



# Düsseldorf Congress

Düsseldorf Congress GmbH

## TECHNICAL GUIDELINES FOR EVENTS

For the rental property:  
CCD Congress Center Düsseldorf

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## 1. Preliminary Remarks

Düsseldorf Congress GmbH (hereinafter referred to as DC) has issued guidelines with the aim of giving all event organisers and their exhibitors the best possible opportunity to present their exhibits and address their visitors and interested parties. In doing so, the new Ordinance on the Construction and Operation of **Special Buildings** in the latest version for the State of North Rhine-Westphalia (Special Building Ordinance SBauVO) had to be taken into account. The guidelines are binding for all exhibitors and organisers.

At the same time, these guidelines contain safety regulations that are intended to provide maximum safety in the technical and design equipment of the event in the interest of exhibitors and visitors.

The fire protection, building regulations and other safety provisions have been agreed with the building supervisory authority of the city of Düsseldorf as the local regulatory authority. Compliance with these regulations is checked during acceptance, if necessary in the presence of the regulatory authority (building supervision) and the fire brigade. In addition, the statutory provisions in the respective valid version must be observed. The commissioning of an exhibition stand may be prohibited in the interest of all event participants if any defects found have not been remedied by the start of the event. We reserve the right to make further safety demands that may arise during acceptance.

As a rule, the order forms for services will be sent out when the contract is concluded and must be completed and returned by the separately stated deadlines in each case, as in the event of late submission DC cannot guarantee proper and timely completion and/or the services may no longer be executable. In addition, a surcharge of 25% will be levied on the fees for incoming orders from two weeks before the start of construction and 50% from the start of construction. **The same applies to services that are used without having been ordered in advance. Services already provided shall be paid for in full.**

For further information, exhibitors may also receive a circular letter on traffic issues, service facilities, etc. This circular is an integral part of the Conditions of Participation / General Rental Conditions and these Guidelines. In all other respects, DC reserves the right to make changes.

The German text is binding.

### 1.1 House Rules for the Düsseldorf Exhibition Centre including the CCD Congress Center Düsseldorf (with CCD Ost) and the rentable office and conference areas on the exhibition grounds

Emergency call 111 (internal) or (0211 4560 111)

Police 110 (external)

Fire 112 (external)

- (1) CCD Congress Center Düsseldorf (incl. the office and conference areas in the exhibition halls, hereinafter referred to as CCD) and the remaining exhibition grounds are **private property**. The owners are (1) Messe Düsseldorf GmbH, Messeplatz, Stockumer Kirchstraße 61, 40474 Düsseldorf, for the

exhibition grounds including the rentable office and conference rooms in the halls, the congress centre areas CCD South and CCD East and (2) the City of Düsseldorf, Amt 23, Mühlenstraße 29, 40200 Düsseldorf, for the congress centre area CCD Stadthalle (CCD West). The DC operates the CCD Congress Center Düsseldorf with the entrances CCD Süd and CCD Stadthalle (CCD West), the CCD Ost as well as the office and conference areas in the exhibition halls and exercises domiciliary rights alongside the respective organiser.

2. Visitors may only enter the grounds including the buildings (except administration) with a valid admission ticket. All other persons require a pass. A stay is only permitted for the times and buildings specified by the admission ticket or pass. Exhibition stands may only be entered under the supervision of the stand personnel.
3. **Young people who have not yet** reached the age of 14 **may only be present on the** exhibition grounds if accompanied by a parent or guardian. Exceptions apply only if expressly posted at the cash desks.
4. The facilities made available to visitors are to be used with care and consideration. All other facilities and installations may not be entered or put into operation by visitors.
5. Photography or filming on the exhibition grounds, in the CCD and in the halls, in particular of the exhibition stands and exhibits, is not permitted.
6. Vehicles may only be driven onto the exhibition grounds with special permission.
7. Smoking is prohibited in all catering facilities. Smoking may be prohibited in other individual rooms. The relevant notices must be observed.
8. According to the nature of the event, the bringing of bags and similar containers into the event may be prohibited. For security reasons, bags and similar containers and clothing such as coats, jackets and capes may also be checked for their contents.
9. Weapons may not be brought onto the premises. This also applies to weapon-like substances such as pepper spray and other irritant gases.
10. Dogs and other animals are not allowed on the premises.
11. Event visitors must leave the event and the grounds at the end of the opening hours.
12. For safety reasons, the closure of rooms or buildings and their evacuation may be ordered by the DC. The persons staying there have to follow the orders and should go to the respective assembly point outside.

13. In individual cases, the instructions of the control personnel must be followed.

## 1.2 General opening hours of the CCD Congress Center Düsseldorf

### 1.2.1 Construction and dismantling times

During the general construction and dismantling periods, work may be carried out in the CCD from 7.30 a.m. to 6.30 p.m., unless other times are announced in a circular for specific events. For reasons of general security on the exhibition grounds, the CCD and the exhibition grounds as a whole will remain locked outside these times.

#### 1.2.2 Duration of the event

During the event, the CCD will remain closed until one hour before the start of the event and will be locked one hour after the end of the opening hours. Exhibitors who, in justified individual cases, need to work on their stands beyond this time require a written night work permit from the event management. In any case, the CCD will remain closed. Entry and exit will be granted by the security staff upon presentation of the permit.

## 2. Traffic on the exhibition grounds, escape routes, safety installations

### 2.1 Traffic regulations

In order to ensure a smooth flow of traffic during the construction and dismantling periods and the duration of the event, it is essential to observe certain traffic regulations and traffic management rules on the exhibition grounds. The exhibition grounds and the CCD are private property. The traffic regulations of the German Road Traffic Act (StVO) apply throughout the exhibition grounds and on the fair's own car parks. Driving on the grounds with vehicles of any kind is only permitted with permission and is at your own risk and is generally prohibited during the event. **There is a speed limit of 20 km/h for all vehicles on the exhibition grounds.** In the buildings and where the traffic situation requires it, only walking speed is permitted. In the buildings and the underpasses of Hall 3 / Stadthalle and Hall 4, dipped headlights must be used. Before entering or leaving the buildings, stop and check that the door clearance is sufficient. Motor vehicles may only enter the halls after permission has been granted for immediate unloading or loading. The instructions of the DC or Messe Düsseldorf or their employees and agents must be followed. Parking of vehicles in the CCD and in the exhibition halls is prohibited. The engine must be switched off during loading. **Caravans/motor homes may not be brought into the exhibition grounds.**

Parking is prohibited on the exhibition grounds. Illegally parked vehicles, trailers, containers, receptacles and goods of any kind will be removed by an authorised towing company working on behalf of DC or Messe Düsseldorf GmbH (hereinafter referred to as Messe Düsseldorf) at the expense and risk of the causer or holder. The instructions of the DC or Messe Düsseldorf

personnel assigned to direct and regulate traffic must be followed without fail and the relevant information must be observed.

### 2.2 Escape and rescue routes

#### 2.2.1 Fire service movement zones, fire hydrants

The necessary access routes to the CCD, the halls and the movement areas for the fire brigade, which are marked by no-stopping signs, must be kept clear at all times. Vehicles and objects parked on the escape routes and safety areas will be removed at the owner's expense and risk. Fire hydrants in the buildings and outdoor areas may not be obstructed, made unrecognisable or inaccessible.

#### 2.2.2 Emergency exits, emergency exits, hall aisles

Escape routes must be kept clear at all times. Doors in the course of escape routes must be able to be opened easily to their full width from the inside. Escape routes, exit doors and emergency exits in the floor and their markings must not be obstructed, built over, blocked, covered or otherwise rendered unrecognisable. The underfloor hydrants and emergency exit openings marked by floor markings in the halls and outdoor areas may not be obstructed.

The aisles in the CCD and the halls must not be narrowed at any time by objects parked in or projecting into the aisle. The aisles serve as escape routes in the event of an emergency! In the event of infringements, the DC is entitled to take remedial action at the expense and risk of the party causing the infringement. Materials required for stand construction or exhibits delivered for immediate installation on the stand area may be parked in the hall aisle for a short time during the assembly and dismantling phases if this does not fall below the aisle widths required for safety reasons and if logistical concerns are sufficiently taken into account. This is considered to be fulfilled if a strip of no more than 0.9 m along the stand boundary to the hall aisle is used for parking. Irrespective of the width of the hall aisle and the goods parked, a passageway of at least 1.2 m in width must be kept clear. Areas in front of emergency exits and the intersection areas of the hall aisles are excluded from this and must be kept clear in their full width at all times. The hall aisles may not be used for the erection of assembly stations or for the installation of machinery (e.g. woodworking machines, workbenches, etc.). At the request of DC, the immediate clearing of the hall aisle may (also) be demanded for logistical reasons.

### 2.3 Safety equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, trigger points of smoke extraction equipment, smoke detectors, telephones, locking devices of hall doors and other safety equipment, their signs as well as the green emergency exit signs must be accessible and visible at all times; they must not be obstructed or built over.

### 2.4 Stand numbering

The stands shall be identified by stand numbers in a uniform manner on the part of the trade fair or the

organiser, insofar as the stand construction technically permits this.

## 2.5 Guarding

General surveillance of the CCD, the halls and the outdoor premises during the event is the responsibility of DC or the organiser. During the set-up and dismantling periods, there is general supervision, which begins on the first set-up day and ends on the last dismantling day. DC or the organiser shall be entitled to carry out the measures necessary for supervision and guarding. The exhibitor must organise the guarding of the exhibitor's belongings himself. The general guarding undertaken by DC or the organiser shall not limit the exclusion of liability for personal injury and damage to property. Special guards during the exhibition period may only be provided by the security company commissioned by DC. They have to be ordered using the form "Stand guarding".

## 2.6 Emergency evacuation

For safety reasons, the closure of rooms or buildings and their evacuation may be ordered by DC. The persons staying there must follow the orders and should proceed to the respective assembly points outside. Exhibitors shall inform their staff of this procedure and, if necessary, draw up their own evacuation plans and make them known. They shall ensure that their stand is cleared.

## 3 Technical data and equipment of the rooms and the outdoor area, general technical information on the exhibition grounds

### 3.1 Vehicle headroom

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

## 3.2 Dimensions

### 3.2.1.1. Door dimensions for transport, CCD Stadthalle Door

Door width m Door height m

Room XY

X 1 1.84 2.38

X 2 1.84 2.38

X 3 1.84 2.38

X 4 1.84 2.38

Y 1 1.84 2.38

Y 2 1.84 2.38 (Loading gate)

Y 3 2.60 2.94

Y 4 1.84 2.38

### 3.2.1.1 Door dimensions for transport, CCD South Door

Door width m Door height m

Room 1 ground floor 2.07 wide 3.02 high

Room 2 1st floor 2.13 wide 2.15 high

Room 3 1st floor 1.87 wide 2.13 high

Room 4 1st floor 0.96 wide 2.10

Room 5 1st floor 2.40 wide 2.10

Room 6 1st floor 2.40 2.10

Room 7 1st floor 1.18 2.10

Room 8 1st floor 2.40 2.10

### 3.2.3 Door dimension for transport, Conference area Hall 1 und bridge between CCD South und Hall 1

Door width m Door height m

Room 14 and 15 1,91 2,34

Room 16 - 19 2,14 2,40

Bridge 2,46 2,20

### 3.2.4 Doors for persons

In addition there are doors for persons in various dimensions in all buildings.

### 3.2.5 Height of the rooms

The height available for exhibits in room XY in the Stadthalle is 4.5 m above the upper edge of the floor. The height available for exhibits in all other rooms and the foyer areas is 2.5 m above the upper edge of the floor.

### 3.2.6 Lifts in the Stadthalle and the CCD South

Goods lift Stadthalle in the inside area Load carrying capacity of the lift: 3 tonnes

Dimensions of the lift (clear dimensions car):

Length: 4.70 m, width: 2.63 m, height: 2.68 m. The lift is loaded via a ramp.

Dimensions of the ramp: Length: 4.27 m, width

3.44 m, height 1.13 m A lifting platform is available in front of the ramp for level loading Dimensions of the lifting platform: Length: 4.90 m, width: 2.60 m.

Load carrying capacity of the lifting platform: 5 tonnes Goods lift Stadthalle room 12

Load carrying capacity of the lift: 4.4 tonnes

Dimensions of the lift (clear dimensions door opening): Length: 5.80 m, width: 2.39 m, height: 2.10 m. Level access.

Goods lift CCD South (glass lift)

Load carrying capacity of the lift: 1.5 tonnes

Dimensions of the lift (clear dimensions car):

Length: 3.00 m, width: 1.49 m, height: 2.19 m. The lift can be loaded with level access.

### 3.2.7 Dimensions exhibition centre

The dimensions of the other buildings and halls in the exhibition centre are available on request.

### 3.3 Load-bearing capacity of the hall floors

Loads of up to 500 kg/m<sup>2</sup> only are permitted in the entire CC (loads spread over an extensive area, no lumped loads).

CAUTION: Particular attention is drawn to the quality of the floors (parquet floor in room XY, carpet in the foyer). The organiser is liable for damages resulting from incorrect transport, setting-up or dismantling.

### 3.4 General lighting, type of current, voltage

Existing current type and voltage at the CCD:

Alternating current 230 volt (+6 % / - 10%), 50 Hz  
Three-phase current 3 x 400 volts (+6 % / - 10%), 50 Hz

### 3.5 Supply of compressed air, electricity and water

The electrical supply to the stands is from the floor ceilings or the floor. A supply of water or compressed air connections is not possible in the CCD.

### 3.6 Communication facilities

The supply of telephone, fax, telex, data and antenna connections to the stands is provided exclusively by Deutsche Telekom.

### 3.7 Sprinkler systems

Sprinkler systems exist in the foyers of the CCD Stadthalle area (CCD West), on the ground floor and 1st floor of the CCD South area and in rooms 2 to 8.

### 3.8 Heating/Ventilation

The CCD is equipped with ventilation systems for heating or cooling.

### 3.9 Disruptions

In the event of disruptions to the energy supply, the event management must be informed immediately. DC and the lessor shall not be liable for any loss or damage caused by disruptions to the energy supply.

### 3.10 Foundations, pits

Foundations and pits cannot be provided.

### 3.11 Outdoor fairgrounds

The outdoor areas consist of uneven and uncompacted gravel lawns or paved or asphalted surfaces.

## 4. General stand construction regulations

### 4.1 Stand Stability

Exhibition stands, including furnishings and exhibits as well as advertising media, must be erected in such a stable manner that public safety and order, in particular life and health, are not endangered. Trade fair and exhibition stands must be assembled in such a way that any possible effects of the resulting hazards are limited exclusively to the stand areas provided. Hazards to adjacent escape and rescue routes or neighbouring stand areas must be effectively avoided by appropriate planning and preparation of the work.

If the stability (e.g. of slender and tall elements such as wall panels, corresponding decorative objects or comparable exhibits) is not yet or no longer guaranteed during assembly or dismantling, this must be given special consideration. The company carrying out the work shall be responsible for taking the necessary additional safety measures and making the necessary arrangements. The exhibitor shall be responsible for static safety and, if necessary, shall be obliged to provide evidence thereof. In justified cases, DC is entitled to have a structural engineer carry out an on-site inspection of the structural safety at the exhibitor's expense. Standing structural elements or special constructions (e.g. free-standing walls, LED walls, high exhibits, high decorative elements) that could topple over must be

dimensioned at least for a horizontally acting equivalent surface load  $q_h$ :

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

$q_{h2} = 0.063 \text{ kN/m}^2$  for all surfaces above 4 m height from top edge of floor

The reference area is the respective visible area. The verifications prepared for this purpose shall be submitted in an auditable form to DC or the exhibition company upon request.

For the rest, see Landesbauordnung NW of 7/3/1995, as amended on 1/3/2000, GV NW p. 256, as amended. The Ordinance on the Construction and Operation of Special Buildings NW of 17/11/2009, GV NW, p. 628 applies.

DIN 4102/EN 13501 (Fire behaviour of building materials, building components) must be observed and complied with. (see 4.4.1.1).

### 4.2 Stand construction permit

Provided that the Technical Guidelines are observed in the design and construction of the stand, it is not necessary to submit drawings for approval in the case of single-storey stand structures in the halls. Upon request, DC offers to review the stand construction plans (submitted in duplicate as originals). The latest submission date is 6 weeks before the start of construction. In addition, all other stand constructions, mobile stands, special constructions and components (especially textile stand constructions) are subject to approval. The approval is only valid for the respective event.

#### 4.2.1 Inspection and approval of buildings requiring permission.

Dimensioned stand plans (metric dimensions), at least on a scale of 1:100 with floor plans and elevations must be submitted in duplicate in German to DC for approval by no later than six weeks before the start of the assembly period. The documents must be submitted as originals; faxes and e-mails cannot be processed. One copy of the stand plans will be returned to the exhibitor / stand constructor after inspection with the conditions to be implemented. The final report on the inspection, construction supervision and acceptance of the inspected stand structures can be submitted either in paper form or by e-mail, at the discretion of DC. Approval shall be deemed to have been granted if all conditions of execution have been implemented upon completion. For the release of special constructions and grandstands, the following documents are also required in duplicate in German up to six weeks before the start of the construction period:

- a) verified static calculation according to German standards
- b) Construction description and description of the materials used
- c) stand construction drawings on a scale of 1:100, floor plans, elevations, sections, escape route layout, construction details on a larger scale
- (d) where evidence of a type test or a test book is submitted, the documents referred to in points

(a), (b) and (c) shall not be required.

DC shall be responsible for forwarding the applications to the building supervisory authority on behalf and for the account of the exhibitor. The costs of the approval procedure will be charged to the exhibitor / stand constructor. A surcharge will be levied for applications received late.

#### 4.2.2 Vehicles and containers

The use of vehicles and containers as stand construction elements in the buildings is only permitted after approval has been granted by DC and permission has been obtained. The requirements for regular stand construction must be met.

#### 4.2.3 Removal of non-approved components

Stand constructions that have not been approved or do not comply with the technical guidelines are - in accordance with the legal regulations - not permitted and must be removed or modified at the exhibitor's expense if necessary. This also applies in the event of substitute performance by DC.

#### 4.2.4 Scope of liability

Any claims for damages against DC due to loss, damage or any impairment of the designs, models or other documents submitted, irrespective of the legal grounds on which they may be based, are excluded. In the event of non-compliance with the stand construction regulations, the exhibitor shall be liable for any damage that may occur. If claims are made against DC as a result of non-compliance, the exhibitor shall indemnify DC against such claims.

#### 4.3 Building heights

The normal height for stand structures and advertising bodies is 2.50 m. Deviating construction heights may be accepted upon application and presentation of the stand drawing in the foyer of the Stadthalle, as well as in Hall XY. The **maximum** construction height for stand structures and advertising media is 4.50 m in hall XY (entrance area CCD Stadthalle/CCD West) and 2.50 m in all other areas of the CCD. If the normal height of 2.50 m is exceeded, either a neighbourhood zone of 3.00 m must be maintained or the written consent of the neighbouring stand owners must be obtained. Stands may be constructed with the exhibitor's own material. Stand walls with a height of more than 4.00 m must be dimensioned for their stability with a horizontally acting substitute surface load  $q_h$ :

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

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

Exhibits are also subject to these restrictions.

#### 4.4 Fire protection and safety regulations

##### 4.4.1 Fire protection

##### 4.4.1.1 Stand construction and decoration materials

Easily flammable materials or materials that drip when burning or polystyrene foam (Styrofoam) or similar materials must not be used. Special requirements may be imposed on load-bearing construction parts in individual cases for reasons of safety. Decorative materials of all kinds must be at least class B1, i.e. flame-retardant, in accordance with DIN 4102. Equivalent proof in German according to EN13501/at least class c-s3, d0 can be accepted. The flame resistance must be proven at the latest from the start of construction on demand by DC by presenting the test certificate of an approved testing centre and the proof of approval. Normally flammable decorative materials may be used in partial areas if they are sufficiently protected against ignition by the installation. Deciduous and coniferous shrubs may only be used with moist root balls. Bamboo, reeds, hay, straw, bark mulch, peat or similar materials may not be used.

**Flame resistance must be proven on request from the start of installation at the latest.**

##### 4.4.1.2 Exhibition of motor vehicles

The display of motor vehicles of any kind is subject to notification. Vehicles must be parked in such a way that they cannot be moved under their own power and must be secured from the outside against rolling away on a statically suitable surface. Vehicles with combustion engines may only be exhibited in the halls with a largely empty tank (maximum 5 litres). The battery must be disconnected. The fuel tank must be locked. The fuel tank must be **inerted with nitrogen**.

For gas-powered engines, see 5.7 because of the pressure vessel.

Vehicles with electric drive may only be exhibited with undamaged batteries. The vehicles are to be presented to the company fire brigade for inspection 1 hour before being brought into the CCD and are only to be parked in the CCD after clearance by the DC. For this purpose, the presentation of the rescue card for the vehicle is mandatory. Vehicles may not be left unattended in the CCD. When leaving the stand, the vehicles must be supervised by a fire guard. Electric cars and hybrid vehicles may not be charged in the CCD.

Vehicles with fuel cells and/or gas drive may only be exhibited without gas/fuel in the CCD.

Further requirements may be necessary depending on the vehicle type and presentation location and will be determined on a case-by-case basis. For the necessary preparation, we would like to ask you to coordinate the planned time for the presentation of the vehicle with DC as early as possible, but at least 2 working days in advance.

##### 4.4.1.3 Explosive substances, ammunition

Explosive substances are subject to the Explosives Act of 10/9/2002, BGBl I, p. 3519, as amended, and may not be exhibited at trade fairs and exhibitions. This also applies to ammunition within the meaning of the Weapons Act and pyrotechnic objects.

##### 4.4.1.4 Pyrotechnics

Pyrotechnic demonstrations are permitted independently and subject to official approval, only after



written approval by DC. Proof of the holder of the permit and the certificate of competence must be submitted. For approval, information must be provided on the place and time of the demonstration, number and type of effects, approval numbers of the effects (BAM), duration of the effects, required safety distances as well as a risk assessment. The required documents must be submitted in full in good time, but at least 14 days before the performance. There is no entitlement to approval on the part of DC.

#### **4.4.1.5 Balloons, model aircraft and unmanned aerial systems**

The use of balloons filled with flammable gas is prohibited in the buildings and outdoor area.

The use of balloons filled with safety gas in the buildings and outdoor area must be approved by DC before use. These balloons must be firmly anchored statically.

The distribution and use of gas-filled balloons, free-floating balloons or flying models (e.g. zeppelins) and unmanned aerial vehicle systems (e.g. drones, quadcopters) is not permitted.

As the owner of the property, the City of Düsseldorf and Messe Düsseldorf do not grant permission for the aircraft to ascend. In special exceptional cases, contrary to the general prohibition, permission may be granted if safe flight operations and the protection of personal rights and copyrights of third parties are guaranteed. For this purpose, a final structural separation between the flight area and the area accessible to persons is required. In addition, the consent of all exhibitors bordering the flight area and, if applicable, of the aviation supervisory authority is required.

#### **4.4.1.6 Fog machines**

The use of fog machines must be applied for in writing to the DC at least 5 working days in advance and is only permitted once permission has been granted. Fog fluids must not contain any hazardous substances within the meaning of the Arbeitsstoffverordnung (Ordinance on Hazardous Substances) and the EC Directive on Hazardous Substances. A corresponding safety data sheet must be submitted.

The effects of the fog must be limited to the exhibitor's stand area. The visibility of safety signs and escape and rescue routes must not be restricted. Before the fog machines are used for the first time, a dress rehearsal must be held in coordination with the technical management of DC.

#### **4.4.1.7 Ash containers, ashtrays**

Unless an express ban on smoking has been ordered for a stand or parts thereof, care must be taken to provide a sufficient number of ashtrays or ash containers made of non-combustible material and to empty them regularly on the exhibition stands.

#### **4.4.1.8 Waste, recyclables and residual waste containers**

No containers for waste, recyclable materials or residual materials made of combustible materials may be placed in the stands. The containers in the stands must

be emptied regularly, at the latest every evening after the end of the trade fair, into the recyclable and residual waste stations at the exits. If larger quantities of combustible waste accumulate, they must be removed several times a day. Ordered recyclable waste bags that are full will be collected from the stand area in the evening hours.

#### **4.4.1.9 Spray guns, solvent-based lacquers, paints and cleaning agents**

The processing of products or paints containing solvents is prohibited in all exhibition halls. The use of spraying methods, including the use of other products, is not permitted. The use of flammable liquids for cleaning purposes inside the halls is not permitted. Cleaning agents containing substances harmful to health are to be used in accordance with the regulations.

#### **4.4.1.10 Part-off grinding and all work with open flames**

Welding, cutting, soldering, thawing and abrasive cutting work must be notified and applied for in writing to DC before work begins. Work may only be started after DC has given its approval and permission has been obtained. During the work, the surroundings must be adequately shielded against hazards. Extinguishing agents must be kept ready for use in the immediate vicinity. A fire watch is to be appointed at the expense of the exhibitor in accordance with the specifications of DC. The use of shrink films and hand scrubbing devices with an open flame also requires written permission as described in sentence 1. Work may only be carried out with approved burners. It must be possible to maintain a safety distance of at least 5.00 m from combustible objects, e.g. exhibits and stand construction materials, in the working area. Further requirements shall be determined by the company fire brigade.

#### **4.4.1.11 Empties/storage of materials**

The storage of empties of any kind (e.g. packaging and packing materials) and filled containers (e.g. stand construction materials) on the stands or outside the stand in the buildings is prohibited. Any empties/full containers must be transported immediately to the designated storage location for empties/full containers by the forwarding agents authorised on the exhibition grounds. See form "Empties". DC is entitled to remove illegally stored empties at the expense and risk of the exhibitor.

#### **4.4.1.12 Fire extinguisher**

At least one suitable fire extinguisher (e.g. 6 kg ABC powder extinguisher) with at least 10 extinguishing units (LE) must be kept on the stands during assembly and dismantling and for the duration of the event. The location of the extinguisher must be indicated on the stand with pictograms in accordance with the Technical Regulations for Workplaces, ASR A1.3 "Safety and Health Protection Labelling" and DIN EN ISO 7010. Depending on the floor space, several fire extinguishers may be required. In addition, the fire extinguishers must be dimensioned in accordance with Technical Rules for Workplaces ASR A2.2 – "Measures against fires".

#### 4.4.2 Stand roofing

In order not to compromise sprinkler protection stands in all halls must be open at the top. In Halls 1 - 17, roofing of single-storey stands and roofing of the upper storey of two-storey stands is only permitted with materials that are at least flame-retardant, with an opening width of at least 2 x 4 mm for the open part or 3 x 3 mm for the uncovered part, in order to maintain sprinkler protection. The proportion of open area must not be less than 50% per 1 m<sup>2</sup>. In addition, attention must be paid to the horizontal and single-layer installation of ceiling fabrics, ceiling sails. Such fabrics may be tensioned in individual fields of up to 30 m<sup>2</sup> without additional measures. Larger fields must be supported by suitable construction measures. If more than 30 % of the mass (stand construction, exhibits, material) is PVC on the stand area, roofing is not permitted at that location. Proof of the material used in accordance with DIN 4102, B1, must be provided in the form of a test certificate issued by an approved notified body. Equivalent proof in German according to EN 13501/at least class c-s3, d0 can be recognised (see also 4.7.7).

#### 4.4.3 Glass

Only safety glass suitable for the intended use may be used. Please request the information sheet "Glass and Acrylic Glass in Stand Construction within Exhibition Halls". Edges of glass panels must be machined or protected in such a way that there is no risk of injury. All-glass components must be marked at eye level. Other suitable designs may be approved on application if appropriate evidence is provided.

#### 4.4.4 Enclosed spaces

All rooms that are enclosed on all sides (closed rooms) and do not have sufficient visual and acoustic connection to the surrounding rooms must be equipped with safety lighting and connected to Messe Düsseldorf's alarm system in order to ensure orientation and alarming on the stand at all times. Note 5.3.5 and see 7.1.3. Trapped rooms, i.e. rooms that can only be reached through another unit of use and do not have a direct connection to an escape route, may not be erected.

#### 4.5 Exits, escape routes, doors

##### 4.5.1 Exits for large stands

On the exhibition stand, the distance to the stand boundary from any accessible point must not exceed 20.00 m walking line. Stands with a floor area of more than 100 m<sup>2</sup> must have at least two separate exits, if possible arranged in opposite directions. **Aisles defined by the layout may not be built over or built on.** Stand fittings shall be arranged in such a way as to ensure that the exits can be found and reached easily. Escape routes shall be marked in accordance with the Technical Regulations for Workplaces, ASR A1.3 "Safety and Health Marking" and DIN EN ISO 7010.

##### 4.5.2 Doors, access barriers

The use of swing doors, revolving doors, coded doors, sliding doors and other access barriers in escape routes

is not permitted. Folding and sliding doors may be permitted for smaller rooms with a floor area of up to 20 m<sup>2</sup>. Hinged doors are to be used in preference. Doors in escape routes must swing open in the direction of escape and be able to be opened easily and to their full width from the inside at any time. Doors must not open into a hallway or escape route in an obstructive manner.

#### 4.6 Landings, ladders, ramps, walkways, stairs, escalators, revolving stages, stands

##### 4.6.1 Landings, ladders, ramps, walkways, banisters, floors

Generally accessible areas that are directly adjacent to areas that are more than 0.20 m lower must be enclosed with banisters. These must be at least 1.10 m high. There must be at least one upper chord, one middle chord and one lower chord at a distance of max. 35 cm. For banisters, 1.0 kN/m must be applied to the upper edge. Static proof must be provided for a landing. The load-bearing substructures of landings must be made of non-combustible building materials. The floor load must be designed in accordance with Eurocode EN 1991-1-1/NA, Tab. 6.1 EN, depending on the use. Single-step accessible floors must not be more than 0.20 m high. Ladders, stairways and walkways must comply with accident prevention regulations. Transitions to the hall floor must be either stepped or inclined as a ramp with a slope ratio of 1:6.

##### 4.6.2 Stairs, escalators, stands, special constructions

All staircases must be constructed in accordance with DIN 18065. In the case of necessary staircases, the substructures shall be made of at least flame-retardant building materials (B1). Stairs can be made of wood. Stairs must have a minimum width of 1.20 m (clear dimension) and lead at least to a square surface of the same width at the lower exit of the stairs. Stairs must not be wider than 2.40 m (clear dimension). For areas up to 100 m<sup>2</sup> one staircase must be at least 0.90 m (clear dimension) wide, for areas up to 200 m<sup>2</sup> two staircases must be at least 0.90 m (clear dimension) wide and for areas over 200 m<sup>2</sup> two staircases must be at least 1.20 m (clear dimension) wide. The rise of the stairs must be at least 16 cm and at most 19 cm, the tread width at least 26 cm and at most 29 cm and must be the same for all steps. Treads must always be closed. If stairs lead over surfaces that can be walked on below, they must be closed on the underside above these surfaces or secured by a roll-off edge (5 cm high). Spiral or spiral staircases are not permitted. Moving components such as escalators, lifts or revolving platforms (special constructions) and grandstands require prior approval. For railings, 1.0 kN/m must be applied to the upper edge. Railings must be at least 1.10 m high. Handrails must be safe to grip, on both sides (only for stair widths wider than 0.90 m) and endless, also beyond intermediate landings.

A handrail is not required for stairs with up to three steps. Ramps may have a maximum gradient of 6% (3.5 degrees).

## 4.7 Stand design

### 4.7.1 Appearance

Stands may be constructed using the exhibitor's own materials, unless otherwise specified. The rear sides of stands must be designed in neutral white by the person to whose stand it belongs, so that the interests of the neighbouring stand are not impaired thereby. Walls adjoining visitor aisles must be broken up by the installation of showcases, niches, displays, etc., in order to document the open character as an exhibition stand of the event. The closed portion on one side of the aisle may not exceed 30 %. When constructing the stands, attention shall be paid to barrier-free access.

### 4.7.2 Examination of the rental space

The rental space will be marked by DC. After the stand has been allocated, each exhibitor is obliged to inform himself on site about the location and dimensions of any installations, in particular fire alarms, fire extinguishing equipment, air curtains, gate technology, columns, the course of the supply ducts, exhaust and supply air perforated panels, emergency exit openings, etc. and, if necessary, to inform the stand constructor. The exact dimensions of the structural installations are to be checked by the party renting the stand on site.

#### **The stand limits must be observed at all times.**

Each exhibitor/stand constructor is obliged to ensure that his stand area is in proper condition before the start of construction. Any damage must be reported to the hall manager/caretaker immediately before the start of stand construction. Any defects not recorded will be remedied at the exhibitor's expense after the end of the event.

### 4.7.3 Changing the hall structure

Building parts and technical equipment may not be damaged, soiled or altered in any other way (e.g. drilling, nailing, screwing, gluing, welding) (see also item 4.7.4, hall floor). Painting, wallpapering and sticking are also not permitted. Building parts and technical equipment may not be loaded by stand structures or exhibits. However, building columns/pillars may be enclosed within the stand area without damaging them and with a minimum clearance of 50 mm all round and within the permissible construction heights. No lettering may be attached directly to walls and columns.

### 4.7.4 Floors

Carpets and other floor coverings must be laid in an accident-proof manner and must not protrude beyond the rented area. Special attention is drawn to the condition of the floors (parquet in the hall, carpet in the foyer and in the rooms). Only adhesive tape (e.g. PE or PP) that can be removed without leaving **any residue** may be used for fixing. All materials used must be removed without leaving any residue. Substances such as oils, greases, paints and similar agents must be removed from the floor immediately. The hall floor must not be painted or pasted. The asphalt floor in the halls may cause soiling of light-coloured floor coverings due to abrasion. DC cannot accept any liability for soiled floor coverings. The organiser shall be liable for damage

resulting from improper transport, assembly or dismantling. Anchoring and fastening of exhibits and stand structures in the floor is prohibited. The costs of restoring the floor shall be borne by the exhibitor or the organiser. **The supply air perforated plates of the supply ducts serve to air-condition the rooms and may not be covered by floor coverings or structures.**

### 4.7.5 Suspended parts

Vertical suspension of lightweight ceilings, advertising bodies, banners, lighting elements, etc. from the supporting structure of the hall ceilings may be permitted subject to the construction heights (see No. 4.3) and the maximum load per ceiling load point of up to 50 kg. However, the necessary brackets can only be attached to the supporting structure by DC and must be ordered using the "Suspensions" form. In Halls 7.0 - 7.2 and 15 - 17 suspensions are only possible on request. A load plan must be submitted for inspection and approval by DC 6 weeks before the start of construction. Loads are to be attached to the wire rope exclusively in accordance with DGUV regulations 17 and 18 "Event and production venues for scenic performances" using approved rope locks in accordance with DIN or rope holders. All suspensions must be made in accordance with DGUV regulations 17 and 18 "Event and production venues for scenic performances". The maximum load of the suspension points provided is to be proven by a verifiable load calculation or statics. When using chain hoists or motors, their own weight, dynamic factors and any uneven loads on the suspension points that may occur during lifting operations must be taken into account. Only elements approved for dynamic loads may be used for slinging. The proofs must be submitted to DC at least four weeks before the start of assembly. Suspensions must not create a fixed connection with the building structure/fixed floor, either directly or indirectly.

### 4.7.6 Stand boundary walls

Stand walls are only provided as part of an order for system stands.

### 4.7.7 Ceiling constructions on stands

Closed ceilings are generally not permitted in the CCD. For the halls, please enquire in individual cases.

### 4.7.8 Promotional material, presentations

Stand and exhibit lettering, company and brand logos may not exceed the prescribed construction height; they must present an attractive image from all sides. Visual, slow-moving and acoustic advertising media, product presentations and musical or audio-visual reproductions are permitted, provided they do not disturb neighbours, do not cause congestion in the aisles and do not drown out public address systems in the rooms and foyer zones. The volume must not exceed **70 dB(A)** at the stand boundary. When installing loudspeakers, care must be taken to ensure that they radiate onto the floor. Presentation areas, stages and all other zones on an exhibition stand that serve to attract the attention of the public by means of show interludes, musical performances, etc. are subject to approval. These areas must

be integrated into the stand construction in such a way that they are arranged towards the inside of the stand. Areas for the public are to be provided on the inside of the stand area. The surrounding aisles cannot be used as areas for the public. DC may intervene in the event of violations of this regulation and, if necessary, demand that the stand be shut down.

The distribution of printed matter and advertising material is only permitted on the exhibitor's own stand area. The maximum permissible storage amount for brochures and advertising material on the stand is the daily requirement. However, it depends on the type of hazard and may be lower in individual cases.

#### **4.7.9 Foundations and pits**

cannot be provided for in the CCD.

#### **4.7.10 Open-air fairgrounds**

The outdoor areas consist of gravel lawn. The surface is uneven. The subsoil is not compacted. Settlement is possible. The outdoor area has general street and path lighting during the event-related opening hours after dark. The preceding, general provisions of the technical guidelines for stand construction also apply mutatis mutandis to stands in the outdoor area. All structures in the outdoor area are subject to approval, see also 4.2.1. The regulations of BauO NRW § 79 also apply to temporary structures.

The erection of tents and parking of caravans/mobile homes for camping or sleeping is not permitted on the exhibition grounds. Air domes may not be erected. The provisions for construction heights, No. 4.3, also apply to structures in the outdoor exhibition area. For stands in the outdoor area, a distance of at least 5 m must be maintained from the halls / buildings.

### **4.8 Open-air fair grounds**

#### **4.8.1 Weather-related loads**

##### **4.8.1.1 Wind loads**

In principle, all structures in the outdoor area shall be designed in accordance with EuroCode 1: DIN EN 1991:2010-12 Parts 1-1 to 1-4, taking into account the site-specific wind zone.

##### **4.8.1.1.1 Wind loads for flying structures**

For temporary structures according to § 79 BauO NRW / or M-FIBauR, the wind loads, according to DIN EN 13814, 5.3.3.4 (for event facilities, stages, etc.) or DIN EN 13782, 6.4.2.2 (for tents) must be applied. If an operating load case in accordance with DIN EN 13814, 5.3.3.4 is used, the exhibitor / stand operator must ensure that operations are stopped as required from a wind speed of  $v_{10} = 15\text{ m/s}$  or  $54\text{ km/h}$  (also in individual gusts).

The required stability may be deviated from in the case of mobile installations (e.g. small exhibits, furniture, sunshades, small advertising stands, etc.) if these can be dismantled and secured at short notice at any time in the event of corresponding weather forecasts. It must be possible for the operator/owner to complete the

securing of objects at risk of wind within max. 30 min. after the weather situation has been announced.

##### **4.8.1.2 Snow loads**

For stand construction measures in the snow-free period (April - Oct.), no snow loads need to be taken into account. For stand construction measures in the winter period (Nov.- March), the regular snow loads according to DIN EN 1991-1-3/NA must be verifiably taken into account for all load-bearing roofings, taking into account the site-related snow load zone.

##### **4.8.2 Severe weather/weather hazards**

The stand operator is obliged to independently observe the weather forecasts and, in the event of severe weather warnings, to take the necessary safety measures, including dismantling or suspending operations. In addition, a general severe weather warning will be issued to the stand operators by the trade fair company/DC. In the case of mobile installations (e.g. small exhibits, furniture, sunshades, small advertising displays, etc.), the exhibitor / stand operator must ensure that these are dismantled and adequately secured at short notice in the event of corresponding severe weather warnings.

##### **4.8.3 Exits, escape routes in the outdoor area**

The escape route length from any point within an enclosed stand structure to its exits to the open air shall not exceed 30 m walking line.

#### **4.9 Two-storey construction method**

Two-storey construction is generally not possible in the CCD.

### **4.10 Film, photographic, television and auditorium spaces**

#### **4.10.1 Building permit**

Cinema or auditorium spaces require special approval from the Building Authority if they have more than 200 seats.

#### **4.10.2 Outputs**

Auditoriums larger than  $100\text{ m}^2$  must have two exits directly leading to the building's escape routes. The exits shall be as far apart as possible.

#### **4.10.3 Projection surfaces**

If, for example, projector, television or slide equipment is used, the projection surfaces must not be directly attached to the corridor. They must not disturb the neighbour and must not drown out the in-house public address system.

## **5. Technical safety regulations, other regulations and explanations, technical supplies**

### **5.1 General regulations for construction and operation**

The assembly and dismantling work may only be carried out within the framework of the applicable labour

and trade regulations. In consideration of § 16 paragraph 2 SGB VII (Social Security Code VII), the accident prevention regulations as well as all other relevant legal regulations must also be bindingly observed by companies and employees of foreign companies. The Ordinance on the Construction and Operation of Special Buildings for the State of North Rhine-Westphalia obliges the exhibitor to have a qualified person present during the hours when certain structural facilities or a certain form of use are in operation. This may be a qualified person for event technology and/or a master craftsman for event technology.

#### 5.1.1 Damage

Any damage to the exhibition grounds, CCD, its buildings or facilities caused by exhibitors or their representatives, as well as any waste left behind, will be removed by DC after the end of the event at the expense of the exhibiting company or at the expense of the organiser. All damage must be reported to DC.

#### 5.1.2 Coordination of work

If work has to be carried out at the same time by employees of different companies (especially in the assembly/disassembly phase), coordination in accordance with the German Occupational Health and Safety Act (ArbSchG) and DGUV Regulation 1 (German Social Accident Insurance) shall be carried out by the organiser or a competent person appointed by him in the event of possible mutual hazards.

#### 5.2 Use of working aids

The use of bolt-shooting equipment and chain saws is prohibited. Woodworking machines may only be used with chip extraction. When using woodworking machines in the Stadthalle, care must be taken to ensure that no chips or dust get into the ventilation grilles built into the floor. The use of exhibitors' or stand constructors' own forklifts and cranes is not permitted. Own or rented lifting platforms may only be operated by persons over 18 years of age who are qualified to do so. The qualification must at least comply with the German Social Accident Insurance (DGUV) principle 308-008 "Training and commissioning of operators of lifting platforms". Proof of this must be provided.

### 5.3 Electrical installation

#### 5.3.1 Electrical connections

Each stand that is to be supplied with electrical energy is provided with one or more connections with fuse and meter, additionally a fuse box with main switch and Fi circuit breaker (RCD), 30 mA, but only up to 63 Amp / 34 kW. The following voltage limits in normal industrial networks must be observed when installing non-linear loads (class 2 according to EN 61000-2-4): Distortion factor (THD): <8% (ratio of the effective values of the harmonic oscillation to the fundamental oscillation) and power factor  $\cos \phi = 0.8$ . The installation of these connections can only be carried out by DC. The orders on the corresponding form must be accompanied by the floor plan sketch showing the desired positions of the connections. Fuse boxes over 63 A/34 kW cannot be

provided by DC.

The electricity consumption is calculated per kW/h. Consumption is determined via built-in meters. **A basic fee is charged for connecting the stand to the power supply.**

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

#### 5.3.2 Electrical stand installation

Electrical installation work within the stands will be carried out by DC according to orders. Electrical installations within the stands may be carried out by the exhibitor's own electricians or by licensed specialist companies in accordance with the VDE regulations (see No. 5.3.3) and the state of the art. However, electrical installation work within the stands will also be carried out by DC. To this end orders can be placed on the "Electrical Installation" form. On request, DC will, of course, also carry out the complete stand installation. DC is not responsible for checking the systems for conformity with regulations.

#### 5.3.3 Underfloor installation

When bringing the installations up to the stand, it may happen that aisles are crossed or neighbouring stands are touched. The installations must then be laid in the floor or above the ceiling. It is not possible to lay cables under the floor in all rooms. The costs will be charged to the exhibitors.

The costs only refer to the underfloor laying of normal cables. When laying more heavily dimensioned cables, prior examination of the possibilities and a price agreement is required.

#### 5.3.4 Assembly and operating regulations

Only electrical equipment that complies with VDE regulations and is marked with the conformity mark (CE) may be used in the stand. All electrical equipment must be installed and operated in accordance with the applicable VDE regulations. Particular attention must be paid to VDE 0100, 0108, 0128, VDE 0100-711 (IEC standard 60364-7-711: 1998). For end current consumer circuits such as socket outlets and lighting feeds, RCD (residual current device) 30 mA cut-off current is mandatory.

The proportion of high-frequency or low-frequency interference specified in the network must not exceed the values specified in DIN EN 50160, DIN EN 50178, DIN EN 61000-2-2 and DIN EN 61000-3-2, DIN EN 61000-3-3, DIN EN 61000-3-11. Electromagnetic compatibility and compliance with the relevant regulations must be observed. Conductive components must be included in the measures to protect against excessive contact voltage (potential equalisation / stand earthing).

Furthermore, only cables such as types NYM, HO5VV-F, HO5RR-F with a minimum cross-section of 1.5mm<sup>2</sup> Cu may be used. Flat cables of any type are not permitted. Bare electrical conductors and terminals are not permitted in low-voltage systems. The secondary lines must be protected against short circuits and overloads. A leaflet is available on request.

The electrical installation on the exhibition stand may not be put into operation for the event until it has been

accepted and approved by the Technical Inspection Agency or another independent expert. The acceptance shall be arranged by DC.

### 5.3.5 Safety precautions

For special protection, all heat-generating electrical appliances (hotplates, spotlights, transformers, etc.) must be mounted on non-combustible, heat-resistant and asbestos-free bases. A sufficiently large distance from combustible materials must be ensured in accordance with the heat generation. Lighting fixtures must not be attached to combustible decorations or the like.

At least one suitable hand-held fire extinguisher must be available.

### 5.3.6 Safety lighting

Stands in which the existing general safety lighting of the buildings is not effective due to the special nature of their construction require additional safety lighting of their own. It shall be installed in such a way as to ensure safe access to the general escape routes. The safety lighting systems to be used shall be installed in accordance with DIN VDE 0108-100.

### 5.3.7 Disruptions

In the event of disruptions to the power supply, the event management must be informed immediately. DC and/or the lessor shall not be liable for any loss or damage caused by faults in the power supply.

## 5.4 Water and waste water installation

Water and sewage installation is not possible in the CCD.

## 5.5 Compressed air installation

It is not possible to supply the exhibition stands with compressed air in the CCD. The installation and use of own compressors is not permitted.

## 5.6 Machinery, pressure vessel and exhaust systems

### 5.6.1 Machine noise

The demonstration of noisy machinery shall be kept to a minimum in the interest of other exhibitors and visitors. Noise at the stand boundary must not exceed 70 dB (A). It should be noted here that the noise may not exceed the limit of 50 dB(A) in the exhibition grounds outside the halls. The operation of machinery and equipment with inertia forces is only permitted if there is no transmission to parts of the building. Reference is made to DIN 1055 Part 3, Paragraph 8 and DIN 4024. Reference is made to the Noise and Vibration Protection Ordinance of 6 March 2007 (BGBl. I p. 261) as amended on 18 December 2008 (BGBl. 2768).

### 5.6.2 Product Safety Code

On the basis of the Product Safety Code (ProdSG), as amended, products (§ 2 number 22) and systems requiring inspection (§ 2 number 30) may only be made available if they meet the requirements specified in a regulation, § 3 (1), or are designed in such a way that

safety and health or other legal interests listed in the respective regulations are not endangered when used as intended or in a foreseeable manner. At trade fairs and exhibitions, products may also be exhibited that do not meet these requirements (§ 3 (1) and (2)) if the exhibitor indicates by means of a clearly visible sign that the product does not meet the requirements and cannot be purchased until the corresponding conformity has been established. The following text may be used as a sign:

This product, as shown here, does not comply with the legal requirements in the European Union and cannot be purchased in the European Economic Area until compliance has been established.

Exhibiting is the offering, setting up or demonstration of products for the purpose of advertising or making them available on the market (§ 2 (2)). In the case of a demonstration, the necessary precautions must be taken to protect the safety and health of persons (§ 3 (5) sentence 2). Proof of operational safety must be provided to the trade fair company upon request.

a) According to § 3 No. 13 Medical Devices Act, the above statements also apply to medical devices.

b) The Machinery Ordinance (Ninth Ordinance to the Product Safety Act) of 12.05.1993, BGBl. 174, as amended, BGBl. 2178, applies to making available. According to the Ordinance, machines may only be made available with the CE mark. They must be accompanied by the EC Declaration of Conformity according to Annex II Part 1 Section A of Directive 2006/42/EC.

(c) Furthermore, in the case of recreational craft, the 10th Regulation on the Provision of Recreational Craft and Traffic with Recreational Craft (10th ProdSV) of 09/07/2004, Federal Law Gazette 1605, as amended, Federal Law Gazette 2178,

d) and for personal protective equipment the 8th Ordinance to the Product Safety Act (Ordinance on the Provision of Personal Protective Equipment on the Market) of 20/02/1997, Federal Law Gazette 316 as amended, Federal Law Gazette 2178 on provision must be observed.

Information can be obtained from the Düsseldorf district government (see Item 5.6.2.2 of these Technical Guidelines). In the event of disruptions to the power supply, the event management must be informed immediately. DC and/or the lessor shall not be liable for any loss or damage caused by disruptions to the power supply.

#### 5.6.2.1 Protective devices

Machine and apparatus parts may only be put into operation with all protective devices in place. The normal protective devices may be replaced by a safe cover made of a transparent material with the same protective effect. If equipment is not being put into operation, the protective devices may be removed in order to make the design and construction of the covered parts visible to the visitor. The guards must then remain visibly displayed next to the machine.

#### 5.6.2.2 Test procedure

The exhibited technical work equipment will be inspected with regard to its accident prevention and safety design by the responsible supervisory authority

(Düsseldorf District Government Department 55, 2, Technical Occupational Health and Safety/Product Safety, Essen Branch Office, Ruhrallee 55 - 57, 45138 Essen, Germany, Tel.: +49(0)211 475-9505, Fax: +49(0)211 475-9025, Mail: poaststelle@brd.nrw.de), if necessary together with the responsible professional association committees, and checked for compliance with the safety requirements. In order for the CE marking to be checked by the office, the EC declaration of conformity or manufacturer's declaration should be kept on the stand for inspection. In cases of doubt, exhibitors should contact the responsible office well in advance of the trade fair. If serious violations are discovered later, the displaying may be prohibited if necessary.

#### **5.6.2.3 Operating ban**

In addition, the event management is entitled to prohibit the operation of machines, apparatuses and equipment at any time if, in its opinion, there is a risk of danger to persons or property as a result of their operation.

### **5.6.3 Pressure vessels**

#### **5.6.3.1 Acceptance certificate**

Pressure vessels may only be operated on the stand if the required acceptance test has been carried out in accordance with the Operational Safety Ordinance 27.9.2002, BGBl. I, p. 3777, as amended, and the certificate issued in respect thereof can be presented in the original or as a copy, as well as the inspection book, if applicable.

#### **5.6.3.2 Testing**

Pressure vessels and pressure systems must be inspected in accordance with the requirements of the Ordinance on Industrial Safety and Health, Annex 1, Section 4, before initial commissioning, after modifications requiring inspection and then at regular intervals. The inspection must take into account the equipment itself, as well as the installation conditions and required safety devices. If the pressure equipment is not installed until it is on site at the exhibition centre, it must be inspected by an approved inspection body or a competent person in the same way as for initial commissioning, taking into account Tables 2 to 11 in Annex 1, Section 4, No. 59 of the Industrial Safety Regulation. All required technical documents and the documentation for the EU declaration of conformity must be kept available at the system at the start of assembly.

#### **5.6.3.3 Hired equipment**

As the assessment of foreign pressure vessels cannot be carried out during the relatively short trade fair set-up time, preference should be given to the use of tested hired vessels.

#### **5.6.3.4 Supervision**

The required acceptance certificates shall be kept available for the supervisory authority during the event. Information can be obtained from the Düsseldorf District Government Department 5, P.O. Box 30 08 56, 40408 Düsseldorf, Tel. (0201) 27 67 0 as the competent supervisory authority.

### **5.6.4 Vapours and gases**

Vapours and gases emitted by exhibits and equipment that are flammable, harmful to health or a nuisance to the general public may not be discharged into the halls. They must be discharged directly into the open via non-combustible pipes, see No. 5.6.5. For details, please refer to the Federal Immission Control Act (Bundesimmissionsschutzgesetz), as amended on 29/9/2002, BGBl. I, 2002, p. 3820, as amended, and the Ordinance on Industrial Safety and Health (Betriebssicherheitsverordnung) of 27/09/2002, BGBl. S. 3777, as amended from time to time.

### **5.7 Use of pressurized gases, liquefied gases and flammable liquids, fuel pastes and other fuels**

#### **5.7.1 Compressed and liquified gas systems**

##### **5.7.1.1 Use of liquefied gas**

The use of liquefied gas or other flammable and non-flammable gases in pressurised gas cylinders is not possible in the CCD.

##### **5.7.1.2 Application for approval of pressurized gas cylinders**

Exceptional approvals must be obtained in good time in writing in accordance with the form "Approval of compressed gas and liquefied gas cylinders". In accordance with the relevant accident prevention regulations, compressed gas cylinders must be protected against impact, falling over, access by unauthorised persons and against heating.

##### **5.7.1.3 Furnishing and maintenance**

The "Technical Rules for Liquefied Petroleum Gas" DVFG- 2012 (published by: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVFG Deutscher Verband Flüssiggase e.V.) and DGUV Regulation 80 "Use of Liquefied Petroleum Gas" must be observed for the installation and maintenance of liquefied petroleum gas systems. Together with the application for approval, the operator of the facility must prepare and submit an explosion protection document in accordance with §§ 3 and 5 of the Ordinance on Industrial Safety and Health. The entire system must be inspected by a competent person in accordance with DGUV principle 310-005.

##### **5.7.1.4 Pressure Container Ordinance**

The provisions of the Ordinance on Industrial Safety and Health and the Pressure Equipment Ordinance of 27/9/2002, BGBl. I, p. 3806, as amended, are binding and must be complied with.

#### **5.7.2 Flammable liquids**

##### **5.7.2.1 Storage and use**

The storage and use of flammable liquids (see Ordinance on Industrial Safety and Health of 27/9/2002, BGBl. I, p. 3777) in the CCD and on the grounds is prohibited without written permission. Permission to store and use flammable liquids may be granted for the operation or demonstration of exhibits. An application to this

effect using the form “Permit Application for Flammable Liquids” must be submitted to the DC with the safety data sheet. Dummies are to be used for advertising and decorative purposes.

#### **5.7.2.2 Demand storage**

Only the amount of flammable liquid required for one day at the stand can be permitted for operation and demonstration. The amount of this requirement must be stated in the application.

#### **5.7.2.3 Storage tank**

The daily requirements must be stored in closed, unbreakable containers. They must be kept out of reach of unauthorised persons. The storage containers shall be kept in non-flammable receptacles.

#### **5.7.2.4 Storage location**

Smoking must be absolutely prohibited at the storage site. Appropriate signage must be provided. Furthermore, suitable hand-held fire extinguishers must be available.

#### **5.7.2.5 Conditions for operation**

Installations that are operated or demonstrated with flammable liquids must be provided with non-flammable collecting containers at the filler necks and at all points where liquids can leak. Because of the possible risk of fire or explosion, spilled flammable liquids must be removed from the containers immediately and disposed of safely.

#### **5.7.2.6 Filling in the liquids**

Since a special moment of danger occurs when filling the liquids, the utmost care and caution must be exercised here. Spilled liquids or contamination due to container leaks must be collected and disposed of immediately. For this purpose, suitable means (collection containers or gritting materials) must be kept available at the stand at all times.

#### **5.7.2.7 Empty containers**

Empty containers that contained flammable liquids must not be kept or stored on the stand. Empty containers must be able to degas in a secure place.

#### **5.7.3 Open fire, burning pastes and other fuels**

The use of open fires, fuel pastes and other fuels for construction and operation in the buildings is not permitted.

#### **5.8 Asbestos and other hazardous substances**

The use of building materials or products containing asbestos and other hazardous substances is prohibited. The basis for this is the Act on Protection against Hazardous Substances of 20/06/2002, Federal Law Gazette I, p. 2090, as amended, in conjunction with the Chemicals Prohibition Ordinance in the version of 13/06/2003, Federal Law Gazette I, p. 867 and the Hazardous Substances Ordinance of 23/12/2004, Federal Law Gazette I, p. 3758, as amended.

### **5.9 Radiation protection**

#### **5.9.1 Radioactive materials**

##### **5.9.1.1 Handling radioactive materials**

Anyone who handles radioactive substances requires a licence in accordance with § 7 of the “Ordinance on Protection against Damage Caused by Ionising Radiation” (Radiation Protection Ordinance - StrlSchV.) in the version of 20/7/2001 (BGBl. I, p. 1714) as amended; this also applies to issuing. The permit shall be applied for in writing at the authority responsible for the place of issue. Insofar as a permit already exists, the applicant is requested to check whether the intended handling of radioactive materials at the event in Düsseldorf is legally covered.

##### **5.9.1.2 Permit applications**

Applications for approval must be submitted informally in good time (at least 12 weeks before the start of the event) in 4 copies and must contain at least:

1. information on the person of the applicant, enclosing a police certificate of good conduct or a corresponding official declaration;
2. details of the persons who will be responsible for the stand during the exhibition and who can provide information, together with a police clearance certificate or a corresponding official declaration;
3. information on the other persons who are to be involved in the intended handling of radioactive substances;
4. description of the radioactive substances.
5. description of the enclosure and shielding (leak test certificate), dose rates;
6. description of the intended handling, if necessary with drawings showing the use of the radioactive substances;
7. location of the intended handling (hall, stand/sketch);
8. protective devices, anti-theft devices, protective measures and measuring devices (confirmation that there is a controlled area or no controlled area);
9. the start and expected duration of the intended handling, including the time for assembly, dismantling and storage of the delivered or dismantled radioactive materials;
10. information on the provision for the fulfilment of legal obligations to pay damages.

This also applies to foreign exhibitors. The licensing authority for the Düsseldorf exhibition venue is the Düsseldorf District Government, Dezernat 55 - Gewerbeaufsicht, Cecilienallee 2, 40474 Düsseldorf, Postfach 300865, 40408 Düsseldorf. Forms for applications for approval according to § 7 of the Radiation Protection Ordinance with corresponding explanations can be requested there.

##### **5.9.1.3 Import permits**

A licence pursuant to Section 19 or a notification pursuant to Section 20 StrlSchV is required for the import of radioactive substances. Within the scope of § 21 StrlSchV, import is exempt from notification and authorisation. The Federal Office of Economics and



Technology, Bockenheimer Landstraße 38-40, 60323 Frankfurt/Main is responsible for import licences and notifications. The import permit or notification does not replace the handling permit (see above). Foreign exhibitors also require a handling permit (from the Düsseldorf District Government).

#### **5.9.1.4 Transport permits**

Transport of radioactive materials from Germany and abroad to Düsseldorf must be approved in accordance with Section 16 of the Radiation Protection Ordinance (StrlSchV) unless it is carried out by Deutsche Bahn AG, by air freight or by an authorised freight forwarder with a corresponding transport permit. Within the scope of § 17 StrlSchV, transport is not subject to approval. The competent authority in each case is the Land authority in whose district the transport on federal territory begins.

Transport permit holders are advised to check whether the permit includes transport to the place of issue.

#### **5.9.2 X-ray equipment and stray radiation**

The Ordinance on Protection against Damage Caused by X-rays (RöV, dated 8/1/1987, as amended on 30/4/2003, BGBl I, p. 604), as amended, must be observed. The operation of X-ray equipment and sources of stray radiation is subject to approval or notification pursuant to §§ 3, 4, 5, 8 RöV. The competent authority for the Düsseldorf exhibition venue is the Düsseldorf District Government, Department 5, Cecilienallee 2, 40474 Düsseldorf, to which applications or notifications must be submitted in triplicate and informally at least four weeks before the start of the event.

#### **5.9.3 Laser systems**

The operation of laser equipment of class 3R, 3B or 4 must be notified to the responsible accident insurance institution and to the authority responsible for occupational health and safety in accordance with § 5 DGUV regulation 11 and 12 "Laser radiation". The notification must be accompanied by the written appointment of a laser safety officer for the operation of the laser equipment. The authority responsible for occupational health and safety for the Düsseldorf exhibition venue is Bezirksregierung Düsseldorf, Abteilung 5 Cecilienallee 2, 40474 Düsseldorf, to which the notification must be submitted informally at least 4 weeks before the start of the event. In the case of laser installations, the provisions applicable to occupational health and safety must also be applied vis-à-vis visitors, § 37 SBauVO NRW. In addition, DGUV Information 203-036 and 203-037 "Laser Equipment for Show and Projection Purposes" must be observed for operation. A copy of the notification and the permit must be submitted to the DC. Laser equipment of classes 3R, 3B or 4 must be approved by a person qualified in accordance with BetrSichV **after** installation on the exhibition grounds and in the CCD. The representatives of the DC shall be given the opportunity to be present during the acceptance test.

#### **5.9.4 High-frequency equipment, radio installations, wireless transmissions**

The operation of high-frequency devices and radio

systems (e.g. W-LAN) is only permitted if they comply with the provisions of the Telecommunications Act (TKG) of 22/06/2004, Federal Law Gazette I, p. 1190 and the Electromagnetic Compatibility of Equipment Act (EMVG) of 18/09/1998, Federal Law Gazette I, p. 2882, as amended. Paging systems, microport systems, two-way radio systems and telecontrol systems may only be operated with the approval of the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway, Tulpenfeld 4, 53113 Bonn, see also Act on Radio Systems and Telecommunications Terminal Equipment of 31.1.2001, Federal Law Gazette I, p.170. The commissioning of radio equipment (e.g. W-LAN, radio microphones) requires - irrespective of the approval by the regulatory authority - the consent of DC in order to achieve an even distribution of frequencies and to eliminate mutual interference as far as possible. This approval must be applied for informally with DC, stating the technical data. Equipment leased using Form 8B is approved and does not require approval.

#### **5.10 Cranes, forklifts, empties**

The operation of own cranes and forklifts on the exhibition grounds and in the CCD is not permitted. Only equipment belonging to the forwarding agents authorized for the grounds may be operated.

The forwarding agents exercise the sole right of forwarding on the exhibition grounds, i.e. bringing exhibits, stand structures, etc. to the stand, including the provision of any auxiliary equipment and customs clearance for temporary or definitive importation.

The General German Forwarders' Terms and Conditions (ADSp.) latest version and the forwarding tariff for trade fairs and exhibitions in Düsseldorf shall apply to the orders placed with the forwarding agents. Any liability on the part of DC for all risks that may arise from the activities of the forwarding companies is excluded. The storage of empties of any kind on the stands is prohibited. Any empties that accumulate must be transported without delay to the designated storage point for empties by the forwarding agents authorised on the exhibition grounds. Orders can be placed using the "Container Rental" and "Empties" forms.

#### **5.11 Musical or audiovisual renditions**

For musical or audiovisual reproductions of any kind, permission from the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bayreuther Straße 37, 10787 Berlin, Tel: +49 30 21245-00, Fax: +49 30 21245-950, E-Mail: [gema@gema.de](mailto:gema@gema.de), [www.gema.de](http://www.gema.de) is required under the conditions of the Copyright Act, § 15 Urhebergesetz (of 09/09/1965 BGBl 1965, I, p. 1273). Unregistered music reproductions may result in claims for damages by GEMA in the double amount of the normal royalty rates (Art. 97 Copyright Act).

#### **5.12 Beverage dispensing systems**

For the construction and operation of beverage dispensing equipment on the stand, the Operational Safety Ordinance of 27/09/2002, BGBl. I, p. 3777, and the Food Hygiene Ordinance of 05/08/1997, BGBL. I, p. 2008, as amended from time to time, must be observed.

DIN 6650-6 must be observed.

### 5.13 Food supervision

When giving out samples for consumption on the spot and selling food and drinks on the spot, the legal regulations must be observed, in particular the Food Hygiene Regulation of 05/08/1997, Federal Law Gazette I, p. 2008, as well as the Food Information Regulation (LMIV), Regulation (EU) No.1169/2011 of the European Council, which has been in force since 13 December 2014. If you have any questions, please contact the Municipal Regulatory Office of the City of Düsseldorf, Food Control, tel. (0211) 899-33 81.

### 5.14 Goods subject to excise duty

Goods subject to excise duty must be declared when they are brought onto the premises and thus into the Federal Republic of Germany (tax territory). This also applies when withdrawing from a tax suspension procedure (such as tax warehouse, manufacturing plant). Goods subject to excise duty include spirits (e.g. grappa, cognac, whisky), intermediate products (such as sherry, liqueur wine), sparkling wine (e.g. sparkling wine, champagne), wine and coffee. Proof of bona fide possession should be present at the stand throughout the trade fair. Otherwise, the goods may be seized by customs. Goods from other EU member states can be cleared at the forwarding agents located on the exhibition grounds. In all other respects, the Trade Fair Customs Office is available to answer any queries. This applies in particular to the handling of tobacco products. The legal regulations are the Spirits Monopoly Law of 08/04/1922, Reichsgesetzblatt I, page 335, 405; the Law on the Taxation of Sparkling Wine and Intermediate Products of 21/12/1992, BGBl. I, page 2150 and the Coffee Tax Law of 21/12/1992, BGBl. I page 2150.

## 6. Waste disposal, cleaning

### 6.1 Waste

Any waste or residual material produced during the event or during the assembly or dismantling of the stand must be disposed of by the exhibitor. Reference is made to the Act on the Promotion of Closed Substance Cycle Waste Management and the Safeguarding of Environmentally Compatible Waste Disposal of 27/09/1994, Federal Law Gazette I, p. 2705, as well as to the State Waste Disposal Act of 21/06/1988, GV NW p. 250, as amended, and the Statutes on Waste Disposal in the State Capital Düsseldorf of 17/12/1998, Official Gazette No. 52 of 30/12/1998. Fire protection regulations must be observed. The hall aisles must not be obstructed by waste. Waste must be removed immediately by the person causing it. Otherwise it will be removed at the expense of the causer.

Options for the disposal of unavoidable waste: Only use recyclable materials, sort them and have them collected and optimally disposed of or recycled by DC service partners at low cost. Orders can be placed using the "Disposal" form. Your ordered disposal containers will be delivered to you on request (+49 0211 4560-135/425/540). The containers will then be emptied

and/or collected on call. You will receive disposal notifications about this disposal service.

### 6.1.1 Packaging materials

The Packaging Ordinance of 21/08/1998, BGBl. I, p. 2379 obliges manufacturers and distributors to take back packaging such as cardboard boxes, foils, crates, pallets, etc. or to recycle them. Therefore, please use the empties storage service of our trade fair forwarding agents for your packaging that you need again for dismantling (orders with form "Empties").

Packaging material that you do not recycle can be recycled by our service partners. Orders can be placed using the "Disposal" form.

### 6.1.2 Kitchen waste

Kitchen and catering waste must be collected separately according to plastics, glass, paper and residual waste. Recyclable materials are to be taken to the recycling stations in front of the hall and placed in the containers marked accordingly. If waste disposal is not carried out by the exhibitor himself, it can be ordered as a service using the "Waste Disposal" form.

### 6.1.3 Production waste

Production waste must be declared using the "Disposal" form, stating the material and quantity.

### 6.1.4 Stand components

During the construction and dismantling of your stand, dispose of your materials such as wood and cardboard in the containers marked accordingly. Orders can be placed using the "Disposal" form. When laying carpeting and covering foils, only PE or PP adhesive tapes are permitted.

## 6.2 Waste requiring special monitoring

The exhibitor is obliged to notify DC of any waste that is particularly hazardous to health, air or water, explosive or highly flammable (e.g. batteries, varnishes, solvents, lubricants, coolants, paints, etc.) and to arrange for its proper disposal by the responsible contractor.

### 6.3 Waste brought in

Materials and waste that do not arise in connection with exhibition operations, assembly or dismantling may not be brought onto the premises.

### 6.4 Invoicing

Only sorted waste can be disposed of at low cost. Waste that has not been declared and/or remains in the buildings will be charged to the polluter with a surcharge. This disposal service is justified via our disposal notification. All disposal services are invoiced via disposal notifications with the material and quantity details. These are the basis for calculation. A proper leaving of the stand area can be confirmed by the DC employee.

## 6.5 Water, sewage, soil protection

### 6.5.1 Oil/grease and solids separator

Discharges into the sewage network must not exceed the usual pollutant quantities for households. If

wastewater containing oil/grease is to be discharged that exceeds these quantities, the use of oil/grease separators is necessary. If solids are discharged, a solids separator with filter and intermediate treatment may be required.

### 6.5.2 Environmental damage

Installations for the storage, filling or transfer as well as the production, treatment or use of substances hazardous to water may only be erected on paved surfaces on the entire exhibition grounds.

The systems must be designed and operated in such a way that substances hazardous to water cannot escape. Any substances hazardous to water that may escape must be detected quickly and reliably and retained in collection containers without an outlet. The retention volume must correspond to the maximum volume of substances that can be released in the event of an operational malfunction.

When storing several containers with a common drip tray, the volume of the largest container is decisive, but it must be possible to retain at least 10% of the volume of all containers. Any drip losses occurring due to operation shall be collected. In the event of damage or operational malfunctions, the facilities must be shut down immediately. The Ordinance on Installations for Handling Substances Hazardous to Water and on Specialist Companies (VAwS) of 20/03/2004 must be taken into account.

Environmental damage and contamination (e.g. by petrol, oil, solvents, coolants, paint) must be reported to DC immediately.

### 6.6 Cleaning

The DC shall ensure the cleaning of the grounds, halls and aisles. Cleaning of the stands is the responsibility of the exhibitor and must be completed daily before the start of the event. If the exhibitor does not have cleaning carried out by his own staff, only companies approved by DC may be commissioned with cleaning.

## 7. Services provided by Düsseldorf Congress GmbH

The Conditions of Participation/General Terms and Conditions of Hire and these Technical Guidelines shall apply to orders placed with DC. The prices valid for the event shall apply in each case. The prices shall be increased by 25% if the services are only ordered less than 14 days before the start of the published set-up period of Düsseldorf Congress GmbH. All services shall be provided by DC only for the **main tenant of** the stand. The latter is the debtor.

### 7.1 Technical services

#### 7.1.1 Stand construction, installations

On request, DC will take care of the stand fittings, including wallpapering and painting. Furthermore, DC shall carry out all installation work in the exhibition stand. If no stand sketch is submitted for the ordered services, DC reserves the right to carry out the placement. Please refer to the forms for details of the scope

of services and prices. The services actually provided will be invoiced.

#### 7.1.2 Disposal

The waste, recyclable and hazardous waste produced during the event or during assembly or dismantling can be disposed of via DC; corresponding orders can be placed using the "Disposal" form.

#### 7.1.3 Communication services

Telephone, fax, data connections, antenna connections can be ordered using the "Communication Technology" form. Further technical details can be found in the documents, which will be sent on request.

### 7.2 Other services

#### 7.2.1 Parking permits

A limited number of parking spaces are available for exhibitors near the CCD. Exhibitors are requested to order their space requirements using the "Parking Permits" form.

#### 7.2.2 Exhibitor passes

Each exhibitor receives free exhibitor passes in accordance with the Conditions of Participation. These passes are intended exclusively for the exhibitors and are not transferable to third parties. The number of free exhibitor passes is not increased by the inclusion of co-exhibitors.

#### 7.2.3 Trade fair insurance

For participation in the event, DC offers the following insurances with the "Trade Fair Insurances" form:

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

In accordance with the Conditions of Participation, each exhibitor has the option of insuring the exhibition goods against the usual risks within the framework of exhibition insurance via DC. It must be noted on the relevant application form whether insurance is desired or not. If applicable, the exhibition goods shall be listed with an exact description and value. DC does not assume any duty of care for exhibition goods and stand equipment and therefore excludes any liability for damage or loss. The exclusion of liability shall not be limited by the security measures taken by DC. Any damage incurred must be reported immediately to the police, the insurance company and DC.

The exhibitor can insure himself and his employees against accidents via the accident insurance.

The liability insurance covers damage to third parties caused by participation.

The cancellation insurance covers the costs spent in vain for the preparation and implementation of the participation.

The details can be found in the Conditions.

In all other respects, DC shall only be liable for property damage and financial loss in the event of intent or gross negligence. A reduction of the fees or compensation for damages as a result of a defect in the rooms or items

provided for use is excluded.

#### **7.2.4 Convention and congress rooms**

Rooms of various sizes with all technical facilities are available at the CCD Congress Center Düsseldorf for conventions, press conferences, sales meetings and conferences. Exhibitors wishing to make use of this are requested to register their requirements accordingly.

#### **7.2.5 Chalkboard**

Subject to availability, a chalkboard with a width of 4.5 m and a height of 2.38 m can be used in the foyer on the ground floor CCD South for artistically presented content, advertising and meetings (the board is also magnetic) for a fee. The display of political or sexual or discriminatory content is not permitted. Such content will be removed by DC at the user's expense. Only commercially available blackboard chalk (also coloured) may be used. Spray chalk and other chinks containing solvents may not be used.