

B Technical Guidelines

1 Preliminary Statements

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

These guidelines are binding for all exhibitors and organizers.

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

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

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

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

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

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

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

Koelnmesse reserves the right to impose a surcharge in accordance with the details in the service manual for order forms which are submitted late.

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

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

The following trade fair companies:

Deutsche Messe AG Hannover

Koelnmesse GmbH

Leipziger Messe GmbH

Messe Berlin GmbH

Messe Düsseldorf GmbH

Messe Frankfurt GmbH

Messe München GmbH

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

Subject to further alteration.

The German text is binding.

1.1 House Regulations / Extract from the House Regulations

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

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

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

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

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

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

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

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

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

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

6. Persons enter/drive onto the fair grounds at their own risk. Koelnmesse does not assume liability within the limits imposed by the provision of law. The provisions of the Road Traffic Regulations (StVO) apply. Unless traffic conditions make it necessary to drive at walking pace, the speed limit is 20 km per hour. Koelnmesse has the right to impose pedestrian and vehicular access restrictions on the fair grounds, to refuse access or control access in any other way it deems fit.

Koelnmesse is only liable for the willful or grossly negligent behavior of authorized staff.

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

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

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8. It is forbidden to act in any way which risks interrupting the regular passing of the event, the construction and dismantling procedures, or in a manner that violates the interests of Koelnmesse in any way. This includes the following in particular:

- any business activity not permitted on the fair grounds, in particular the sale of objects and services of all kinds or their distribution free of charge;
- the unauthorized distribution or posting of flyers, advertisement material, posters, magazines etc. as well as the attachment of stickers of any kind;
- the presence of animals;
- the pollution of the hall or outdoor areas as well as any behavior which could endanger or pollute the environment;
- the unauthorized entry of vehicles onto the fair grounds and the unauthorized use of vehicles on the fair grounds;
- unauthorized gatherings and processions of all kinds;
- the carrying of weapons and other objects which must be registered, or of hazardous substances;
- the direct sale, purchase or exchange of exhibits and other objects – exceptions to these regulations will be announced;
- presence in the halls or in the outdoor areas outside the expressly specified opening hours.

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

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

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

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

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

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

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

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

Lockers for the storage of such receptacles are provided free of charge at the entrance areas. If the carrying of bags and other receptacles is not permitted, visitors who wish to carry bags etc. may be denied entry.

Concluding regulations:

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

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

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

Koelnmesse GmbH
Messeplatz 1, D-50679 Köln
Status: February 2001

1.2 Opening Times

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

1.2.1 Construction and Dismantling Times

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

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

1.2.2 Duration of Event

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

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

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

2.1 Traffic Regulations

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

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

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

The maximum permissible speed on the fair grounds is 20 km per hour.

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

Koelnmesse has commissioned a contracting company to manage the parking areas. Long-term passenger car parking permits with insurance coverage for the use of trade fair parking areas can be requested using the corresponding order form. The scope of this insurance coverage can be found in the printed conditions of the insurance company used by the security company.

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

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

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

2.2 Escape Routes

2.2.1 Fire Department Operation Zones, Hydrants

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

2.2.2 Emergency Doors, Emergency Exits, Hall Gangways

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

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

2.3 Safety Equipment

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

2.4 Stand Numeration

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

2.5 Security

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

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

2.6 Emergency evacuation

For safety reasons, the trade fair company can order rooms or buildings to be evacuated and closed. All those who are present must comply with this instruction and gather outside at the appropriate assembly points. Exhibitors must inform their employees of this procedure, and, if necessary, organise and publicise their own assembly points. They are also responsible for ensuring that their stands are evacuated.

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3 Technical Data and Equipment in the Halls and Outdoor Areas

3.1 Hall Data / Plans / Information

Please read the instructions on the following pages.

3.1.a	Hall Overview	
3.1.b	Hall Height (Clear Span)	
3.1.c	Elevators	
3.1.d	Service Doors / Fireproof Door Shutters, Smoke Aprons	
3.1.e	Doors	
3.1.f	Technical Hall Information	

3.1.1 General Lighting, Type of Power, Voltage

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

Type of power and voltage on the fair grounds:

Electrical supply: Alternating current 230 Volt
 (+ 6 percent/ -10 percent) / 50 Hz
 Three-phase current 3x400 Volt
 (+6 percent/ -10 percent) / 50 Hz

3.1.2 Compressed Air, Electrical and Water Supply

See section 3.1

3.1.3 Communications Facilities

Stands in all halls can be provided with telephone, fax, data and antenna connections. Individual contracts must be concluded with the appropriate communications companies. Koelnmesse is not involved in these contractual relationships.

3.1.4 Sprinkler Systems

Halls 1 to 14 are fitted with sprinkler systems.

3.1.5 Heating, Ventilation

Heating and ventilation is provided in all halls.

3.1.6 Faults

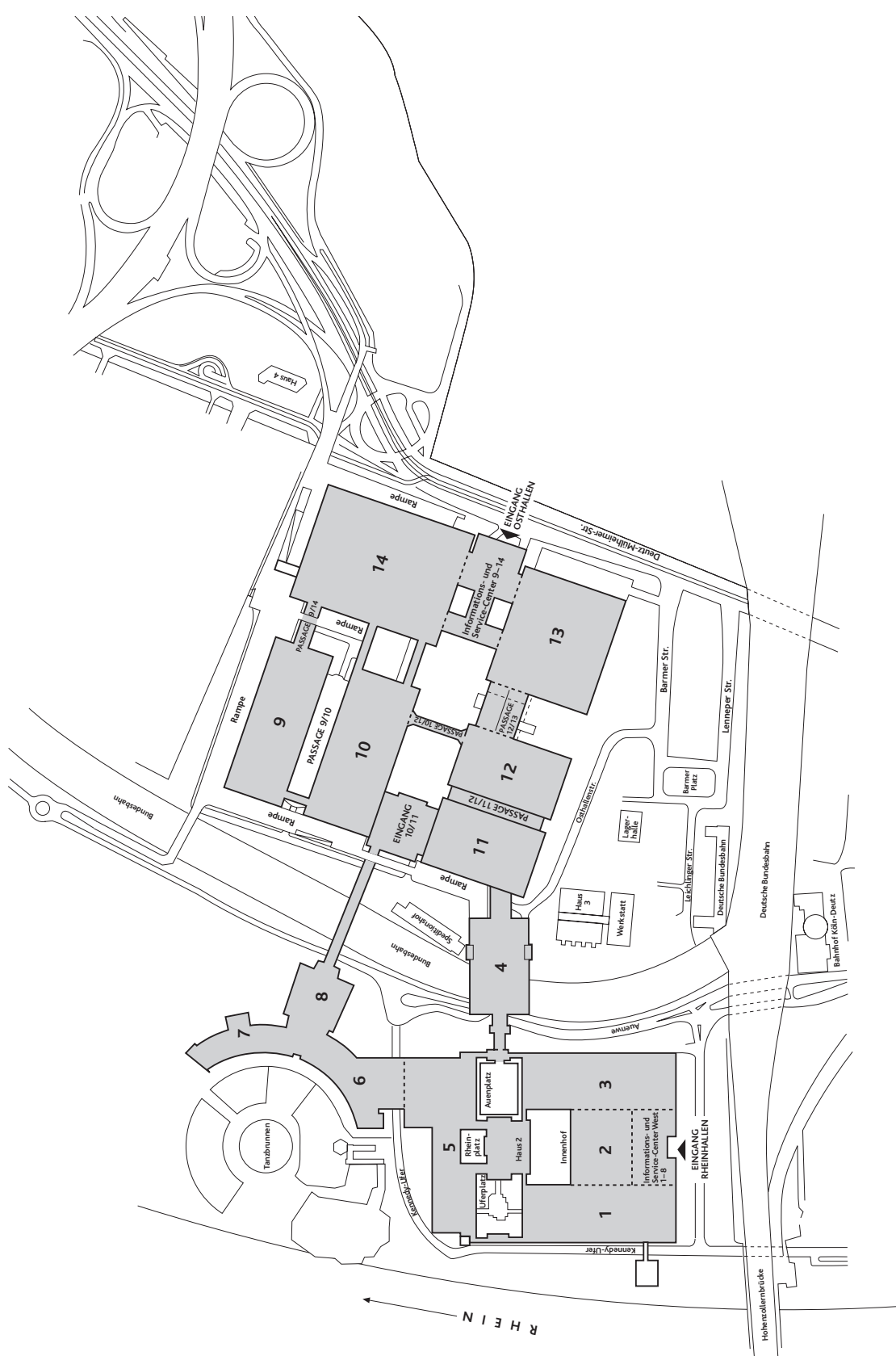
Koelnmesse must be informed immediately in the event of any faults occurring in the technical supply. Koelnmesse is not liable for loss or damage resulting from such faults unless at least grossly negligent behaviour on the part of a legal representative or vicarious agent has occurred. In accordance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

3.2 Outdoor Areas

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

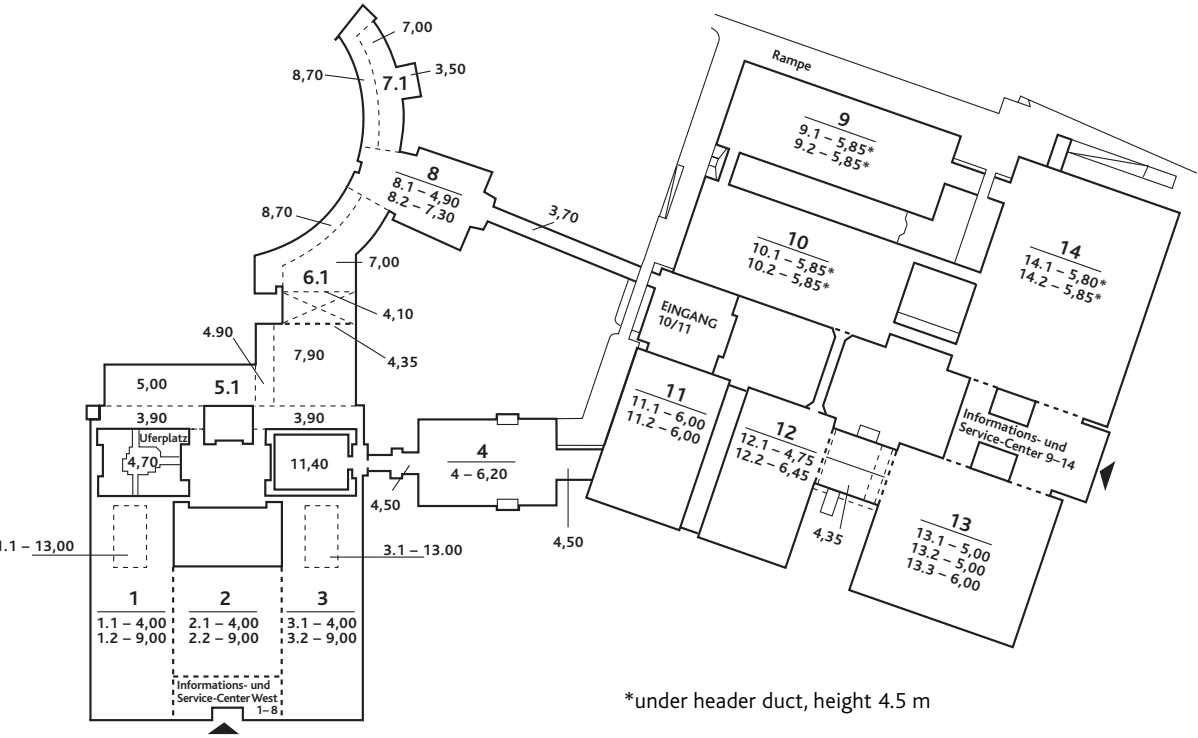
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3.1.a Hall Overview



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3.1.b Hall Height (Clear Span)
Does not apply to stand superstructures



3.1.c Elevators

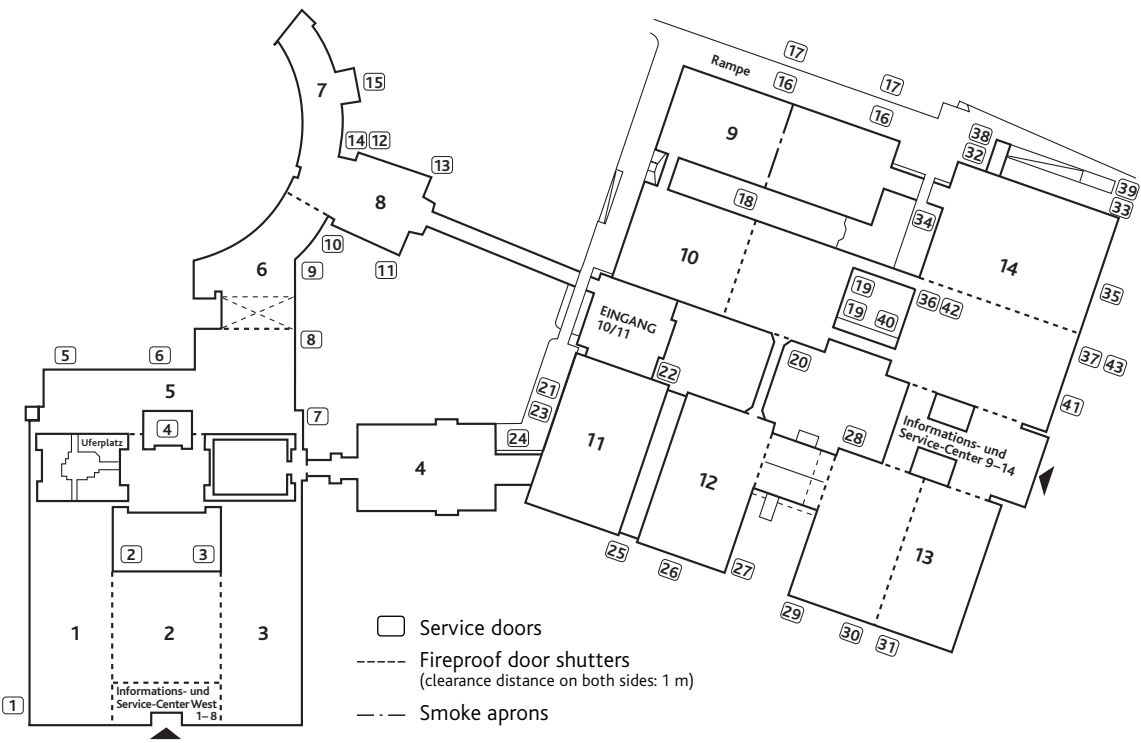
Hall	Number	Load carrying capacity	Dimensions		
			Width	Depth	Height
1	1	50 KN	2.45 m	3.70 m	2.74 m
1	1	30 KN	1.69 m	2.85 m	2.41 m
1	1	30 KN	1.45 m	3.87 m	2.73 m
1	1	100 KN	3.90 m	5.60 m	2.90 m
2	2	40 KN	3.39 m	3.70 m	2.50 m
3	1	50 KN	2.45 m	3.70 m	2.72 m
3	1	30 KN	2.00 m	2.80 m	2.40 m
4	2	50 KN	2.90 m	4.70 m	2.80 m
4	1	50 KN	2.90 m	5.10 m	2.80 m
4	1	100 KN	3.40 m	5.15 m	2.80 m

Hall	Number	Load carrying capacity	Dimensions		
			Width	Depth	Height
8	2	30 KN	2.10 m	3.75 m	2.10 m
9	1	100 KN	2.50 m	4.50 m	3.00 m
10	1	100 KN	3.10 m	5.10 m	3.00 m
10	1	100 KN	3.90 m	5.10 m	3.99 m
11	2	100 KN	2.50 m	5.70 m	3.00 m
12	4	30 KN	2.80 m	3.70 m	2.20 m
13	8	50 KN	2.45 m	3.75 m	2.65 m
13	1	50 KN	2.40 m	3.60 m	2.70 m
13	2	75 KN	3.40 m	4.50 m	2.90 m
14	2	50 KN	2.79 m	3.49 m	2.50 m

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



3.1.e Doors

Door	Hall	Dimensions	
		Width	Height
1	1.1	4.00 m	3.45 m
2	2.1	8.40 m	3.30 m
3	2.1	8.28 m	3.30 m
4	5.1	(2x) 2.12 m	2.24 m
5	5.1	4.10 m	4.00 m
6	5.1	4.24 m	4.00 m
7	5.1	4.00 m	4.00 m
8	5.1	3.66 m	4.00 m
9	6.1	3.56 m	4.00 m
10	8.1	3.60 m	3.50 m
11	8.1	3.60 m	3.50 m
12	8.1	3.60 m	3.50 m
13	8.1	3.60 m	3.50 m
14	7.1	4.40 m	4.40 m
15	7.1	2.69 m	2.09 m
16	9.1	(2x) 4.15 m	4.15 m
17	9.2	(2x) 4.15 m	4.15 m
18	10.1	4.45 m	4.25 m
19	10.1/10.2	4.45 m	4.20 m
20	10.1	4.15 m	4.25 m
21	11.1	3.30 m	4.15 m
22	11.1	2.80 m	2.95 m

Door	Hall	Dimensions	
		Width	Height
23	11.2	3.20 m	4.15 m
24	4	3.50 m	4.00 m
25	12.1	5.10 m	2.80 m
26	12.1	3.40 m	2.19 m
27	12.1	5.65 m	4.25 m
28	13.1	3.45 m	2.70 m
29	13.1	5.20 m	2.70 m
30	13.1	3.15 m	4.10 m
31	13.1	3.15 m	3.50 m
32	14.1	4.40 m	4.15 m
33	14.1	4.40 m	4.15 m
34	14.1	2.10 m	2.63 m
35	14.1	2.10 m	2.63 m
36	14.1	4.30 m	4.20 m
37	14.1	4.30 m	4.20 m
38	14.2	4.40 m	4.35 m
39	14.2	4.40 m	4.35 m
40	14.2	2.00 m	2.63 m
41	14.2	2.00 m	2.63 m
42	14.2	4.30 m	4.20 m
43	14.2	4.30 m	4.20 m

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3.1.f Technical Hall Information

Hall	Permissible load in kp per m² area	Supply points	Water supply points	Compressed air supply points	Steam supply points	Exhaust gas facilities	Antenna connections	Sprinkler system	Parking areas/ parking levels
1.1	5	■	■				■	■	
1.2	5	■	■				■	■	
2.1	5	■	■				■	■	
2.2	5	■	■				■	■	
3.1	5	■	■				■	■	
3.2	5	■	■				■	■	
P. 1–3	5	■	■				■		
4	15	■	■			■	■	■	
5	25*/12*	■	■			■	■	■	
6	15	■	■				■	■	
7	15	■	■				■	■	
8.1	25*	■	■			■	■	■	
8.2	5	■	■				■	■	
9.1	20	■	■	■		■	■	■	
9.2	20	■	■	■		■	■	■	2
P. 9–10	5	■						■	
P. 9–14	5	■						■	
10.1	20	■	■	■		■	■	■	
10.2	20	■	■	■		■	■	■	2
P. 10–12	5	■					■	■	
P. 10–14	5	■	■				■	■	
11.1	20	■	■	■		■	■	■	
11.2	20	■	■	■		■	■	■	1
P. 11–12	5	■					■	■	
12.1	20	■	■	■		■	■	■	
12.2	10	■	■	■		■	■	■	
P. 12–13	5	■	■				■	■	
13.1	20	■	■	■		■	■	■	
13.2	15	■	■	■	■	■	■	■	
13.3	7,5	■	■	■		■	■	■	1
14.1	20	■	■	■	■ East	■	■	■	
14.2	20	■	■	■		■	■	■	1

*only 500 kp/m² in the drain area

Subject to alterations

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4 Stand Construction Regulations

4.1 Stand Safety

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

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

For stand safety requirements, please refer to the valid version of the NRW State Building Regulations, NRW Assembly Area Ordinance.

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

4.2 Stand Construction Authorization

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

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

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

4.2.1 Inspection and Acceptance of Constructions which Require a Permit

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

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

For the approval of:

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

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

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

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

4.2.2 Vehicles and Containers

Vehicles and containers in the halls require a permit.

4.2.3 Removal of Impermissible Components

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

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

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

4.3 Overall Height

Where structurally and technically possible, the general stand height is 3.00 m. For details on the event-specific overall height, please refer to the specific section in the participation conditions. Approval must be sought from Koelnmesse for constructions which exceed this limit.

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

4.4 Fire and Safety Regulations

4.4.1 Fire Protection

4.4.1.1 Stand Construction and Decoration Materials

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

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

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

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

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

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

4.4.1.2 Display of Motor Vehicles

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

4.4.1.3 Explosive Substances / munitions

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

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4.4.1.4 Pyrotechnics

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

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

4.4.1.5 Use of Balloons and flying objects

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

4.4.1.6 Fog Machines

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

4.4.1.7 Smoking in the Halls

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

4.4.1.8 Recycling Containers, Non-Recyclable Trash Containers

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

4.4.1.9 Spraying Guns, Cellulose Nitrate Lacquer

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

4.4.1.10 Abrasive Cutting and Grinding Work and All Work with Open Flames

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

In exceptional cases a permit for flame work with special safety conditions (welding permit) can be issued by the Exhibition Technology Department upon written request.

4.4.1.11 Empty Containers

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

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

4.4.1.12 Fire Extinguishers

We suggest you keep suitable and tested fire extinguishers on hand at the stand. Please note that two-storey stands and stands with a high content of flammable materials must have a fire extinguisher available. You may hire fire extinguishers by filling in the corresponding form.

4.4.2 Stand Covering

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

Roofs are considered to be open if a maximum of 50 percent of the horizontal surface is closed as calculated for each sq. metre.

4.4.3 Glass and acrylic glass

Only compound glass may be used.

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

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

4.4.4 Closed rooms

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

4.5 Escape routes, exits, doors

4.5.1 Exits, escape routes

Stand areas that cover more than 100 m², measure more than 20 metres to a side or do not have a clear layout must have at least two separate exits / escape routes that are located opposite one other. (§6 VStättVO)

The distance from any point of an exhibition space to a hall gangway may not exceed 20 metres (in accordance with §7 VStättVO).

The emergency exits and escape routes have to be marked as such in accordance with VBG 125.

4.5.2 Doors

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

4.6 Platforms, Ladders, Steps, Catwalks and Ramps

Generally accessible areas that directly border areas that are more than 0.20 meters lower are to be surrounded by railings. These have to be at least 0.90 meters high. Horizontal load resistance on the handrail of 0.5 kN per running meter. They have to be equipped with at least one upper chord, one middle chord and one lower chord.

B Technical Guidelines

A statics certificate has to be presented for the platform. Depending on the use to which it is put, the floor must be able to support at least 2.0 kN/m² in accordance with DIN 1055, Sheet 3, Table 1. Platforms which are to be reachable by taking only one step may not be more than 0.20 meters high.

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

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

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

4.7 Stand Design

4.7.1 Appearance

The exhibitors are responsible for the design of their stands.

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

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

4.7.2 Checking the Rented Area

The rented area is marked by Koelnmesse.

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

The stand boundaries must be adhered to.

4.7.3 Changes to the Substance of the Building

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

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

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

4.7.4 Hall Flooring

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

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

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

Anchorage or fastenings are not permitted.

4.7.5 Hanging Objects from the Hall Ceiling

Objects may only be hung from the hall ceiling at the fittings intended for this purpose and may only be hung up by Koelnmesse.

4.7.6 Stand Partition Walls / System Stands

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

Those exhibitors wishing to use partition walls for their stands can order them using the corresponding order form. These walls are 2.60 meters high and consist of 6 cm-thick hard fiberboards with wooden frames. They may not be painted, glued, nailed, or otherwise damaged in any way. The impregnated partition walls may be covered with wallpaper if the wallpaper can be completely removed by the exhibitor after the event is over without damaging the walls or leaving any residue on the walls.

Exhibitors who wish to hang up wallpaper themselves must adhere to the regulations for paint work.

Shelves and other furnishings may not be attached to the partition walls.

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

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

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

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

4.7.7 Advertising / Presentations / Outdoor Advertising

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

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

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

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

B Technical Guidelines

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

The Koelnmesse provides on request the necessary advertisement facilities on a rental basis and undertakes on request the design and mounting of the advertising message in accordance with order form. The booking of advertising spaces must be made at the latest six weeks before the event commences. Should exhibitors provide their own advertisement facilities, or such as have been specially made for them, then these must conform to fire, structural and safety requirements and must in their design be in keeping with the standards as laid down for exhibition advertising by the Koelnmesse. The deadlines set by the Koelnmesse for the delivery and collection of such advertisement facilities must be strictly observed.

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

After confirmation of your order you will receive an invoice from the Koelnmesse concerning its services (hire charge for advertising space, allocation of advertisement facilities, costs of the assembly and dismantling work and the design and/or the creation of the advertising message). This invoice is to be settled in full, without deductions of any kind, at the latest 10 weeks prior to the beginning of the event. After this date made out invoices become due immediately and payable in full without any decution. Objections of any kind in respect of the invoice must be made within one week of receipt of the said invoice. Complaints received after this date cannot be considered.

4.8 Outdoor Areas

Information on the technical conditions can be requested from Koelnmesse.

4.9 Two-Story Construction

4.9.1 Construction Request

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

Two-story constructions can be erected in halls 4, 5, 6, 7, 8.1, 9, 10, 11, 12; 13 and 14, depending on the exact location and the trade fair concept.

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

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

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

Two-story stands with a minimum area of 50 m² and a maximum area of 100 m² must be equipped with heat detectors mounted on the ceiling and connected to the Koelnmesse fire alarm system. In this regard, Koelnmesse must also be provided with corresponding plans and documentation.

Two-story exhibition stands covering a surface area of more than 100 m² must also be fitted with an additional sprinkler system on the ceiling. If the sprinkler is activated, the fire alarm

will be forwarded to the Cologne fire department by the Koelnmesse fire alarm system. Water is supplied to the sprinkler system by a compressed air water container with a total volume of 5 m3, capable of covering up to 1,000 m². The sprinkler system must be installed in accordance with the valid VdS regulations by one of Koelnmesse's contracting companies (can be ordered by filling out the corresponding forms) or a specialist company certified by VdS. In this regard, Koelnmesse must be provided with corresponding plans and documentation for the exhibition stand. Connection to the water supply and technical acceptance of a company's own installation must be carried out by one of Koelnmesse's contracting companies. The exhibitor must provide the stand space needed for compressed air water container.

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

4.9.3 Traffic Loads / Design Loads

The traffic loads of the separation floor of a two-story trade fair stand within a trade fair hall must be in accordance with DIN 1055 Sheet 3, Table 1: When used for meetings or customer support, i.e. furnished with tables and chairs arranged in no particular order or located in conference booths, the load is 3.5 kN/ m². When used without restriction as an exhibition and sales area, or as a meeting place with or without a large number of chairs, the traffic load is 5.0 kN/ m².

Railings and balustrades are subject to a traffic load of 1.0 kN per meter at the height of the rail. Stairs must always be designed for a traffic load of 5.0 kN/ m².

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

4.9.4 Escape Routes / Stairs

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

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

Necessary flights of stairs have to be separated from the ground floor by a closed bottom from the floor of the hall all the way to the separation floor. The bottom must at least comply to fire resistance class F 30 (e.g. 12.5 mm-thick fire-proof gypsum plasterboard or the equivalent).

Hand rails at stairs and intermediate platforms must be worked on both sides and be firmly graspable. In addition, they have to be present along the entire length of the stairs and not have any open ends.

B Technical Guidelines

4.9.5 Construction Material

Materials used to construct supporting components, the ceiling of the ground floor and the floor of the upper storey of two-storey stands have to be at least fire retardant according to DIN 4102 or EN 3501-1.

4.9.6 Upper Floor

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

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

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

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

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

5 Technical Safety Regulations, Technical Code, Technical Supply

5.1 General Regulations

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

5.1.1 Damages

Damage to the fair grounds, buildings or parts of the buildings caused by exhibitors or their authorized representatives must be reported to the appropriate persons, i.e. Messewache (security office) 1 or 2. The damages will be repaired by Koelnmesse after the end of the event at the expense of the exhibitors involved.

5.2 Use of Tools

The use of explosive-actuated guns is prohibited.

The use of woodworking machines without dust extraction is not permissible.

5.3 Electrical Installation

5.3.1 Connections

This order form must be returned immediately, and at the latest four weeks prior to the start of the event. In its capacity as central consumer, Koelnmesse will supply the exhibitors with the electric power required for the connections they registered. The costs (see point 3 of the participation conditions) will be invoiced together with the stand rent as a specific power cost flat rate per square meter. As part of a special regulation, Koelnmesse reserves the right to draw up individual invoices for large consumers by metering the amount of power they have consumed. Exhibitors who would like to have their power consumption measured and receive a separate invoice can apply to have a meter installed at their own expense. Current, voltage, electrical supply: alternating current 230 volts, 50 cycles, 1 phase, 1 neutral conductor, 1 protective earth conductor and/or three-phase alternating current 400 volts, 50 cycles, 3 phases, 1 neutral conductor, 1 protective earth conductor. Only three-phase a.c. motors of up to 3 hp (2.2 kW) constructed as squirrel-cage motors may be used; below 1.5 hp (1.2 kW) starters are not required, over 1.5 hp (1.2 kW) - stardelta starters (with 380 V delta connections) or equivalent starting equipment must be fitted.

The supply conductors from the terminal boxes to the exhibitor's stand may only be connected by electricians and electrical companies authorized to do so by Koelnmesse on the basis of the orders submitted.

Removal of the fixed electrical connections or lighting systems in the exhibition halls is prohibited. Electrical installations at the stands can be installed either by companies contracted by Koelnmesse or the company's own electricians. Fixed installation connections in the allocated stand area may, where necessary, also be put at the disposal of neighboring stands. Prior to the allocation of an installation order, each exhibitor must contact Koelnmesse to obtain information on the possibility of being connected to the hall supply.

B Technical Guidelines

Only those systems and machines whose parts all comply with the VDE (Association of German Electrical Engineers) rules and standards (VDE 0100, 0108, 0128, 0710 etc.), and the VDE regulations concerning individual appliances, will be supplied with voltage. All wires must be laid in compliance with VDE 100 § 42N. Both light plastic-sheathed cable and cables are permitted. If the usual fixed type of laying cannot be adapted to suit local conditions, the following wires must be used: rubber-insulated flexible cables of at least type HO5 RR-F or plastic-sheathed flexible cables of at least HO5 W-F with a minimum cross section of 1.5 mm². The use of ribbon-type webbed building wires, flexible cords and litz wires, flexible wire for luminaires and other unprotected wires is not permitted. Wires may only be secured using ISO clips. In those cases where open tapping boxes, switches and sockets are being mounted on inflammable bases, they must be separated from the base in such a way as to avoid fire, e.g. by insulating them with fireproof material of at least 4 mm thickness. This also applies to wires which are exposed at the back. Fluorescent lamp wires with ballasts must be separated from all inflammable materials in such a way as to avoid fire.

The only fluorescent luminaires which may be used are the fireproof F luminaires. These are marked with an F by the manufacturer. The entire length and breadth of fluorescent lamps with open troffers must be covered with a piece of sheet metal measuring 1 mm in thickness and secured at a distance of 35 mm from the fixing surface in accordance with VDE01003.1.a. All units, except totally insulated units or those operated on extra-low voltage must be connected using three-core or five-core cable and must be connected to the protective earth conductor. Wall-mounted luminaires which are mounted within arm's reach must be securely fixed.

Cableless multiway adapters may not be used.

Multiple wires must be connected via tapping boxes or approved plug-and-socket connections.

Fluorescent luminaires may only be used when compensated. All parts which are supplied with voltage at an exhibitor's stand must be capable of being isolated from the mains using a common switch. Separation by means of plugs is sufficient as long as the nominal current does not exceed 16 A for alternating current. The master switch must be accessible and easy to reach.

The costs of the wiring system will be invoiced by Koelnmesse to the exhibitors in accordance with the details in the bill of delivery and assembly. The timely completion of all connections can only be assured if exact documentation such as sketched circuit diagrams, connection values, sketched plans, location of the connections etc. are submitted at least four weeks before the start of the event. An expert will conduct an acceptance inspection prior to the event. Complaints about deficiencies may only be made during the event.

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

5.3.2 Stand Installation

On the stands, installations may be made by electricians commissioned by the exhibitor or by specialist electrical companies which have been authorized in accordance with VDE and Euro-

pean rules and standards and which operate according to the state of the art.

5.3.3 Assembly and Operating Regulations

All of the electrical equipment must be installed in compliance with the latest safety regulations drawn up by the Association of German Electrical Engineers (VDE). VDE 0100, 0108, 0128 and ICE 60364-7-711 should be particularly observed.

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

Conductive components must be included in all measures taken to protect against indirect contact (stator earth protection).

Only wires such as types NYM, HO5VV-F, HO5RRF, with a minimum cross section of 1.5 mm² Cu, may be used. Flat cables of all kinds are not permitted. Plain (uninsulated) cables and terminals may not be used in low-voltage systems. The secondary circuits must be protected against short circuiting and overload.

5.3.4 Safety Measures

As a means of special protection, all heat-generating and heat-developing electrical appliances (hot plates, projectors, transformers etc.) must be mounted on non-flammable, heat-resistant, asbestos-free bases. Depending on the heat generation in each case, sufficient clearance from flammable materials must be ensured. Luminaires may not be attached to flammable decorations.

5.3.5 Safety Lighting

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

5.4 Water and Waste Water Installation

Those stands which require water / waste water facilities will be given one or more connections if these have been ordered with the corresponding order form.

This order form must be returned immediately, and at the latest four weeks prior to the start of the event. The costs of installation will be invoiced by Koelnmesse to the exhibitors in accordance with the details in the bill of delivery and assembly. In its capacity as central consumer, Koelnmesse will supply the exhibitors with the water required for the connections they registered at a minimum pressure of 2 bars and a maximum pressure of 6 bars. A special request must be made to Koelnmesse if larger amounts are required.

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

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

B Technical Guidelines

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

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

5.5 Compressed air installation / gas installation

5.5.1 Compressed air installation

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

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

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

The installation must comply with valid technology regulations.

5.5.2 Gas installation

Gas cannot be provided from the Koelnmesse hall supply.

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

5.6 Machine, Pressure Vessel and Exhaust Gas Facilities

5.6.1 Machine Noise

The use of loud machines and devices should be kept to a minimum out of consideration for the other exhibitors and the visitors. The volume may not exceed 70 dB(A) at the edge of the stand.

5.6.2 Device security law / product safety law

In accordance with Article 3 of the Gesetz über technische Arbeitsmittel (Law on Technical Tools) as laid out in the Gerätesicherheitsgesetz (Equipment Safety Law) in the currently valid version, BGI, and the Medizinproduktgesetz (Medical Product Law), BGI, in the currently valid version, producers, importers and exhibitors of technical tools or medical technology equipment within the meaning of these laws are obliged to only set up devices that fully correspond to the generally accepted regulations for technology as well as the industrial safety and accident prevention regulations and therefore meet the conditions for CE certification.

To prove this fact, exhibitors need to keep the following documents on hand at the stand: EC declaration of conformity and/or the declaration of the manufacturer according to Appendix II of the Machine Guidelines, and

the operating instructions according to Appendix I, Section 1.7.4. of the Machine Guidelines.

Devices that are to be delivered to locations outside of the EU and that do not conform to the requirements of the law must be marked with a corresponding note in accordance with Article 3a of the Equipment Safety Law.

During presentations, the staff at the stand must take the necessary measures for the protection of persons.

The staff at the stand are also responsible for ensuring that the devices are not operated without authorization.

5.6.2.1 Safety Devices

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

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

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

5.6.2.2 Test Procedures

The technical tools on display will be inspected by the responsible supervisory authority as to their compliance with safety and accident prevention regulations. If necessary, this will be undertaken in conjunction with the responsible expert committees from the employers' liability insurance associations. It is suggested that the EC declaration of conformity be kept on hand at the trade fair stand to allow the governmental authority to check the CE certification. In cases of doubt, the exhibitor should contact the responsible authority in good time before the start of the trade fair.

Information regarding the Equipment Safety Law is provided by the Staatliches Amt für Arbeitsschutz, Schanzenstr. 38, 51063 Cologne, Germany, tel.: +49 (0)221 962770.

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

5.6.2.3 Operating Ban

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

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

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

B Technical Guidelines

5.6.3 Pressure Vessels

5.6.3.1 Approval Confirmation

Pressure vessels may only be operated at the stand if they have been tested according to Articles 9-11 of the Druckbehälterverordnung (Pressure Vessel Regulation) of April 21, 1989 (BGBl Part 1, p. 843, in the currently valid version).

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

5.6.3.2 Testing

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

5.6.3.3 Rental Devices

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

5.6.3.4 Monitoring

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

5.6.4 Exhaust Gases and Vapors

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

5.6.5 Exhaust Gas Facilities

For exhibition halls equipped with exhaust gas facilities, see 3.1. Flue gas extractors may be ordered depending on the location by using the appropriate form. Koelnmesse charges the exhibitor for the cost of the installation according to the information given in the bill of delivery and assembly. The installation must correspond to the valid technology regulations.

5.7 Use of Compressed Gases, Liquid Gases and Combustible Fluids

5.7.1 Compressed Gas and Liquid Gas Facilities

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

5.7.1.1 Approval Request for Compressed Gas Bottles

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

5.7.1.2 Use of Liquid Gas

The compressed gas bottles used may not have a capacity of more than 11 kg. The amount on hand may not exceed the needs for one day (e.g.: 20 flames with an operating time of 4 hours per day equals 10,400 grams). Open fires must be at least 1.50 meters distant from any essential escape routes. They are to be separated from the escape routes.

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

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

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

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

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

5.7.1.3 Setup and Maintenance

When setting up and maintaining the liquid gas facilities, the "Technische Regeln Flüssiggas" (Technical Rules for Liquid Gas) TRF 88 (published by the DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and the DVFG Deutscher Verband Flüssiggase e.V.) as well as the "Richtlinien für die Verwendung von Flüssiggas ZH 1 / 455" (Guidelines on the use of Liquid Gas published by the Central Association of Commercial Employers' Liability Insurance Associations) have to be taken into account.

5.7.2 Combustible Fluids

5.7.2.1 Storage and Use

The storage or use of combustible liquids (see the regulation on combustible liquids xxx BGBl, Part I, in the currently valid version) in the halls or on the fair grounds is prohibited except with written permission. Permission for the storage and use of combustible liquids can only be granted for operating or presenting exhibits. A corresponding request has to be sent to Koelnmesse along with a requisite safety data sheet.

5.7.2.2 Storage of Required Amounts

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

B Technical Guidelines

5.7.2.3 Storage Containers

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

5.7.2.4 Storage Location

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

5.7.2.5 Conditions for Operating

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

5.7.2.6 Filling with Liquids

Since the process of filling with the liquids is especially dangerous, it must be done with the utmost care and caution.

5.7.2.7 Empty Containers

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

5.8 Asbestos and other dangerous substances

The application or use of building materials containing asbestos or other asbestos-containing products or other dangerous substances is forbidden. This regulation is based on the Chemisches Gesetz (Law for Protecting against Harmful Substances), BGBl Part I, page 1703 in the currently valid version as well as on the Chemikalien-Verbotsverordnung (Regulation on the Prohibition of Chemicals) and the Gefahrstoffverordnung (Dangerous Materials Regulation) in the currently valid versions.

5.9 Film, Photography, Television and Other Types of Presentations

Auditoriums must have at least two direct exits to the hall gangways. These exits must be as far apart from each other as possible. Auditoria require a special permit if they can hold more than 100 spectators. (see 4.2.1.)

5.10 Radiation Protection

5.10.1 Radioactive Materials

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

5.10.2 X-Ray Facilities and Interference Radiators

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

The operation of x-ray facilities and interference radiators is subject to approval and/or requires notification in accordance with Articles 3,4,5,8 RöV. Three copies of each request or notification must be submitted to the authorities responsible for the exhibition location at least four weeks prior to the start of the event. Koelnmesse must also be notified of the plan to operate such equipment.

5.10.3 Laser Facilities

If laser facilities are to be used, the responsible authority has to be notified in accordance with Article 6 of the accident prevention regulation for "Laser Radiation" (VGB 93).

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

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

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

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

If exhibits or stand decorations that use electrical, magnetic or electromagnetic fields are set up, the conditions contained in the 26th Ordinance on the Implementation of the Federal Ambient Pollution Control Act must be adhered to.

The electrical installations of these exhibits and stands must be installed in such a way that there are no impermissibly high phase effects in the trade fair supply network due to harmonic oscillations (see also Item 5.3.3).

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

The use of cranes and fork-lift trucks at the exhibition center requires the prior approval of Koelnmesse.

Empty containers may not be stored in the exhibition halls.

Each exhibitor can freely choose which shipping company will transport the exhibits to and from the exhibition center. Koelnmesse suggests they use the contract transport agencies of the fair. Please consult the order forms for details.

B Technical Guidelines

5.12.1 Customs Clearance

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

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

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

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

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

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

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

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

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

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

5.13 Musical Renditions

Musical renditions of all kinds require the approval of GEMA (German Authors' Rights Society) in accordance with Article 15 of the Urhebergesetz (Copyright Law), BGBl, currently valid version). If musical renditions have not been approved, GEMA can file for damages according to Article 97 of the Copyright Law.

Submit requests and questions to:
GEMA- Bezirksdirektion NRW
Postfach 10 13 43, 44013 Dortmund, Germany
tel.: +49 (0) 231 57701-200,
fax: +49 (0) 231 57701-230

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

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

5.14 Drink Dispensing Machines

Exhibitors who set up and operate drink dispensing machines at their stands must adhere to the Verordnung über Getrankschankanlagen (Drink Dispensing Machine Regulation) in its currently valid version, BGBl Part 1.

According to the Drink Dispensing Machine Regulation, the responsible authority must be notified if a drink dispensing machine is to be operated:

Stadt Köln
- Bezirksamt Innenstadt -
Fachbereiche Sicherheit und Ordnung
Brückenstraße 19
50667 Köln, Germany

The notification must be accompanied by an expert's certification which contains the information needed to assess the facility. The facility may not be operated until the above mentioned certificate has been issued. During operation, the drink dispensing machine has to be kept in operating condition, operated properly and monitored. In addition, all necessary maintenance work has to be carried out immediately and all safety measures must be implemented in accordance with the situation. The operator has to operate the facility in such a way that drinks and materials that come into contact with the machine are not contaminated or negatively affected in any other way.

The operator must also supply a German operating description located next to the drink dispensing machine and maintain an operator's log.

If you have any questions, contact the above mentioned authority.

5.15 Food Monitoring

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

Should you have any questions, please contact:
Amt für Umweltschutz und Lebensmittelüberwachung
(Technisches Rathaus Köln), Telephone: +49 (0) 221 221-0

5.16 Import of Meat and Meat Products

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

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

B Technical Guidelines

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

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

6 Environmental Protection

Koelnmesse has accepted its responsibility to practice preventive environmental protection.

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

6.1 Waste

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

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

6.1.1 Waste Disposal

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

There are two ways of doing this:

1. Exhibitors can dispose of the waste on their own and at their own cost outside of the fair grounds.
2. Exhibitors can fill out the corresponding order form to commission a cleaning company approved by Koelnmesse to dispose of their waste. The exhibitors are obligated to leave their stand area clean and without any waste after the event is over.

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

If a filled out and signed order form is not received by the deadline, the trade fair company will assume that the exhibitor will dispose of the waste on his or her own. The trade fair company will commission a cleaning company at the expense of the exhibitor to dispose of waste that has not been removed in whole or in part. Waste which remains in the halls will be estimated as to the number of cubic meters it covers and charged according to the form.

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

6.1.2 Wastes in Need of Special Monitoring

Exhibitors are obliged to have waste that, due to its nature, its composition, or its amount, is especially harmful to health (this includes waste food in particular), to the air or to water, or is explosive or flammable (e.g. batteries, lacquers, solvents, lubricants, paints, etc.) to be properly disposed of by the responsible contract partner.

B Technical Guidelines

6.1.3 Waste Which Has Been Brought on Site

Waste may not be brought to the fair ground.

6.2 Water, Waste Water, Ground Protection

6.2.1 Oils, Fat Collectors

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

If mobile catering services are used, it must be ensured that fats and oils are collected and disposed of separately.

6.2.2 Cleaning / Cleaning Agents

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

6.3 Environmental Damage

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

Cleaning work must generally be carried out with biodegradable products.

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

7 Miscellaneous

7.1 "KÖBES" – the Cologne Visitor Information System

Visitors can obtain access to exhibitor information, etc. via terminals which are directly connected to the central Koelnmesse database and are set up at all information points in the halls.

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

The information provided by "KÖBES" is free of charge for exhibitors and visitors.

7.2 Insurance / Watchmen

7.2.1 Insurance

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

By using the appropriate order form, each exhibitor can purchase insurance at their own expense via one of the Koelnmesse framework contracts concluded with ZÜRICH AGRIPPINA VERSICHERUNG AG, Cologne. Please refer to the order form for individual details concerning the terms of insurance.

7.2.2 Watchmen

Koelnmesse has commissioned security companies with uniformed security guards and control personnel in civilian dress to handle the general security in the trade fair halls and the outdoor area, as well as supervising the outdoor area and controlling the entrances. Anyone present in the trade fair halls or outdoor area must be in the possession of a valid admission ticket and be prepared to present this to security for inspection on demand.

The security and monitoring of individual exhibitors' stands or areas of stands is not included in general security and is the responsibility of the exhibitors themselves. Exhibitors can contract for this security at their own expense using the appropriate order form. Security can only be provided by the companies under contract to the trade fair company.

7.3 Exhibition Protection

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

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

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

B Technical Guidelines

7.4 Arranging Personnel

Please refer to the order forms for details.

7.5 Hotel Room Reservations

Koelnmesse GmbH Hotel Service provides exhibiting companies with advice and assistance on accommodations. This also applies to their customers' accommodation wishes. Detailed information can be found in the appropriate order form.

Koelnmesse Service GmbH,
Postfach 21 07 60, 50532 Cologne, Germany,
tel.: +49 (0) 221 821-2370, fax: +49 (0) 221 821-3739,
e-mail: g.kuschek@kms-koelnmesse.de

For private rooms in the Cologne area:
KölnTourismus Office,
Unter Fethenhennen 19, 50667 Cologne, Germany,
tel.: +49 (0) 221 22123345, fax: +49 (0) 221 22123320,
Internet: <http://www.koeln.org/koelntourismus/>,
e-mail: koelntourismus@koeln.org

An extra feature at the information centers on the exhibition center grounds during fair days: assistance in finding accommodations in the greater Cologne area as well as rooms on hotel boats.

7.6 Rental Furniture and Equipment

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

7.7 Postal Delivery at the Fair

To ensure smooth delivery of all postal items, please return the appropriate order form as soon as possible.

Postal items can only be delivered immediately to the exhibitors if the exact stand designation (of the hall, the gangway and the stand number) is indicated in the delivery address. To avoid any difficulties in the delivery of postal items, it is recommended that the name of the stand manager be indicated in the address.

7.8 Catering

The following companies are under contract to provide catering services for the exhibitors, visitors, stand construction personnel and other individuals at the Cologne exhibition center:

Halls 1 – 8:
Blatzheim Messegastonomie GmbH, Kennedy-Ufer, Tor 2,
50679 Cologne, Germany
tel.: +49 (0) 221 882085/86, fax: +49 (0) 221 811941

Halls 9 – 14:
Excelsior Event Catering GmbH, Messehalle 13, 50679 Cologne, Germany
tel.: +49 (0) 221 284 9444, fax: +49 (0) 221 284 9445

Our contract caterers operate both stationary restaurants and mobile catering facilities. In addition, they can offer catering at the stands (see Form 6.19) and will provide customized services upon request. Our contract caterers provide you with the certainty that they fulfill all the legal requirements for operating catering facilities.

However, you may also commission other companies to provide catering services at the exhibition center. In this case, the client has to ensure that all legal requirements valid in the Federal Republic of Germany, and in particular those that pertain to food hygiene, are complied with and that the required licenses have been granted. Koelnmesse GmbH or Koelnmesse Service-Gesellschaft mbH are under no obligation to check that the regulations are being followed.