residual adhesive must be completely removed from the floor.

Any damage to the hall, its facilities or the outdoor facilities by an exhibitor or contracted third party must be reported to the exhibition management.

Any partially dismantled stands and abandoned exhibition goods will be removed at the cost and risk of the exhibitors concerned and put into storage by KMK's contracted carrier. KMK is not liable for these stands or goods.

**3.44 Waste disposal / sorting:** In order to ecologically dispose of the waste generated during the event and during the installation and dismantling phases, we ask all exhibitors to sort waste materials and to throw them in the collection bins provided. We will dispose of the "normal quantity" of waste generated during an event. If an event or an exhibitor generates an above-average amount of waste, an additional charge will be levied. Exhibitors are encouraged to use reusable materials to build and supply the stand so as to reduce the amount of waste generated by the event.

Exhibitors providing food and drinks for immediate consumption are required to use washable, reusable cutlery, dishes and glasses, as well as reusable tablecloths. The use of plastic and paper dishes is not permitted, even if they are recyclable or compostable. Exhibitors are prohibited from selling drinks packaged in cans or non-returnable bottles. KMK reserves the right to impose penalties against exhibitors up to and including taking away their ability to participate in the fair if they do not comply with these regulations. We would ask that exhibitors avoid using edible cutlery and dishes due to their high production costs. Packaged take-away food and drink is not allowed as it dramatically increases the amount of generated waste and is therefore not environmentally friendly.

Failure to comply with these regulations will result in the exhibitor being charged for the disposal of this additional waste. If you have any further questions, please contact KMK directly.

#### 4. Special provisions for multi-storey exhibition stands

**4.1 Construction enquiry:** Exhibition stands with two or more storeys may only be constructed with approval from the event organiser's relevant project manager. The interior clearance height for two-storey constructions must be at least 2.3 m on the ground floor and 2.3 m on the upper floor. The maximum construction height must be agreed with KMK.

In halls with a sprinkler system, the upper floor must not be covered under any circumstances. In addition to the fire extinguishers already provided on the ground floor, stands must have at least one fire extinguisher placed at the top of each staircase where it is readily visible and easily accessible.

**4.2 Fire protection requirements:** Heat detectors connected to KMK's fire alarm system must be fitted to the ceilings of multi-storey exhibition stands that have a floor area of between 50 m<sup>2</sup> and 100 m<sup>2</sup>. All relevant planning documents must be provided to KMK. Two-storey exhibition stands with a floor area greater than 100 m<sup>2</sup> must have an additional sprinkler system fitted to the ceiling. If the sprinklers are triggered, KMK's fire alarm system will alert the fire service. The water supply for the sprinkler system is provided by a compressed-air reservoir which holds 5 m<sup>3</sup> and can cover an area of 1,000 m<sup>2</sup>. The sprinkler system must be installed in line with valid VdS regulations by a contractor of KMK or by a VdS-approved specialist company. All relevant planning documents for the exhibition stand must be provided to KMK. A contractor of KMK must connect the exhibitor system to the water supply and carry out the final inspection. The exhibitor must make available the necessary stand space for the compressed-air reservoir. Exhibitors planning to construct a stand of over 2.5 m must ensure that this does not interfere with neighbouring stands.

**4.3 Live loads / design loads:** In accordance with DIN 1055, Sheet 3, Table 1, the following live loads apply to the upper floor of a two-storey

exhibition stand in a fair hall: Stands used for meetings or assisting customers – i.e. furnished with tables and chairs arranged freely or in discussion booths – must be able to support a live load of 3.0 kN/m<sup>2</sup>. For unrestricted use as an exhibition or sales area or as a meeting room with or without high-density seating, stands must be able to support a live load of 5.0 kN/m<sup>2</sup>. Platforms taller than 20 cm require railings that must be able to support 1.0 kN/m. Stairs must always be designed to support a live load of 5.0 kN/m<sup>2</sup>. Proof must be provided that the pressure of the supports does not exceed the permitted loads on the hall floors.

**4.4 Escape routes / stairs:** On the upper floor of a two-storey exhibition stand, the walking distance from any accessible area to the nearest hall aisle must not exceed 20 m. Longer distances may be approved on a case-by-case basis, providing the remaining distance to exit the hall does not exceed the permitted limit. Stairs must be arranged to provide the shortest possible escape route from the hall. As a rule, the walking distance from the upper floor to the nearest emergency exit must not exceed 50 m. Stands with an upper floor area greater than 100m<sup>2</sup> must have two staircases placed opposite each other and at least 20 m apart. All stairways must conform to DIN 18065. Stairs must have a clear width of at least 1.2 m (between handrails). Stair risers must not exceed 0.19 m and tread width should be no less than 0.26 m. Winder stairs and spiral stairs are not permitted. Staircases must be separated from the ground floor by an enclosed underside that reaches from the hall floor to the intermediate ceiling and has an F30 fire-resistance rating in line with DIN 4102 (e.g. 12.5 mm-thick drywall fire-protection panels or equivalent) if storage areas, rooms, electrical systems, etc. are located beneath them. Handrails on stairs and intermediate landings must provide secure grip, run continually along both sides and have no open ends.

#### 4.5 Material requirements for load-bearing elements

Load-bearing components, ground-floor ceilings and upper-level flooring of two-storey stands must be constructed of materials that are at least flame-retardant (at least B1 in accordance with DIN 4102 or at least class C in accordance with EN 13501-1).

#### 5. Rules and regulations for the premises of Karlsruhe Kongress- und Messe GmbH (KMK)

**5.1** These rules and regulations apply to the premises of KMK, i.e. all halls, outdoor areas, buildings and land belonging to KMK. They apply to all persons entering or spending time on KMK premises for any of the abovementioned purposes.

**5.2** The right to enforce these rules and regulations within KMK premises lies with KMK and contracted third parties.

**5.3** KMK has the right to restrict access to the company grounds – in particular the halls – for exhibitors, visitors and other third parties, e.g. it has the right to only admit trade professionals and to monitor compliance with admission regulations. Persons wishing to access the halls and other event areas require a valid admission pass. The pass must be presented on request. This does not apply to special admission regulations – in particular for exhibitors and companies working within KMK premises.

**5.4** Children under the age of 14 must be accompanied by an adult. Differing regulations will be announced individually. Children over 14 are entitled to the same unlimited access as adults. Admission is free for children under 6. Visitors must obtain the appropriate admission ticket. This does not affect special regulations for specific events, e.g. "for trade professionals only".

**5.5** Employees of KMK or of a security company working on behalf of KMK are authorised to carry out identity checks on the company grounds. Anyone failing to present a valid admission pass or who is found to be otherwise trespassing on the company grounds must leave the grounds immediately.

**5.6** Persons entering or driving through the company grounds do so at their own risk. In accordance with the statutory provisions, KMK accepts no liability. The StVO regulations apply. The speed limit is 10 km/h, unless traffic

conditions make it necessary to reduce this to walking pace. KMK has the right to limit, fully prohibit or otherwise regulate pedestrian and vehicle access to the company grounds at certain times and in certain areas. In accordance with statutory provisions, KMK is only liable for wilful or gross negligence on the part of its representative staff.

5.7 Vehicles loading and unloading must park in the designated areas. Escape routes and safety routes must be kept clear. Vehicles unloading swap-bodies, containers, etc. must implement appropriate measures to prevent them from sinking into the tarred surface. The owner is liable for damages without proof of negligence. Vehicles, containers, etc. that are parked unlawfully will be moved or towed at the expense of the owner, operator or guilty party.

5.8 It is not permitted to engage in any behaviour that risks disrupting the proper course or assembly and disassembly of the event, or that infringes on the interests of KMK, in particular:

- Any unauthorised commercial activity on the company grounds (in particular offering items and services of any kind, either against payment or free of charge)
- Unauthorised distribution or display of fliers, leaflets, posters, magazines, etc. and display of stickers of any kind. The same applies if the above-mentioned publications are distributed via direct mail or in an equivalent way via Deutsche Post AG or similar companies and institutions.
- Bringing animals onto the company grounds, except: assistance dogs for people with disabilities, guide dogs for the blind and police dogs.
- Contaminating the halls or the grounds and any behaviour that poses a risk to the environment
- Unauthorised entry of vehicles onto the company grounds and unauthorised use of vehicles on the grounds
- The use of bicycles, scooters, kickboards, roller skates, in-line skates, skateboards and similar conveyances in the trade fair halls, buildings and their connecting areas – differing regulations will be announced on an individual basis.
- Unauthorised gatherings and processions of any kind
- Carrying weapons and other items that are subject to registration, hazardous materials and substances etc.
- Direct sale, purchase or exchange of exhibits or other items – differing regulations will be announced individually
- Entering or remaining on the company grounds outside the regular opening hours

5.9 Anyone wishing to take photographs, film, or produce video recordings, drawings, paintings etc. for commercial purposes must obtain prior approval in writing from KMK and – if individuals or products of exhibitors or other third parties are to be depicted – from the holder of the respective rights. KMK has the right to enact additional regulations in this regard.

5.10 It is prohibited to impede or interfere in any way with the work of KMK employees (or companies or individuals commissioned by KMK) who are taking photographs or making film or video recordings for promotional purposes or news coverage. The rules and regulations for the premises of KMK explicitly inform all persons entering company grounds of the possibility that photograph, film and video shoots may be carried out on the grounds. By entering the grounds, individuals who may appear on such material or footage implicitly agree to allow the use of these items for promotional purposes or news coverage.

5.11 Anyone wishing to conduct surveys, polls or similar campaigns must obtain prior approval in writing from KMK.

5.12 KMK has the right to restrict the use of transmitters and receivers on the company grounds.

5.13 All food and drink for KMK event venues is provided by a catering service under an exclusive contract.

5.14 KMK has the right to prohibit visitors from carrying bags or other receptacles into the halls or the company grounds. Bags and the like can be stored free of charge in lockers in the entrance area. If carrying bags or other receptacles is prohibited, visitors insisting on carrying such can be denied entry.

Concluding regulations: In the case of violations against KMK's regulations, KMK has the right to expel offenders from the company grounds and to bar them from the grounds for a certain period of time or permanently.

Violations of the participation requirements can lead to the exclusion from participation in ongoing or future events. KMK's rules and regulations do not prevent KMK from exercising its right to file criminal charges.