



Düsseldorf Congress

Düsseldorf Congress GmbH

TECHNICAL GUIDELINES
FOR EVENTS

Rented property:
CCD Congress Center Düsseldorf

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1. Introduction

Düsseldorf Congress GmbH (hereinafter DC) has issued guidelines to provide all organisers and their exhibitors with the best conditions for presenting their exhibits and for reaching out to their visitors and prospective customers. The guidelines were written with due regard to the Regulations for the Construction and Operation of Special Structures (*Sonderbauverordnung SBauVO*) for the State of North Rhine Westphalia in the latest version. These guidelines are binding for all exhibitors and organisers.

In the interests of exhibitors and visitors, these guidelines also contains safety regulations which are intended to provide the highest standard of safety for both technical and stand construction at a given event.

The regulations for fire prevention and construction and other safety regulations have been coordinated with the Düsseldorf Construction Planning Department (*Bauaufsichtsamt*). Compliance with these regulations will be checked at the time of inspection, and, if appropriate, this will also require the presence of the Construction Planning Department and the fire services. In addition, the relevant legal provisions in their latest versions must also be observed. In the interest of all participants, a stand may be prevented from operating if defects have been found but are not removed by the start of the event. This applies irrespective of further safety requirements that may be specified at the time of the inspection.

The order forms for services are generally sent upon contractual conclusion. They must be completed and returned by the relevant deadlines, which are specified separately in each case. If the form is received late, DC cannot guarantee that it will be dealt with properly and on time and/or that the service can still be carried out. In addition, such orders will incur a 25% surcharge if they are received less than two weeks before the beginning of setup and a 50% surcharge if they are received at the beginning of setup or later. **The same applies to services that are used without being ordered in advance. Any services that have already been provided must be paid in full.**

Exhibitors may receive a circular providing further details on traffic, service facilities, etc. Such a circular will then form part of the conditions for participation, the general rental conditions and these Technical Guidelines. DC reserves the right to make amendments.

The German text is the authoritative version.

1.1 Site regulations for the Düsseldorf Exhibition Centre, including CCD Congress Center Düsseldorf (with CCD Ost) and the office and conference areas available for rent on the exhibition grounds

Emergencies 111 (internal) or (0211 4560 111)
Police 110 (external)
Fire 112 (external)

1. The CCD Congress Center Düsseldorf (including office and conference areas in the exhibition halls (hereinafter: CCD) and the rest of the exhibition grounds are private property. The owners are (1)

Messe Düsseldorf GmbH, Messeplatz, Stockumer Kirchstrasse 61, 40474 Düsseldorf, Germany, for the exhibition premises including the office and conference rooms available for rent in the halls, as well as the conference areas CCD Süd and CCD Ost; and the (2) City of Düsseldorf (Stadt Düsseldorf), Amt 23, Mühlenstrasse 29, 40200 Düsseldorf, Germany, for the conference area CCD Stadthalle (CCD West). DC runs the CCD Congress Center Düsseldorf with the entrances CCD Süd and CCD Stadthalle (CCD West); the CCD Ost and the office and conference areas. It exercises domiciliary rights in addition to the relevant organiser of a given event.

2. Visitors may only enter the premises, including the buildings (except for the administration building) if they have a **valid admission ticket**. All others need a suitable pass. Visits are limited to the times and buildings specified on the admission ticket or pass. Exhibition stands must only be entered under the supervision of the stand staff.
3. **Children** under the age of 14 may **only** enter the exhibition grounds if they are accompanied by a parent or guardian. Exceptions can only be made if the relevant information is expressly posted at the cash desks.
4. Any facilities that are made available to visitors must be treated with due care and respect. Visitors are not permitted to enter or operate any other facilities or equipment.
5. Photography and filming are not permitted within the exhibition grounds, at the CCD or in the halls. This ban applies, in particular, to exhibition stands and exhibits.
6. The exhibition grounds must not be accessed in a vehicle unless a special permit has been obtained for this purpose.
7. A smoking ban is in operation in all places where food and drink are served. Smoking may also be prohibited in some other rooms. The relevant instructions must be observed.
8. Depending on the specific features of an event, visitors may be prohibited from taking bags and similar receptacles to that event. For safety or security reasons, checks may be conducted on bags and similar receptacles as well as on the contents of clothing, such as coats, jackets and capes.
9. Weapons must not be taken to the exhibition grounds. This also applies to weapon-like substances such as pepper spray and other irritant gases.
10. Dogs and other animals must not be taken to the exhibition grounds.
11. Visitors must leave the event and the premises at

closing time.

12. Rooms or buildings may be closed or evacuated by DC for safety or security reasons. Anyone present within such rooms or buildings must follow instructions and go to the relevant outdoor assembly points.

13 The instructions of the supervisory staff must be observed in each instance.

1.2 General opening hours of the Congress Center

1.2.1 Setup and setdown times

Work is permitted at the CCD during general setup and setdown times, from 07:30 until 18:30 hrs, unless other times have been specified for an event via a circular. To ensure general safety within the exhibition grounds, both the CCD and the complete exhibition grounds will be locked outside the specified times.

1.2.2 The event itself

During the event itself the CCD remains closed until one hour before the official opening time of the event and is closed one hour after the official closing time. If, in justified individual cases, exhibitors need to work at their stand beyond that time, they must obtain a written night-time work permit from the event organiser. However, in any event, the CCD will remain locked. Entry and exit will be granted by the security staff upon presentation of the relevant permit.

2. Traffic on the exhibition grounds, emergency routes and safety equipment

2.1 Traffic regulations

To ensure a smooth flow of traffic during setup and setdown times and during the event itself, certain traffic regulations and traffic-routing rules must be strictly observed throughout the exhibition grounds. The exhibition grounds and the CCD are private property. The entire exhibition grounds and all their car parks are subject to German road traffic regulations (*Strassenverkehrsordnung, StVO*). No vehicles of any kind must be driven within the exhibition grounds unless a permit has been obtained for this purpose, in which case it is still driven at the driver's own risk. Moreover, vehicles are banned during the actual event. **A speed limit of 20 km/h within the exhibition grounds is in operation for all vehicles.** Inside buildings and in places where this is required by the current traffic, vehicles may only be driven at walking pace. Dimmed headlights must be used while driving within the buildings and underpasses of Hall 3 / the area CCD Stadthalle and Hall 4. Prior to entering or exiting a building, vehicles must stop, and the driver must check for adequate headroom. Motorised vehicles may only be driven into a hall for immediate loading or unloading and upon obtaining prior permission. The instructions of DC and Messe Düsseldorf staff and agents must be followed. Vehicles must not be parked in the CCD or in the exhibition halls. The engine

must be switched off during loading operations. **Caravans and mobile homes must not be taken to the exhibition grounds.**

Parking is prohibited throughout the exhibition grounds. Any vehicles, trailers, skips, containers and goods of any kind that are illegally parked on the exhibition grounds will be towed away by an authorised recovery company, acting upon the instructions of DC or Messe Düsseldorf GmbH (hereinafter: Messe Düsseldorf), at the cost and risk of the originator or holder.

Any instructions issued by DC or Messe Düsseldorf staff responsible for traffic routing or the enforcement of traffic regulations must be strictly followed, and the relevant information must be acted upon.

2.2 Emergency routes

2.2.1 Fire service access zones and fire hydrants

The necessary access routes to the CCD, the halls and the access zones for the fire service are marked by no-stopping signs and must be kept clear at all times. Vehicles and objects left along emergency routes and within safety areas will be removed at the cost and risk of the owner. Fire hydrants both within buildings and outdoors must not be obstructed or rendered unrecognisable or inaccessible.

2.2.2 Emergency exits, escape hatches and aisles

Emergency routes must be kept free at all times. Any doors along emergency routes must be easy to open from the inside and to their full width. Emergency routes, exit doors and escape hatches in the floor and their markings must not be obstructed, built over, blocked, covered or made unrecognisable in any other way. No objects must be placed on or around underfloor hydrants or emergency hatches, which are marked as such on the ground, both in the halls and outdoors.

The aisles within the CCD and the halls must never be obstructed by objects placed there, or by objects protruding into an aisle. These aisles are used as emergency routes. In the event of violations DC may take remedial action at the expense and risk of the party causing the obstruction. Any materials required for stand construction and any exhibits delivered for immediate setup within the stand space may be deposited briefly in an aisle during setup or setdown, provided that this does not narrow the aisle width required for safety and on condition that logistical interests are sufficiently taken into account. This condition is met if an item is deposited within a zone of 0.9 metres (max.) between the stand boundary and the aisle. Irrespective of the width of the aisle and the deposited item, a space with a width of at least 1.2 metres must definitely be kept unobstructed. However, this does not apply to space outside emergency exits or at aisle junctions, where the entire width must be kept unobstructed at all times. The aisles must not be used for setting up or assembling machinery (e.g. woodworking machines, workbenches, etc.). Should this be requested by DC, an aisle may need to be cleared immediately, including for logistical reasons.

2.3 Safety equipment

Sprinklers, fire alarms, fire extinguishers, trigger points for smoke extractors, smoke alarms, telephones, closure devices for hall entrances and other safety equipment must be accessible and visible at all times and must not be obstructed or built over. The same applies to their signs, as well as the green emergency exit signs.

2.4 Stand numbering

Provided that the stand design allows it, either Messe Düsseldorf or the organiser will mark each stand with standardised stand numbers.

2.5 Surveillance

DC or the event organiser is responsible for the general surveillance of the CCD, halls and outdoor space. During setup and setdown surveillance is of a general kind, starting on the first day of setup and finishing on the last day of setdown. DC or the event organiser may take any measures required for monitoring and surveillance purposes. Any surveillance of the exhibitor's items must be organised by the exhibitor. The exclusion of liability for personal injury and property damage is not restricted by the general surveillance conducted by DC or the event organiser. Special surveillance staff during the actual event may only be provided by the security company engaged by DC. To order surveillance, use the "Stand Security" form.

2.6 Emergency evacuation

Rooms or buildings may be closed or evacuated by DC for safety or security reasons. Anyone present within such rooms or buildings must follow instructions and go to the relevant outdoor assembly points. Exhibitors must inform their staff about this procedure and must create and publicise their own evacuation plans where required. They are responsible for overseeing the evacuation of their stands.

3. Technical data and equipment

3.1 Vehicle headroom

The vehicle headroom under footbridges, below the CCD Stadthalle and under Hall 4 is 4.00 metres within the marked vehicle lanes.

3.2 Dimensions

3.2.1.1 Door dimensions, CCD Stadthalle

Door: width and height in metres

Hall XY

X1: 1.84 wide, 2.38 high

X2: 1.84 wide, 2.38 high

X3: 1.84 wide, 2.38 high

X4: 1.84 wide, 2.38 high

Y1: 1.84 wide, 2.38 high

Y2: 1.84 wide, 2.38 high

Y3: 2.60 wide, 2.94 high (door for big loads)

Y4: 1.84 wide, 2.38 high

3.2.1.2 Door dimensions, CCD Süd

Door: width and height in metres

Hall 1, ground floor: 2.07 wide, 3.02 high

Hall 2, 1st floor: 2.13 wide, 2.15 high

Hall 3, 1st floor: 2.00 wide, 2.13 high

Hall 4, 1st floor: 1.20 wide, 2.10 high

Hall 5, 1st floor: 2.40 wide, 2.10 high

Hall 6, 1st floor: 2.40 wide, 2.10 high

Hall 7, 1st floor: 1.18 wide, 2.10 high

Hall 8, 1st floor: 2.40 wide, 2.10 high

3.2.1.3 Doors for pedestrians

In addition, all the buildings also have pedestrian doors in a variety of dimensions.

3.2.2 Heights of halls and rooms

The maximum height for exhibits in Hall XY at the area CCD Stadthalle is 4.5 metres from the top edge of the floor.

In all other rooms and in the foyer zones, the maximum height for exhibits is 2.5 metres from the top edge of the floor.

3.2.3 Lifts within CCD Stadthalle and CCD Süd

Freight lift at CCD Stadthalle, indoors

Load capacity of lift: 3 tonnes

Dimensions of lift (clear width of lift cage):

4.70m long, 2.63m wide, 2.68m high

The lift is loaded via a ramp.

Dimensions of ramp:

4.27m long, 3.44m wide, 1.13m high

A lifting platform is available for loading purposes in front of the ramp, from the same level.

Dimensions of loading platform:

4.90m long, 2.60m wide

Load capacity of lifting platform: 5 tonnes

CCD Stadthalle freight lift, Hall 12

Load capacity of lift: 4.4 tonnes

Dimensions of lift (clear width of door):

5.80 m long, 2.39 m wide, 2.10 m high

Ground-level access

CCD Süd freight lift (glass lift)

Load capacity of lift: 1.5 tonnes

Dimensions of lift (clear width of lift cage):

3.00 m long, 1.49m wide, 2.19m high

The lift can be loaded on the same level.

3.2.4 Dimensions of exhibition grounds

The dimensions of the remaining buildings and halls on the exhibition grounds can be provided upon request.

3.3 Load-bearing capacity of hall floors

Loads must not exceed 500 kg/sqm throughout the CCD

(loads with distributed weight, no concentrated loads).

IMPORTANT: Note, in particular, the nature of the floors (parquet in Hall XY and carpet in foyer).

The event organiser is responsible for any damage resulting from improper transport, setup or setdown.

3.4 General lighting, current and voltage

Available current and voltage at the CCD:

Alternating current 230 Volts (+6% / -10%), 50 Hz

Three-phase current 3 x 400 Volts (+6% / -10%), 50 Hz

3.5 Compressed air, electric power and water supply

Electric power is supplied to the stands from the ceiling or floor.

There are no water or compressed air connections within the CCD.

3.6 Communications

Phone, fax, telex, data and aerial connections are exclusively provided by Deutsche Telekom.

3.7 Sprinkler systems

Sprinkler systems are in place at CCD Stadthalle and in its foyers, in the CCD Süd ground-floor foyer and on the CCD Süd first floor and rooms 2-8.

3.8 Heating and ventilation

The CCD is equipped with ventilation systems, providing either heating or cooling, as required.

3.9 Faults and malfunctions

Any faults in the power supply must be reported immediately to the event management. DC and the stand provider bear no liability for any loss or damage caused by faults in the energy supply.

3.10 Foundations and excavation pits

Foundations and excavation pits are not permitted.

3.11 Outdoor space

The outdoor space consists of uneven or non-compacted ground (mixed grass and gravel), paving stones or tarmac.

4 General requirements for stand construction

4.1 Stand safety

Stands, including all equipment, exhibits and advertising media, must be set up with sufficient stability, so that they do not endanger public safety and order, especially life and health. Trade fair and exhibition stands must be set up in such a way that any potential impact from the resulting hazards is limited entirely to the rented stand space. When planning and preparing the work, effective measures must be taken to prevent any hazards impacting adjacent emergency and escape routes or neighbouring stand space.

If, during setup or setdown, it is not or not yet possible to warrant stability, then particular care must be taken. (This is the case, for example, with tall, slim elements, e.g. panels or certain decorative items or exhibits.) Any additional safety measures and regulations that may be required for this purpose must be implemented by the relevant contractor under its own responsibility. The exhibitor is responsible for structural safety and may be required to submit suitable documentation. In justified cases DC is entitled to engage a structural engineer to carry out a stand safety check on the premises at the exhibitor's expense. Upright structural elements and structures which are particularly in danger of toppling

(e.g. free-standing walls, LED walls, tall exhibits and tall decorative elements) must be designed for a horizontally effective equivalent surface load, q_h :

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

$q_{h2} = 0.063 \text{ kN/m}^2$ for all space higher than 4 m from the upper edge of the hall floor

In each case the reference area is the relevant face. Should this be requested by DC or the trade fair company, then suitable documentary evidence must be submitted in an auditable form.

In all other respects, the applicable regulations shall be the *Landesbauordnung NW* (State Building Code of North Rhine-Westphalia), dated 7 March 1995, as amended on 1 March 2000 and published in *GV NW* (Official State Gazette of North Rhine-Westphalia) p. 256, as amended from time to time. Note also the applicable Regulations for the Construction and Operation of Special Structures NW (*Verordnung über den Bau und Betrieb von Sonderbauten NW*), dated 17 November 2009, *GV NW*, p. 628.

DIN 4102/EN 13501 (fire behaviour of building materials and components) must be noted and observed. (see 4.4.1.1).

4.2 Stand construction permits

Provided that the Technical Guidelines are observed in the design and implementation of stands, single-storey stand structures in exhibition halls do not require the submission of drawings for approval. However, if requested, DC is prepared to check stand construction drawings (to be supplied in duplicate). The submission deadline is 6 weeks before the beginning of setup. However, any other stand constructions, mobile stands, special structures and designs and special components (especially textile stand designs) are subject to approval. All approvals are valid for the relevant event only.

4.2.1 Assessment and approval of structures subject to approval

Stand plans drawn to a metric scale of at least 1:100, with ground plans and side views, must be submitted to DC in duplicate, in German, and no later than six weeks before the start of the setup period. These documents must be submitted in the originals. Faxes and email copies cannot be processed. Once the stand plans have been assessed, one copy is returned to the exhibitor/stand construction company together with conditions for operation, which must then be implemented. The final report on the assessment, supervision of construction and acceptance of an assessed stand may be provided either on paper or by email, subject to DC's discretion. Approval can be considered to be granted as soon as all the construction conditions have been carried out. The approval of special structures and grandstands/galleries also requires the following documents in duplicate, in German, no more than six weeks before the beginning of the setup period:

- a) verified structural analysis, following German standards
- b) structural specifications and description of materials used

- c) stand drawings to a scale of 1:100, floor plans, side views, cross-sections, emergency escape route plan indicating length of routes, and construction details to a larger scale,
- d) the documents specified under a), b) and c) are not required if the exhibitor submits documentary proof of a type test or an inspection log book.

DC will forward applications to the Construction Planning Department (*Bauaufsichtsamt*) on the exhibitor's behalf and at the exhibitor's expense. The approval fees are charged to the exhibitor / stand construction company. Late applications are subject to a surcharge.

4.2.2 Vehicles and skips

Vehicles or skips may not be used as stand construction elements in buildings unless they have received approval from DC. Written permission must first be obtained. Regular stand construction requirements must be met.

4.2.3 Removal of unapproved construction components

Any stands that have not received approval or do not comply with the Technical Guidelines are not permitted under the relevant statutory regulations and must be either removed or modified at the exhibitor's expense. This also applies if DC provides replacements.

4.2.4 Scope of liability

Damage claims towards DC, regardless of their legal basis, are not accepted if they concern the loss, damage or other impairment of submitted drafts, models or other documents that have been sent to DC. If an exhibitor fails to comply with stand construction regulations, any possible damage shall be their own liability. If claims towards DC are based on non-compliance, the exhibitor hereby exempts DC from liability by way of anticipation.

4.3 Construction heights

The normal height for stands and advertising structures is 2.5 metres. Different construction heights can, where appropriate, be accepted in the foyer of CCD Stadthalle and Hall XY, upon the submission of applications with stand drawings. The maximum height for stands and advertising structures is 4.5 metres in Hall XY and in the area CCD Stadthalle. It is 2.5 metres in all other parts of the CCD. If the normal height of 2.5 metres is exceeded, the exhibitor must either leave a gap of at least 3 metres from the neighbouring stands or obtain written approval from the relevant neighbours. Stand owners may use their own material when creating their stands. Stand walls higher than 4 metres require the following horizontally effective equivalent surface load q_h to ensure stability:

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

$q_{h2} = 0.063 \text{ kN/m}^2$ for all walls higher than 4m from the upper edge of the hall floor

Exhibits are subject to the same restrictions.

4.4 Fire protection and safety regulations

4.4.1 Fire protection

4.4.1.1 Stand construction and decorative materials

Exhibitors must not use readily flammable materials, materials that drip when burning, polystyrene hard foam (Styrofoam) and similar materials. In individual cases special requirements may be made on load-bearing components for safety reasons. Any decorative materials must be classified as at least category B1 under DIN 4102, i.e. flame-retardant. Equivalent documentation under EN 13501 – minimum requirement: category c-s3, d0 – can be recognised, but must be supplied in German.

Should this be requested by DC, flame-retardant properties must be documented no later than the start of setup, submitting the test certificate from an approved inspection authority as well as the relevant certificate of conformity.

In certain areas it is possible to use standard fire-resistant decorative materials, provided they are sufficiently well protected against flammability once they are in place. Deciduous and coniferous trees or bushes may only be used with moist roots. Exhibitors are not permitted to use materials such as bamboo, reeds, hay, straw, wood chips, turf, etc.

If requested, flame-retardant properties must be documented no later than the start of the setup phase. It is possible to use standard fire-resistant decorative materials, provided large amounts are not used and they are sufficiently well protected against flammability once they are in place. Deciduous and coniferous trees or bushes may only be used with moist roots. Exhibitors are not permitted materials such as bamboo, reeds, hay, straw, wood chips, turf, etc.

4.4.1.2 Exhibiting motorised vehicles

Any types of vehicles to be placed in exhibition halls must be advised in advance. Vehicles must be positioned in such a way that they cannot move by themselves. They must also be placed on a structurally appropriate support where they are protected on the outside from rolling off. Vehicles with combustion engines may only be exhibited in the halls if their tanks are nearly empty (i.e. if they have no more than 5 litres of fuel). The battery must be disconnected. The fuel tank must be locked. Moreover, the fuel tank must also be **rendered inert, using nitrogen**.

For mono-fuelled gas vehicles see section 5.7 regarding the pressure tank.

Electric vehicles may only be exhibited if they have non-hazardous batteries. Vehicles must be presented for inspection by the Messe Düsseldorf Fire Service 1 hour prior to entering the CCD and must not be placed in the hall until they have been cleared by DC in the CCD. The relevant Vehicle Rescue Card (*Rettungskarte*) is also

mandatory and must be submitted. Vehicles must not be left unattended in the CCD. If the stand is left, the vehicles must be attended by a fire guard. Electric and hybrid vehicles must not be charged within the CCD. Vehicles with fuel cells and/or gas drive must only be displayed in the CCD without gas/fuel.

Further requirements depend on the vehicle type and on the place where it is exhibited and will be specified from case to case. To allow sufficient time for the required preparations, we should be grateful if you could coordinate the intended timing of your vehicle appointment with DC as early as possible, though no less than 2 working days beforehand.

4.4.1.3 Explosive substances and ammunition

Explosive substances are subject to the German Explosives Act (*Sprengstoffgesetz*), dated 10 September 2002, published in the German Federal Gazette I (BGBl. I), page 3519, as amended, and must not be exhibited at trade fairs or exhibitions. The same applies to ammunition as defined in the German Firearms Act (*Waffengesetz*) and to pyrotechnical items.

4.4.1.4 Pyrotechnics

Any pyrotechnical performances – irrespective of and subject to permission by the relevant authorities – are only permitted upon receiving written approval from DC. Documents submitted must specify the permit holder and their qualification for this purpose. The following details must be submitted for a permit: venue, date and time of presentation, number and type of effects, certification number of effects (from the German Federal Institute for Materials Research and Testing, BAM), duration of effects and required safety distances. A risk assessment is also required. All the necessary documents must be submitted in good time and no later than 14 days before the presentation. Applicants do not have any entitlement to approval.

4.4.1.5 Balloons, model aircraft and unmanned aviation devices

Exhibitors are not permitted to use balloons filled with flammable gas, either in the buildings or outdoors.

Balloons filled with non-hazardous gas may be used in buildings and outdoors, subject to DC approval prior to use. Such balloons must be firmly anchored in a structurally stable manner.

Exhibitors are not permitted to distribute or use gas-filled balloons, free-floating balloons, model aircraft (e.g. Zeppelins) or unmanned airborne devices (e.g. drones or quadcopters).

As the property owners, the City of Düsseldorf and Messe Düsseldorf do not issue flying permits for such devices. However, under exceptional circumstances and despite the general ban, it may be possible to issue a permit if secure flying operation and the protection of third-party privacy rights and copyrights are warranted. This requires complete structural separation between the flying space and any space accessible to persons. In addition, approval is required from all exhibitors directly adjacent to the flying space and also, if necessary, from the aviation authority.

4.4.1.6 Fog machines

The use of fog machines requires prior written application to DC, and the machines may only be used after permission has been granted. Fog fluids must not contain hazardous substances as defined in the German Hazardous Materials Regulation (*Arbeitsstoffverordnung*) and the EC Directive on the Restriction of Hazardous Substances. An appropriate safety data sheet must be submitted.

The impact of the fog must be limited to the exhibitor's stand space. Safety symbols and escape and emergency routes must not be restricted in their visibility. Before using a fog machine for the first time, a rehearsal must be held in consultation with the technical management of DC.

4.4.1.7 Ashtrays and ash containers

Unless there is an express smoking ban for a stand or parts thereof, a sufficient number of ashtrays or ash containers must be in place, made from non-flammable material. Arrangements must be made at the exhibition stands to ensure that they are emptied regularly.

4.4.1.8 Bins for non-recyclable, recyclable and residual waste

Any bins for non-recyclable, recyclable or residual waste at the stands must not be made from flammable materials. The bins at the stands must be emptied at regular intervals, at the latest each evening after closing time. They must be emptied into the recyclable and residual waste collection points at the exits. If large quantities of flammable waste accumulate, they must be removed several times a day. Recyclable waste bags can be ordered and filled and will be collected from the stands each evening.

4.4.1.9 Spray guns and solvent-based varnishes, paints and cleaning agents

The use of solvent-based products and paints is prohibited in all exhibition halls. Spraying is not permitted, even if it involves the use of different products. Neither do we permit the use of flammable liquids for cleaning purposes inside the halls. Any cleaning agents containing hazardous compounds must be used as specified in the relevant regulations.

4.4.1.10 Abrasive cutting and all work with naked flames

Any welding, cutting, soldering, thawing and grinding must be announced prior to commencement and requires written application to DC. Such work may not be started until it has received approval and a written permit has been supplied. While conducting such work, the surrounding environment must be protected sufficiently well against hazards. Extinguishing agents must be available, ready for use, in the immediate vicinity. DC requires exhibitors to order a fire watch at their own expense.

4.4.1.11 Empty containers and storage of materials

Empty containers of all kinds (e.g. packages and packaging materials) and goods intended for storage (e.g. stand construction material) must not be stored at the stands or outside an indoor stand. Such items must be immediately taken to the relevant designated storage places by carriers authorised for this purpose on the exhibition grounds. See form: "Empty Containers". Any empty containers stored without due authorisation may be removed by DC at the exhibitor's risk and expense.

4.4.1.12 Fire extinguishers

During setup and setdown and during the event itself at least one suitable fire extinguisher must be available at each stand (e.g. a 6-kg ABC powder extinguisher) with at least 10 extinguishing agent units. There must be notices on the stand indicating the location of the fire extinguisher, using pictograms as specified in the Technical Workplace Regulations, ASR A1.3, "Health and Safety Signage" and DIN/EN ISO 7010. Depending on the stand space, more fire extinguishers may be required. In addition, the dimensions must comply with the Technical Workplace Regulations ASR A 2.2 – "Fire-fighting Measures".

4.4.2 Stand covering

To ensure the unimpeded operation of the sprinkler system, stands must always be open at the top in all halls.

In Halls 1 to 17 single-storey stands and the upper level of two-storey stands must only be covered if the cover is made from at least flame-retardant material and provided that the open section has an opening of at least 2 x 4 mm or 3 x 3 mm when unstretched, so that sprinkling can proceed unimpeded.

The proportion of open space must not be less than 50% per square metre. Care must be taken that materials for ceilings and ceiling panels are horizontal and single-layer. Such fabrics may be mounted in individual sections of up to 30 sqm without the need for additional measures. Larger sections must be suitably supported. If the stand space has more than 30% PVC (including stand construction, exhibits and materials), the top of the stand must be open at those points. Documentary proof must be provided in the form of a test certificate from an approved inspection authority, documenting that the relevant material complies with DIN 4102, B1. Equivalent documentation under EN 13501 – minimum requirement: category c-s3, d0 – may be recognised, but must be supplied in German. (See also 4.7.7)

4.4.3 Glass

The only glass that is permitted is safety glass which is suitable for the relevant purpose. Please request our information leaflet: "Stand Construction Using Glass and Acrylic in Exhibition Halls". The edges on panes of glass must be machined or protected in such a way that there is no risk of injury. Components made entirely of glass must be marked at eye level. Provided that the relevant documentation is available, other suitable options may be given ap-

proval upon application.

4.4.4 Enclosed rooms

Any space that is enclosed on all sides (i.e. enclosed rooms) and which is not adequately connected with the surrounding rooms, either visually or acoustically, must have safety lighting. It must also be connected to the Messe Düsseldorf alarm system, so that reliable orientation and alarms can be guaranteed at the stand at any time. Please also take note of 5.3.1 and see 7.1.3. Stands must not have rooms that are not directly accessible, i.e. rooms which can only be accessed via different rooms and which have no immediate link to an escape route.

4.5 Exits, escape routes and doors

4.5.1 Exits of large stands

At a given exhibition stand, the distance from any accessible point to the stand boundary must not be at a walking distance of more than 20 metres. Stands covering a floor space of more than 100 sqm must have at least two exits which are separated from one another, preferably facing opposite directions. **There must be no construction on or over any aisles which are specified in the layout plans.** The components of a stand must be arranged in such a way that the exits are easy to find and easy to reach. Escape routes must be marked as specified in the Technical Workplace Regulations, ASR A1.3 "Health and Safety Signage" and DIN/EN ISO 7010.

4.5.2 Doors and access barriers

Stands must not have swinging, revolving, coded or sliding doors or any other access barriers along escape routes. Folding and sliding doors may be used for smaller rooms of up to 20 sqm in size.

Preference must be given to hinged doors. Doors along escape routes must open in the direction of escape and must be easy to open fully from inside. Doors must not open out in a way that obstructs an aisle or escape route.

4.6 Platforms, ladders, ramps, walkways, staircases, escalators, turntables and grandstands/galleries

4.6.1 Platforms, ladders, ramps, walkways, balustrades and flooring

Generally accessible walkways immediately adjacent to areas lower than 0.2 metres must be protected by a balustrade.

This balustrade must be at least 1.1 metres in height. There must be at least an upper chord, a middle chord and a lower chord, spaced out at up to 35 cm. Balustrades must have a pressure resistance of 1.0 kN/m at the upper edge. Structural certification must be provided for platforms. The load-bearing substructures of platforms must be made from non-flammable building materials. Depending on use, the load-bearing capacity of a floor must comply with Eurocode EN 1991-1-1/NA, Table 6.1 DE. The maximum permitted height for single-

step open-access floors is 0.2 metres. Ladders, ramps and walkways must meet with the relevant accident prevention regulations. Any transitions to the hall floor must take the form of steps or ramps at a gradient of 1:6.

4.6.2 Stairs, escalators, grandstands/galleries and special structures

All stairways must comply with DIN 18065. Where stairs are required, the supporting structure must be made from building materials that are at least B1 in terms of flame-retardant properties. Steps may be made of wood. Stairs must have a minimum width of 1.2 metres (clear width), leading to a square area of the same width at the bottom of the stairs. Stairs must not be wider than 2.4 metres (clear width). If the space is up to 100 sqm, there must be one staircase with at least 0.9 metres of clear width; if the space is up to 200 sqm, there must be two staircases with at least 0.9 metres of clear width, and if the space is over 200 sqm, there must be two staircases with at least 1.2 metres of clear width. The height of each step must be at least 16 cm and no more than 19 cm. The tread width must be at least 26 cm and no more than 29 cm. Both measurements must be the same for all steps. All steps must be closed. If there is space for people to walk under staircases, the underside of the steps must be closed above that space, or they must be closed off by raised edges (5 cm high). Spiral staircases are not permitted. Prior approval is required for movable construction components, such as escalators, lifts, rotating stages (special constructions) and grandstands/galleries. Balustrades must have a pressure resistance of 1.0 kN/m at the upper edge. Balustrades must be at least 1.1 metres in height. Handrails must be firm to hold, be available on both sides (only for staircases with widths above 0.9 metres) and run the entire length of the structure, also across Intermediate landings.

No handrails are required for staircases of up to three steps. Ramps must have a gradient of no more than 6% (3.5 degrees).

4.7 Stand design

4.7.1 Visual presentation

Unless otherwise specified, exhibitors may use their own materials for their stands. The person owning the stand must ensure that the reverse of their stand walls are a neutral white, to avoid any detrimental impact on the interests of neighbouring stands. Any walls bordering on aisles must be given a pleasant appearance through the installation of glass panels, alcoves, displays, etc., thus demonstrating the open character of the exhibition stand. The proportion of walled frontage facing the aisle must not exceed 30%. Disabled access must be ensured in all stand construction.

4.7.2 Inspection of rented space

The relevant rented space is marked out by DC. Once an exhibitor has been allocated a stand, it is their own responsibility to find out on site (and, if necessary, in-

form the relevant stand construction company) about the exact locations and dimensions of all installations, particularly fire alarms, fire extinguishers, air curtains, door operating equipment, pillars, the course of supply lines, air supply and ventilation grilles, openings of emergency exits, etc. The exact dimensions of the structural facilities must be checked by the exhibitor on site.

Stand boundaries must always be respected.

All exhibitors / stand construction contractors must check before setup whether the relevant stand space is in good order. Any damage must be reported to the hall manager immediately and prior to setting up the stand. Any unreported defects will be repaired after the end of the event, at the exhibitor's expense.

4.7.3 Interference with the structural fabric

Parts of buildings and technical facilities must not be damaged, soiled or modified in any way (e.g. by drilling holes, welding or using nails, screws or adhesive) (see also section 4.7.4 Flooring). Neither do we give any permission for painting, wallpapering or attaching anything with adhesive. Parts of buildings and technical facilities must not suffer any detrimental impact from stand construction or exhibits. However, it is permissible to build around pillars/supports situated within the stand space, provided that those pillars/supports are not damaged, that a minimum distance of 50mm is observed around them and that the permitted construction height is not exceeded. No lettering must be placed directly on walls or pillars.

4.7.4 Flooring

Carpets and other floor covering must be laid with due regard to safety and must not protrude beyond the stand space. Note, in particular, the floor material (parquet in the halls and carpets in the foyer and in the various rooms). Only adhesive tape (e.g. PE and PP) may be used to secure floor coverings and only if it can be removed **without leaving any residue**. Any materials that are used must be removed without any residue. Substances such as oil, grease, paint, etc. must be removed from the hall floors immediately. No paint or adhesives must be used on hall floors. The asphalt flooring in the halls may rub off onto lightly coloured floor coverings, which may then cause soiling. DC cannot accept any liability for soiled floor coverings. The event organiser is responsible for any damage resulting from improper transport, setup or setdown. Stand construction elements and exhibits must not be anchored or fixed to the hall floor. In such cases the cost of restoring the floor shall be borne by the exhibitor or organiser. **The air supply grilles serve the purpose of providing air conditioning in the rooms and must not be covered with floor coverings or any structures.**

4.7.5 Items suspended from the ceiling

The vertical suspension of lightweight ceilings, advertising media, banners, lights, etc. from the supporting structures of the hall ceilings may be permitted provided that this takes account of the relevant construction

height (see section 4.3) and the maximum load per ceiling joint of up to 50 kg.

The required mounting brackets in the supporting structure, however, must only be attached by DC and must be ordered via the form "Suspended items". In Halls 7.0 - 7.2 and 15 - 17, items may only be suspended from the ceiling upon request. A load distribution plan must be submitted 6 weeks before the beginning of setup, enabling DC to conduct checks and provide approval. Loads may only be attached as detailed in the German Social Accident Insurance Regulations (DGUV) 17 and 18, "Event and Production Sites for Stage Presentations", using suitably licensed rope locks, as specified in DIN standards, or cable holders on wire ropes. All suspended items must be compliant with DGUV regulations 17 and 18, "Event and Production Sites for Stage Presentations". The maximum loads at the relevant suspension points must be documented through verifiable load calculations or structural analysis. If chain hoists or engines are used, make sure you take account of their empty weights, dynamic factors and any uneven stress that might occur on the suspension points during lifting operations. Fastenings may only be used if they have been approved for dynamic stress. The relevant documentary proof must be submitted to DC no later than four weeks before the start of assembly. Suspended items must not connect firmly with a building or the ground, either directly or indirectly.

4.7.6 Partitions

Partitions are only provided as part of a shell stand order.

4.7.7 Ceiling design for stands

Closed ceilings are not generally permitted at the CCD. However, enquiries may be made for the halls on a case-by-case basis.

4.7.8 Advertising media and presentations

Lettering, logos and trademarks on stands and exhibits must not exceed the specified construction height. Moreover, they must look attractive on all sides. Visual, slow-moving and acoustic advertising media, product presentations and musical and audiovisual reproductions are only permitted if they do not disturb neighbours, cause congestion in aisles or drown out the public address systems in rooms or foyer areas. The volume must not exceed **70 dB (A)** at the stand boundary. When setting up loudspeakers, care must be taken that the sound is aimed at the floor. If a stand contains presentation space, stages or other zones designed to draw audiences through shows, musical presentations, etc, then these are subject to approval. They must be integrated into the stand in such a way that they face towards the inside of the exhibition stand. Any audience space must be located inside the stand space. The surrounding aisles must not be used as audience space. Should this regulation be violated, DC may intervene and may require closure of the relevant feature.

Printed items and advertising materials may only be used by exhibitors within their own stand space. The maximum permitted storage for brochures and advertis-

ing materials at the stand is limited to the exhibitor's daily requirement. However, this maximum may be lower in certain cases, depending on the type of hazard.

4.7.9 Foundations and excavation pits

are not permitted in the CCD.

4.8 Outdoor space

The outdoor space consists of mixed grass and gravel. The surface is uneven. The ground is not compacted, Subsidence must be expected. During the hours of darkness, outdoor space is illuminated by general road and footpath lighting at the relevant event opening times. The aforementioned general regulations and technical guidelines for stand construction are also applicable, by analogy, to any stands set up outdoors. All outdoor structures are subject to approval – see also 4.2.1. Temporary structures are also subject to the provisions of the State Building Code for North-Rhine Westphalia (BauO NRW), section 79.

Exhibitors must not use tents, caravans or mobile homes for the purpose of camping or sleeping on the premises of the exhibition grounds.

No aerodromes must be set up. The regulations for construction heights (see 4.3) are also applicable outdoors. Outdoor stands must maintain a distance of at least 5 metres from a hall or from any other buildings.

4.9 Two-storey stand construction

Two-storey construction is not permitted at the CCD.

4.10 Rooms for film showings, slides, TV showings and auditoriums

4.10.1 Planning permission

Cinemas and auditoriums require a special permit from the Construction Planning Department (Bauaufsichtsamt) if they are laid out for more than 200 seats.

4.10.2 Pedestrian exits

Auditoriums of more than 100 sqm must have two exits leading directly to the escape routes of the building. The exits must be placed as far away from each other as possible.

4.10.3 Projection space

If films, TV programmes or slides are to be shown, the projection space must not be situated directly by the aisle. They must not disturb neighbours or drown out the public address system.

5. Technical safety provisions, other technical regulations and specifications and technical infrastructure

5.1 General regulations for construction and operation

Setup and setdown must only be conducted if it complies with the latest provisions of industrial and trade law. According to the German Social Insurance Code VII (*Sozialgesetzbuch VII*), section 16 (2), all accident pre-

vention regulations and all other relevant statutory provisions are binding upon both German and international companies and their workforce. Under the Regulations for the Construction and Operation of Places of Assembly and Accommodation of the State of North Rhine-Westphalia (*Verordnung über den Bau und Betrieb von Versammlungsstätten und Beherbergungsstätten für das Land Nordrhein-Westfalen*), exhibitors must ensure for certain uses that a suitably skilled person is present at the relevant times. This may be a qualified events engineer and/or a qualified events engineering specialist.

5.1.1 Damage

Any damage caused by exhibitors or their agents on the exhibition grounds, the CCD or its buildings or facilities and any waste that is left behind will be removed by DC after the end of the event, at the exhibiting company or organiser's expense. All damage must be reported to DC.

5.2 Use of machinery

Bolt guns and chainsaws are not permitted. Woodworking machines may only be used with chip extraction. If woodworking machinery is used in CCD Stadthalle, make sure no chips or dust can get into the ventilation grilles at floor level. Exhibitors and stand construction contractors are not permitted to use their own forklift trucks or cranes. Lifting platforms, whether owned or rented, may only be operated by suitably qualified persons over the age of 18. Their qualification must satisfy BGG 966, one of the Principles published by the German Employers' Liability Insurance Association. Documentary proof of the relevant qualification must be submitted upon request.

5.3 Electrical installation

5.3.1 Power supply points

Each stand that is to be supplied with electric power will receive one or more connections, a fuse and meter as well as a fuse box with a main switch and an RCD circuit breaker, 13 mA, up to 63 amp / 34 kW. The following voltage limits for normal industrial power grids must be observed when installing non-linear loads (class 2, EN 61000-2-4): total harmonic distortion (THD): <8% (ratio between effective values of harmonic frequency and fundamental frequency) and power factor $\cos \phi = 0.8$. These power supply points may only be installed by DC. When placing orders, using the relevant form, a floor plan must be added, specifying requested locations of the supply points. DC cannot provide fuse boxes above 63 A / 34 kW.

Power consumption is charged per kW/h, as shown on the relevant meter. **A standing charge is payable for connecting the stand to the power supply.**

For safety reasons the power supply will be switched off one hour after the event closes on the last day.

5.3.2 Electrical installation within the stand

If you order electrical installation within the stands, this will be carried out by DC. Within each stand electrical

installation can also be carried out by the exhibitor's own electrical staff or by specialist electrical contractors that are suitably licensed under the regulations of VDE (Association of German Electrical Engineers) (see section 5.3.4), applying state-of-the-art engineering. However, electrical installation within the stands may also be carried out by DC. Orders can be placed via the "Electrical Installation" form. Should this be requested, DC will of course also carry out the entire stand installation.

5.3.3 Underfloor installation

When taking power lines to the stand, it may happen that aisles are crossed or neighbouring stands are touched. If this is the case, the power lines must be placed under the flooring or above the ceiling. Not all rooms, however, permit underfloor installation. The relevant costs are charged to the exhibitors.

The costs relate to the underfloor installation of normal lines only. If more powerful cables are involved, prior checks must be conducted, and a prior price agreement is required.

5.3.4 Regulations for assembly and operation

Any electrical appliances that are used at a stand must comply with VDE regulations (regulations of the Association of German Electrical Engineers) and must bear the conformity mark (CE). All electrical equipment must be installed and operated under the latest VDE regulations. In particular, you must ensure compliance with VDE 0100, 0108, 0128 and IEC standard 60364-7-711. Power terminal circuits such as power sockets and light feed-in points must have ELCB switches (RCD) with 30 mA cut-off currents.

The proportion of high and low-frequency interferences within the grid must not exceed the values specified in (DIN) EN 50178, (DIN) EN 61000-2-2 and (DIN) EN 61000-3-2, (DIN) EN 61000-3-3, (DIN) EN 61000-3-11. Attention must be paid to electromagnetic compatibility and compliance to the relevant regulations. Conductive components must be integrated to protect against excessive contact voltage (equipotential bonding / earthing of the stand).

Also, any cables that are used must have a minimum cross-section of 1.5 mm² Cu (e.g. line types such NYM, H05VV-F and H05RR-F). Flat cables of any kind and uninsulated electric wires or terminals are not permitted. Any secondary lines must be protected against short circuits and overloading. An information leaflet is available on request.

The electrical installations at a given exhibition stand must not be put into operation until they have been formally accepted and approved by the German certification authority TÜV or by some other independent expert. This will be organised by DC.

5.3.5 Safety precautions

To provide special protection, all heat-emitting and heat-producing electrical appliances (hotplates, spotlights, transformers, etc.) must be installed on non-flammable, heat-resistant and asbestos-free surfaces. Depending on the amount of heat that is produced, an adequate distance must be maintained from any flammable material. Lamps must not be attached to any flammable

decorations or similar items.

There must be at least one suitable hand-held fire extinguisher.

5.3.6 Safety lighting

Stands require their own additional safety lighting if the general safety lighting available in the building is not effective in them, due to their specific stand construction. This lighting must be designed in such a way that it provides safe orientation towards the general emergency routes. All safety lighting must be set up in compliance with DIN VDE 0108-100.

5.3.7 Faults and malfunctions

5.4 Water and wastewater installation

It is not possible to provide water or wastewater installations at the CCD.

5.5 Compressed air installation

It is not possible to provide exhibition stands with compressed air at the CCD. Exhibitors must not set up or use their own compressors.

5.6 Machine, pressure vessel and waste gas systems

5.6.1 Machine noise

The demonstration of noise-emitting machinery must be kept to a minimum in the interest of visitors and other exhibitors. The noise level at the stand boundary must not exceed 70 dB (A). Outside the halls but within the exhibition grounds the noise level must not exceed 50 dB (A). Machinery and equipment with flywheel forces may only be operated on the proviso that no energy is transmitted to any parts of the buildings. Please refer to DIN 1055 Part 3, Section 8 and DIN 4024 on this subject. Please also note the German Noise and Vibration Protection Regulation (*Vibrationsschutzverordnung*) of 6 March 2007 (BGBl I, p. 261) in their version of 18 December 2008 (BGBl 2768).

5.6.2 Machine and product safety legislation

According to the German Product Safety Act (*Produktsicherheitsgesetz*, ProdSG), as amended, products (section 2 (22)) and any facilities in need of monitoring (section 2 (30)) may only be set up for use if they satisfy the provisions of the relevant Regulation, section 3 (1). Furthermore, if they are used properly and under the relevant foreseeable circumstances, they must also be designed in such a way that they pose no hazard to health or safety or to any other legal assets listed in the relevant Regulation. At trade fairs and exhibitions, products may also be exhibited if they do not satisfy these requirements (section 3 (1) and (2)), provided that the exhibitor puts up a clearly visible sign, pointing out that the product does not meet the requirements and that it cannot be purchased until such compliance is available. The following wording may be used for information on a sign:

The version of the product shown here does not comply with European Union regulations and cannot be purchased within the European Economic Area until compliance has been assured.

Exhibiting means offering, setting up or demonstrating products for the purpose of advertising or making them available on the market (section 2 (2)).

During a demonstration the necessary precautions must be taken to protect health and safety (section 3 (5) sentence 2). Proof of operational safety must be supplied if this is requested by the trade fair company.

a) Under the German Medical Devices Act (*Medizinproduktegesetz*) section 3 (13), the aforementioned provisions also apply to medical devices.

b) Setting up machinery is also subject to the German Machine Regulation (*Maschinenverordnung*) (9th Regulation on the German Product Safety Act, *Produktsicherheitsgesetz*), dated 12 May 1993, published in the German Federal Gazette (BGBl.), page 2178.

According to the regulations, machinery must only be set up if it bears the CE symbol.

Such machines must be set up with the EC Declaration of Conformity as per Annex II Part 1 Section A of Directive 2006/42/EC.

c) Furthermore, if recreational watercraft are involved, note also the application of the 10th Regulation on the Provision for Recreational Watercraft and the Use of Recreational Watercraft (10th Product Safety Regulation), dated 9 July 2004, German Federal Gazette (BGBl), page 1605, as amended, German Federal Law Gazette page 2178.

d) If personal protection equipment is used, note the application of the 8th Regulation on the German Product Safety Act (Regulation on the Provision of Personal Protection Equipment on the Market), dated 20 February 1997, German Federal Gazette (BGBl), page 316, as amended, German Federal Law Gazette (BGBl), page 2178, on the provision of such equipment.

Information can be obtained from Düsseldorf District Council (Bezirksregierung Düsseldorf) (see clause 5.6.2.2 of these Technical Guidelines).

Any faults in the power supply must be reported immediately to the event management. Neither DC nor the stand provider, separately or jointly, are liable for any loss or damage caused by faults in the power supply.

5.6.2.1 Safety devices

Machinery and equipment components may only be operated if all the relevant safety devices are in place. Standard safety devices may be replaced by safe covers made from transparent material with a similarly protective effect. While equipment is not in operation, safety devices can be removed so that visitors can see the type and design of the covered parts. In such a case safety devices must be displayed next to the machine, and must be clearly visible.

5.6.2.2 Test procedures

The exhibited technical equipment will be inspected for accident prevention, safety and compliance with safety requirements by the relevant supervisory authority, Düsseldorf District Council (Bezirksregierung Düsseldorf, Dezernat 55, 2, Technischer Arbeitsschutz/Produktsicherheit, Aussenstelle Essen, Ruhrallee 55 – 57, 45138 Essen, Germany, phone: +49(0)211 475 9505, fax: +49(0)211 475 9025, email: poaststelle@brd.nrw.de). If appropriate, the authority will work together with the relevant departments of the employers' liability insurance association. Exhibitors are requested to have the EU declaration of conformity or the manufacturer's statement available at their stand, so that the safety officer can check the CE marking. In case of doubt, exhibitors must contact the relevant authority sufficiently well before the start of the trade fair. Should serious violations be found at a later stage, the exhibitor may not be permitted to set up the relevant machinery.

5.6.2.3 Operating bans

In addition, the event management may prohibit the operation of machinery, appliances or devices at any time if they believe that operation might be a safety hazard to humans or property.

5.6.3 Pressure vessels

5.6.3.1 Inspection certificates

Pressurised vessels may only be operated at a stand if the relevant acceptance test has been carried out in accordance with the German Industrial Safety Regulation of 27 September 2002, published in the German Federal Gazette I (BGBl. I), page 3777, as amended, and if the certificate documenting the test is available in its original form or as a copy and if the relevant inspection record book can be submitted if needed.

5.6.3.2 Testing

Pursuant to the German Industrial Safety Regulation (*Betriebssicherheitsverordnung*), Annex 1, Section 4, pressure vessels and pressure equipment must be tested prior to first-time commissioning as well as after any modifications that require testing, and subsequently at recurring intervals. Testing must cover the equipment itself, the installation conditions and the required safety devices. If assembly of the pressure equipment does not take place until it is on site, on the exhibition grounds, the equipment must be tested in the same way as upon first commissioning, covering the details specified in the German Industrial Safety Regulation, Tables 2 to 11 in Annex 1, Section 4, No. 59, and the tests must be conducted by an approved monitoring body or by a suitably qualified person. All the required technical documents and the documentation accompanying the EU declaration of conformity must be available as soon as installation of the equipment has started.

5.6.3.3 Rented equipment

As non-German pressure vessels cannot be assessed during the relatively short trade fair setup period, prefer-

ence must be given to tested rented equipment.

5.6.3.4 Supervision

The required inspection certificates must be kept available for the Inspectorate throughout the event. Information may be obtained from Düsseldorf District Council (Bezirksregierung Düsseldorf, Abteilung 5, Postfach 30 08 56, 40408 Düsseldorf, Tel. +49(0)201 27670) as the competent supervisory authority.

5.6.4 Vapours and gases

Exhibits and equipment must not be placed in the halls if they issue vapours or gases which are flammable, hazardous or a nuisance to the public. Such vapours and gases must be issued directly into the open air through non-flammable pipes (see section 5.6.5). For details, please refer to the German Air Pollution Control Act (*Bundesimmissionsschutzgesetz*) of 29 September 2002, published in the German Federal Gazette I (BGBl. I) 2002, page 3820, as amended, and the German Industrial Safety Regulation (*Betriebssicherheitsverordnung*) of 27 September 2002, published in BGBl. page 3777, as amended.

5.7 Use of compressed and liquefied gases, flammable liquids and fuel pastes and other flammable substances

5.7.1 Pressure and liquefied gas systems

5.7.1.1 Use of liquefied gas

It is not possible to use liquefied gas or other flammable or non-flammable gases in pressure gas cylinders at the CCD.

5.7.1.2 Application for approval of pressure gas cylinders

Exemptions must be obtained in writing and in a timely manner, using the form "Approval for Pressure and Liquefied Gas Cylinders". Pressure gas cylinders must be protected against impact, toppling, unauthorised access and heat, as detailed in the relevant accident prevention regulations.

5.7.1.3 Installation and maintenance

The installation and maintenance of liquefied gas systems are subject to the "Technical Regulations for Liquefied Gas", DVFG-TRF 2012 (published by the German Association for Gas and Water Applications, DVGW, and the German Liquefied Natural Gas Association, DVFG), DGUV regulation 80, "Use of Liquefied Gas". When applying for approval, the operator must write and submit an explosion protection document in accordance with sections 3 and 5 of the German Industrial Safety Regulation (*Betriebsicherheitsverordnung*). The entire installation must be checked by a competent (and duly authorised) person, in accordance with the German Social Accident Insurance Association (DGUV), Principal No. 310-005.

5.7.1.4 Pressure Gas Regulations

Compliance is required with the German Industrial Safety Regulation (*Betriebsicherheitsverordnung*) and the Pressure Gas Regulation (*Druckgeräteverordnung*) of 27 September 2002, published in the German Federal Gazette I (BGBl. I), page 3806, as amended. Both regulations are binding.

5.7.2 Flammable liquids

5.7.2.1 Storage and use

Flammable liquids (see German Industrial Safety Regulation, *Betriebsicherheitsverordnung*, of 27 September 2002, Federal Law Gazette I – BGBl. I – page 3777) must not be stored or used in the CCD or outdoors without written permission. Permission to store and use flammable liquids may be granted for the operation or demonstration of exhibits. The relevant application must be submitted to DC, using the form “Application for Approval of Flammable Liquids”, together with the relevant safety data sheet. Dummies must be used for advertising and decoration.

5.7.2.2 Storage of supplies

According to the permit, only the daily requirement of flammable liquid for operation and demonstration may be stored at the stand. The application must specify how much liquid is required.

5.7.2.3 Storage containers

The required daily amounts must be stored in enclosed, clearly arranged, non-breakable containers. The containers must not permit any unauthorised access and must be kept in non-flammable collecting tubs.

5.7.2.4 Storage locations

An absolute smoking ban must be enforced at the place of storage. Appropriate signage must be provided, and suitable hand-held fire extinguishers must also be on hand.

5.7.2.5 Operating requirements

Any systems operated or demonstrated with the use of flammable liquids must have non-flammable collection vessels at the feed nozzles and all other places where liquid might escape. If flammable liquid has escaped, it poses a fire and explosion risk, and the liquid must therefore be removed from the containers immediately, and safely disposed of.

5.7.2.6 Transfer of liquids into containers

When a container is filled with liquid, the filling process is particularly dangerous and must therefore be handled with the greatest care and caution. If liquid is spilled or leaked from a container, it must be removed immediately and disposed of. Suitable resources (collection vessels or grit) must be available at the stand at all times.

5.7.2.7 Empty containers

Any empty containers that have been used to store flammable liquids must not be kept or stored at the stand. Procedures must be in place for the degassing of empty containers in a safe place.

5.7.3 Open fires, fuel pastes and other flammable substances

Open fires and the use of fuel pastes or other flammable substances are not permitted during construction or operation within the buildings.

5.8 Asbestos and other dangerous substances

Exhibitors must not use building materials or other products containing asbestos or any other dangerous substances. This ban is based on the German Dangerous Substances Act (*Gesetz zum Schutze vor gefährlichen Stoffen*) of 20 June 2002, published in the German Federal Gazette I (BGBl. I), page 2090, as amended, in conjunction with the Regulation on the Prohibition of Chemicals (*Chemikalien Verbotverordnung*) in its version of 13 June 2003, BGBl. I, page 867, and the German Hazardous Substances Regulation (*Gefahrstoffverordnung*), of 23 December 2004, BGBl. I, page 3758, each as amended.

5.9 Radiation protection

5.9.1 Radioactive materials

5.9.1.1 Handling of radioactive materials

Anyone handling radioactive materials requires a permit under the German Regulation for the Protection from Damage through X-Rays (*Verordnung über den Schutz vor Schäden durch ionisierende Strahlen*), section 7, German Radiation Protection Regulation (*Strahlenschutzverordnung*), in its version of 20 July 2001, published in the German Federal Gazette I (BGBl. I, page 1117), as amended. This also applies to the exhibition of radioactive materials. The permit must be applied for in writing and can be obtained from the relevant authority for the exhibition venue. If a permit is already available, we would be grateful if you could check whether your intended handling of radioactive materials is legally permitted for the event in Düsseldorf.

5.9.1.2 Applications for permits

Permit applications must be submitted by letter (without use of a form), in 4 copies and in a timely manner (i.e. at least 12 weeks before the start of the event). They must contain the following minimum details:

- 1 Personal details of the applicant, including a criminal record disclosure certificate or an equivalent statement from the relevant authority
- 2 Personal details of those who are responsible for the stand during the exhibition and who are able to provide information, including the relevant criminal record disclosure certificates or equivalent statements from the relevant authorities
- 3 Personal details of any other individuals who will be involved in handling the radioactive materials
- 4 Description of the radioactive materials
- 5 Description of the container and shield (with a leak test certificate), and dose rates
- 6 Description of intended handling, where necessary with drawings, indicating the use of the radioactive

materials

- 7 Location of intended use (include hall and stand layout plans)
- 8 Safety devices, theft protection, protective measures and measuring equipment (with confirmation whether or not a control area is available)
- 9 Start and likely duration of intended use, including setup and setdown times as well as storage of the supplied or extracted radioactive materials
- 10 Details of provision made to meet possible statutory obligations to pay damages

This applies to German and international exhibitors alike. The approval authority for Düsseldorf as the exhibition venue is Düsseldorf District Council: Bezirksregierung Düsseldorf, Dezernat 55 – Gewerbeaufsicht, Cecilienallee 2, 40474 Düsseldorf, Postfach 300865, 40408 Düsseldorf, Germany. Upon request, the authority will provide application forms for permits under the German Radiation Protection Regulation (*Strahlenschutzverordnung*), section 7.

5.9.1.3 Import permits

A permit is required to import radioactive materials listed in section 19 of the German Radiation Protection Regulation (*Strahlenschutzverordnung*), whereas mere notification is required for those listed under section 20. No notification or permit is required for materials listed in section 21 of the Regulation. Import permits and notifications can be obtained from the German Federal Office for Trade and Industry: Bundesamt für gewerbliche Wirtschaft, Bockenheimer Landstrasse 38-40, 60323 Frankfurt/Main, Germany. An import permit or notification does not replace the handling permit (see above). International exhibitors also require handling permits from Düsseldorf District Council (Bezirksregierung Düsseldorf).

5.9.1.4 Transport permits

The transportation of radioactive materials to Düsseldorf, whether from elsewhere in Germany or from other countries, requires a permit under the German Radiation Protection Regulation (*Strahlenschutzverordnung*), section 16, unless it is carried out by Deutsche Bahn AG, by airfreight or by a licensed carrier holding a suitable transport permit. No permit is required for materials listed in section 17 of the Regulation. The relevant authority is that of the federal German state of the place where transportation within the Federal Republic of Germany commences.

Holders of transport permits are advised to check whether their permit covers transportation to the exhibition venue.

5.9.2 X-ray equipment and sources of stray radiation

Compliance is required with the Regulation on Protection against Harm from X-Rays (*Verordnung über den Schutz vor Schäden durch Röntgenstrahlen, RöV*), of 8 January 1987 in its version of 30 April 2003, published in the German Federal Gazette I (BGBl. I), page 604, as amended. The operation of x-ray equipment and stray radiation equipment is subject to either approval or notification, under sections 3, 4, 5 and 8 of the Regulation.

The relevant authority for Düsseldorf as a venue is Düsseldorf District Council (Bezirksregierung Düsseldorf, Abteilung 5 Cecilienallee 2, 40474 Düsseldorf, Germany), which must be sent notification or application for approval in a triplicate letter (without use of a form) at least 4 weeks before the start of the event.

5.9.3 Laser equipment

The use of laser equipment, classes 3R, 3B and 4, is subject to German Social Accident Insurance Regulations (DGUV), section 5, regulations 11 and 12, "Laser Radiation", and notification must therefore be sent to the relevant accident insurer and to the relevant authority responsible for occupational health and safety. When you notify them, make sure you enclose written communication appointing a laser protection officer to operate the laser equipment. The authority with responsibility for occupational health and safety for the Düsseldorf exhibition venue is Düsseldorf District Council (Bezirksregierung Düsseldorf, Abteilung 5 Cecilienallee 2, 40474 Düsseldorf), which must send notification by letter (without use of a form) at least 4 weeks before the start of the event.

Occupational health and safety regulations for laser equipment must also be applied in relation to visitors, as specified in the Special Construction Regulations for North Rhine-Westphalia (SBauVO NRW), section 37. In addition, operation is subject to German Social Accident Insurance (DGUV) Information, sections 203-036 and 203-037, "Laser Equipment for Show and Projection Purposes". A copy of both the application and the permit must be submitted to DC, together with the document appointing an on-site laser protection officer. Once laser equipment, classes 3R, 3B or 4, has been set up on the exhibition grounds or in CCD, it is subject to acceptance-testing by a person with a suitable qualification under the German Industrial Safety Regulation (BetrSichV). Testing must be conducted **after** the laser equipment has been set up. Representatives of DC must be offered the opportunity to attend the acceptance test.

5.9.4 High-frequency devices, radio systems and wireless transmission systems

The operation of high-frequency devices and other radio equipment (e.g. Wi-Fi) is only permitted if it meets the provisions of the German Telecommunications Act (*Telekommunikationsgesetz, TKG*) of 22 June 2004, published in the German Federal Gazette I (BGBl. I), page 1190, and the German Act on the Electromagnetic Compatibility of Devices (*Gesetz über elektromagnetische Verträglichkeit von Geräten, EMVG*), of 18 September 1998, BGBl. I, page 2882, each as amended. Personal paging, microport, intercom and remote control systems may only be used if they have been approved by the German Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railways (*Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen*, Tulpenfeld 4, 53113 Bonn, Germany); see also the German Radio and Tele-

communications Terminal Equipment Act (*Gesetz über Funkanlagen und Telekommunikationsendeinrichtungen*) of 31 January 2001, published in the German Federal Gazette I (BGBl. I), page 170.

Irrespective of approval from the regulatory authority, the operation of radio equipment (e.g. Wi-Fi and radio microphones) requires approval from DC. This is to ensure an equal distribution of frequencies and, if at all possible, to preclude any mutual interference.

Application must be made by letter (without use of a form), specifying the relevant technical details, and submitted to DC. Any devices rented via form 8B already have permits and do not require any further approval.

5.10 Cranes, forklift trucks and empty containers

Exhibitors must not operate their own cranes or forklift trucks on the exhibition grounds or at the CCD. The only machinery that can be used on the premises is that of carriers contracted for deployment in the exhibition grounds.

The carriers have the sole right of carriage on the exhibition grounds, i.e. transporting exhibits, stand structures, etc. to the stand, as well as providing possible auxiliary equipment and obtaining customs clearance for temporary or permanent import.

Orders placed with carriers are subject to the General German Freight Forwarding Terms and Conditions (*Allgemeine Deutsche Spediteurbedingungen*, ADSP), as amended, and the transportation rates for trade fairs and exhibitions in Düsseldorf. DC takes no liability for any potential risks resulting from the work of carriers. Exhibitors are not permitted to store empty containers of any kind at the stands. Whenever containers have been emptied, the carriers responsible for the exhibition grounds must take those containers to the relevant designated empty container storage areas immediately. Orders can be placed via the forms "Container Rental" or "Empty Containers".

5.11 Musical and audiovisual reproductions

Musical and audiovisual reproductions of all kinds are subject to the provisions of German copyright law, i.e. The German Copyright Act (*Urhebergesetz*) of 9 September 1965, section 15, as published in the German Federal Gazette I (BGBl. I), page 1273, and must have a permit from the German Performing Rights Society (GEMA), Herdweg 63, 70174 Stuttgart, phone: +49(0)711 2252 794, fax: +49(0)711 2252 800. Unauthorised musical reproductions may lead to damage claims from GEMA at twice the normal rates (under the German Copyright Acts, *Urheberrechtgesetz*, section 97).

5.12 Drinks dispensers

The installation and operation of drinks dispensers at the stand is subject to the German Industrial Safety Regulation (*Betriebssicherheitsverordnung*) of 27 September 2002, published in the German Federal Gazette I (BGBl. I), page 3777, and the German Food Hygiene Regulation (*Lebensmittel-Hygiene-Verordnung*, LMIV) of 5 August 1997, BGBl. I, page 2008, each as amended. DIN

6650-6 is also applicable.

5.13 Food safety

Any issue of food and drinks samples for consumption on site and any sale of food and drinks on site must comply with statutory provisions, in particular, the German Food Hygiene Regulation (*Lebensmittel-Hygiene-Verordnung*) of 5 August 1997, published in the German Federal Gazette I (BGBl. I), page 2008, and the German Food Labelling Regulation (*Lebensmittelinformationsverordnung*, LMIV) of 13 December 2014, as well as EU Regulation No. 1169/2011 of the European Council. Enquiries can be made with the Food Monitoring Department (*Lebensmittelüberwachung*) of the Düsseldorf Public Order Office of Düsseldorf (*Ordnungsamt der Stadt Düsseldorf*), phone: +49(0)211 899 33 81.

5.14 Goods subject to excise duty

Any goods which are subject to excise duty and which are brought to the exhibition grounds and thus into the Federal Republic of Germany (the tax territory) must be registered. This also applies in the event of removal from a tax suspension procedure (such as tax warehouses or manufacturing facilities). Excise duty is applied to spirits (e.g. Grappa, Cognac, whisky), intermediate products (e.g. sherry, dessert wine), sparkling wine (e.g. Sekt, Champagne), wine and coffee. A certificate documenting legal possession under tax law must be available at the stand for the duration of the trade fair. Otherwise the goods may be confiscated by the customs authorities. Goods obtained from other EU member states may be cleared by the carriers based at the exhibition ground. The Trade Fair Customs Office (*Messezollamt*) will answer any queries that may occur. This applies, in particular, to tobacco products. The relevant statutory provisions are the German Spirits Monopoly Act (*Branntweinmonopolgesetz*) of 8 April 1922, published in the German Imperial Gazette I (*Reichsgesetzblatt I*), pages 335 and 405, the German Act on the Taxation of Sparkling Wine and Intermediate Products (*Gesetz zur Besteuerung von Schaumwein und Zwischenerzeugnissen*) of 21 December 1992, published in the German Federal Gazette I (BGBl. I), page 2150, and the German Coffee Tax Act (*Kaffeesteuergesetz*) of 21 December 1992, BGBl. I, page 2150.

6 Waste disposal and cleaning

6.1 Waste

It is the exhibitor's responsibility to dispose of waste and residual material accumulated during the event or during stand setup or setdown. Please also note the German Act to Promote Closed-Loop Recycling Systems and to Safeguard Environmentally Sustainable Waste Disposal (*Gesetz zur Förderung der Kreislaufwirtschaft und Sicherung der umweltverträglichen Beseitigung von Abfällen*) of 27 September 1994, published in the German Federal Gazette I (BGBl. I), page 2705, the North Rhine Westphalian Waste Act (*Landesabfallgesetz*) of 21 June 1988, published in the North Rhine Westphalia and Gazette (GV NW), page 250, each as amended, and the Waste Disposal Bylaw (*Satzung über die Abfallen-*

tsorgung) of Düsseldorf as a regional capital, dated 17 December 1998 and published in the Official Gazette (*Amtsblatt*), no. 52, on 30 December 1998.

The fire safety regulations must also be observed. Aisles in halls must not be obstructed by waste. Any waste must be removed immediately by the originator. Otherwise it will be removed at their expense.

Disposal facilities for unavoidable waste: Only use recyclable materials, sort them and arrange for them to be collected at minimum expense for optimum disposal or recycling by DC service partners. Orders can be placed via the "Waste Disposal" form. Phone (0211) 4560 135/425/540 to request the delivery of waste containers you have ordered. Waste containers will also be emptied and/or collected on request. You will receive notification of this waste disposal service.

6.1.1 Packaging material

The Packaging Regulation (*Verpackungsverordnung*) of 21 August 1998, published in the German Federal Gazette I (BGBl. I), page 2379, places manufacturers and distributors under an obligation to take back packaging such as cardboard, wrappings, boxes, pallets, etc. or to make arrangements for their recycling. If, therefore, you need any of your packaging for setdown purposes, you must place it in our own carriers' storage facilities for empty packaging materials. These can be ordered via the "Empty Containers" form.

If you have packaging material that you are not going to use again, you can place it into recycling via our service partners. Orders can be placed via the "Waste Disposal" form.

6.1.2 Kitchen waste

When collecting kitchen and catering waste, make sure you clearly separate plastic, glass, paper and residual waste. Recyclable materials must be placed in suitably marked containers at recycling points outside the hall. If waste disposal is not handled by the exhibitor, it can be ordered as a service by completing the "Waste Disposal" form.

6.1.3 Production waste

The removal of production waste can be ordered through the "Waste Disposal" form, specifying the material and the volume.

6.1.4 Stand components

During stand setup and setdown you must dispose of materials such as wood and cardboard by using the appropriately marked containers. Orders can be placed via the "Waste Disposal" form. When laying floor coverings and protective sheeting, only use PE and PP adhesive tapes.

6.2 Special waste in need of monitoring

Any waste that is particularly hazardous to health, the air or water or which is explosive or easily flammable due to its type, consistency or volume (e.g. batteries, varnish, solvents, lubricants, coolants, paints, etc.) must be reported to DC, and arrangements must be made for their proper disposal by the relevant contractor.

6.3 6.3 Waste brought to exhibitions

Any materials or waste not connected with the exhibition, its setup or setdown must be kept away from the exhibition grounds.

6.4 Billing

Only properly sorted waste can be inexpensively disposed of. Any waste that has not been reported and/or is left in buildings will be charged to the originator and is subject to extra charges. The waste disposal rates are based on our waste disposal notification. All disposal work is charged via waste disposal notifications specifying the relevant materials and quantities. These will form the basis for billing. DC staff can provide confirmation that the stand space has been left in a proper state.

6.5 Water, wastewater and soil protection

6.5.1 Oil, grease and solids separators

Discharge into the wastewater system must not exceed the accepted volume of contaminants for domestic waste. If the oil or fat that is discharged into wastewater exceeds such volumes, oil/fat separators must be used. The disposal of solids requires a solids separator, where appropriate with the use of a filter and intermediate treatment.

6.5.2 Environmental damage

Throughout the exhibition grounds the following may only be set up on firm surfaces: facilities for the storage, transfer, handling, manufacturing, treatment and use of water-hazardous substances.

The relevant facilities must be designed and operated in such a way that water-hazardous substances cannot escape. If water-hazardous substances do escape, however, this must be quickly and reliably detected, and the substance must be caught in collecting tubs without outlets. The volume that can be caught must match the maximum volume that can escape in the event of a malfunction.

If a single collection tub is used for catching liquid from several containers, the volume of the biggest container must be used for calculating the volume, although the overall volume that can be caught must include at least 10% of the volume of all containers. Any operationally necessary drip loss must be caught.

The facilities must be shut down immediately in the event of damage or malfunctions. Please note the Regulation on Facilities for the Treatment of Water-Polluting Substances and Specialist Companies (*Verordnung über Anlagen zum Umgang mit wassergefährdenden Stoffen und über Fachbetriebe*, VAWS), of 20 March 2004.

Any environmental damage or contamination (e.g. through petrol, oil, solvents, cooling agents or paint) must be reported to DC immediately.

6.6 Cleaning

DC is responsible for cleaning the grounds, the halls and the aisles. The cleaning of stands is the responsibility of

each exhibitor and must be completed each day before the opening of the event. Unless an exhibitor uses their own staff for cleaning purposes, only DC-approved companies may be hired for the cleaning of stands.

7. Services offered by Düsseldorf Congress GmbH

Any orders placed with DC are subject to the Terms and Conditions of Participation, General Terms and Conditions for Rent and these Technical Guidelines. The relevant prices are the ones applicable to each event. A 25% surcharge is added if the relevant work is requested less than 14 days prior to the start of the setup time published by Düsseldorf Congress GmbH. All services provided by DC are only for the **main rental party** exhibiting at a stand. They are the liable party.

7.1 Technical services

7.1.1 Stand construction and installation

DC will handle stand construction, including wallpapering and painting, on request. DC will also carry out all the installation work at the exhibition stand. If no layout plan has been submitted for the work at a stand, DC reserves the right to position everything at its discretion. For details of the items included in the service and the relevant prices, please refer to the forms. Charges will only be applied to work actually performed.

7.1.2 Waste disposal

Any ordinary, recyclable and special waste accumulated during the event itself or during setup or setdown may be disposed of via Düsseldorf Congress Sport & Event GmbH. Such services can be ordered through the "Waste Disposal" form.

7.1.3 Communications

Phone, fax, data and aerial connections can be ordered through the "Communication Systems" form. Further technical details can be found in the relevant documents which will be sent to you upon request.

7.2 Other services

7.2.1 Parking permits

A limited number of parking spaces is available for exhibitors near the Congress Center. Exhibitors are requested to apply for their parking spaces using the "Parking Permits" form.

7.2.2 Exhibitor passes

Each exhibitor will receive a certain number of free exhibitor passes, as detailed in the Terms and Conditions of Participation. They are intended to be used exclusively by exhibitors and must not be transferred to third parties. The number of free passes is not increased if there are co-exhibitors at a stand.

7.2.3 Trade fair insurance

DC offers the following insurances for participation in the event. They can be ordered through the form "Trade Fair

Insurances":

- Exhibition insurance for exhibits and stand
- Accident insurance
- Liability insurance
- Event cancellation insurance

Under the Terms and Conditions of Participation, each exhibitor is entitled to insure exhibited items against normal risks under an exhibition insurance, which can be taken out through DC. Please indicate on the relevant form whether or not you wish to take out insurance. If applicable, list the exhibited items, specifying their precise value. DC accepts no duty of care in respect of exhibited items or stand installations, and neither does it accept any liability for loss or damage. The exclusion of liability is not restricted in any way by DC's security activities. If loss or damage occurs, it must be reported to the police, the insurance company and DC without undue delay.

Exhibitors can insure themselves and their workforce against accidents by taking out accident insurance.

The liability insurance covers third-party losses caused by taking part in the event.

The cancellation insurance covers fruitless expenses incurred through the preparations and planning of the event.

The precise details are specified in the Terms and Conditions.

Otherwise, DC shall only be liable for damage to property and pecuniary loss where this is caused by wilful intent or gross negligence. It is not possible to claim either a reduction of fees or damages on account of a defect in the premises or items provided for use.

7.2.4 Meeting and convention rooms

Rooms of different sizes and with all the relevant technical facilities are available for meetings, press conferences, sales conventions and other conferences at the Congress Center Düsseldorf (CCD) Any exhibitors wanting to make use of this option are requested to notify CD of their requirements.