

# Technical Guidelines

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## 1. Preliminary Remarks

Messe Friedrichshafen GmbH (called MFN in the following) has drawn up guidelines for the events taking place at this location with the purpose of providing all exhibitors / organizers with the best possible opportunity for presenting their exhibits and appealing to their visitors and enquirers. These guidelines are mandatory for all exhibitors and organizers.

In the interests of our exhibitors and visitors, these guidelines also include security regulations designed to ensure the highest degree of safety and reliability for the technical and presentational aspects of the event. The current version of the legal norms on safety which are to be complied with remain unaffected by this.

The building, fire protection and other safety regulations have been cleared with the competent agencies of the city of Friedrichshafen. MFN reserves the right to check that these regulations are being complied with. Furthermore, the statutory provisions contained in the version currently in force must be observed.

Insofar as the term "stand construction" is used in line with common linguistic practice, the German Construction Code does not apply to the constructions built. The stands constructed at trade fairs are considered in law to be "facilities" in the place of assembly concerned.

In the interests of all those participating in an event, the carrying out of an event or running of exhibition stands may be prohibited or limited if faults that have been found have not been remedied before such an event begins. MFN reserves the right to issue further requirements relating to safety and stand construction where circumstances necessitate this.

MFN exhibitors receive an access code for the MFN Online Service Center (hereafter referred to as the "OSC") upon registering for a stand. All technical purchase orders must be executed within the specified deadline in the OSC. If this is done late, MFN cannot guarantee that the order will be fulfilled correctly and punctually.

Where required, additional circulars will be sent to notify the exhibitors of further details relating to the preparation and execution of the event.

These technical guidelines have been agreed with the following trade fair companies:

- Deutsche Messe AG Hannover
- Koelnmesse GmbH
- Leipziger Messe GmbH
- Messe Berlin GmbH
- Messe Düsseldorf GmbH
- Messe Frankfurt Venue GmbH
- Messe München GmbH
- NürnbergMesse GmbH
- Landesmesse Stuttgart GmbH

They have been summarized in a standardized organizational diagram.

The building laws are enforced as federal state law.

Therefore, and due to the differing conditions for buildings for the individual trade fair sites, the regulatory statutes for each trade fair site differ from each other. MFN also reserves the right to make any further modifications.

The German version is binding.

# Technical Guidelines

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## 1.1 House rules

The exhibition grounds are private property. MFN exercises its property rights.

The conditions of the house rules can be viewed at: [www.messe-friedrichshafen.de/exhibiting-guidelines](http://www.messe-friedrichshafen.de/exhibiting-guidelines).

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## 1.2 Opening hours

### 1.2.1 Set-up and dismantling times

The set-up and dismantling periods are governed by the individual trade fair and can be viewed in the Special Conditions for Participation for the relevant event. For reasons of general safety on the exhibition grounds, the halls and the exhibition grounds will generally be closed and locked outside of the times set down in the Special Conditions for Participation.

### 1.2.2 Duration of exhibition

Unless otherwise stated in the Special Conditions for Participation, whilst exhibitions are running, the halls will be opened an hour before the trade fair starts and closed an hour after it finishes. Well-justified individual cases where exhibitors must work at their stands after or before these times require specific written permission from MFN.

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## 2. Traffic in the Exhibition Grounds, Escape Routes, Safety Devices

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### 2.1 Traffic regulations

In order to ensure traffic to circulate smoothly during set-up and dismantling times and for the duration of the event, rules regulating and directing traffic and instructions given by staff responsible for this are to be strictly observed without exception.

The provisions of the Road Traffic Regulations (StVO) shall apply throughout the entire exhibition grounds and on car parks belonging to the trade fair. The speed limit within the exhibition grounds is 10 km/h.

Any unlawfully parked vehicles or trailers or unlawfully placed containers, boxes or empty receptacles of any kind may be removed at the owner's risk and expense.

During the construction and dismantling periods only vans

are allowed to enter the exhibition grounds – against a deposit. These vehicles have to be unloaded as soon as possible and to be removed from the exhibition grounds. The shutoff of trucks and containers on the visitor's parking bays is not permitted. MFN reserves the right to make alterations. During an event, parking on the MFN parking areas is subject to charge after prior ordering of a parking space (see OSC). Further deliveries during the event can be made against a deposit.

It is forbidden to stay overnight on the exhibition grounds, except the specifically designated caravan park on the East II parking area, and this only by arrangement with the exhibition administration.

# Technical Guidelines

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## 2.2 Escape routes

### 2.2.1 Fire brigade access zones, hydrants

Essential fire brigade access routes and free movement zones for the fire brigade marked with no-parking signs shall be kept free at all times. Any vehicles parked or objects placed on emergency access routes and safety areas may be removed at the owner's cost and risk. Hydrants inside the exhibition halls and in open-air areas may not be obstructed, obscured or made inaccessible.

### 2.2.2 Emergency exits, escape exits, hall entrances

The escape and emergency routes are to be kept free at all times. Any doors situated on such routes must be easy to fully open from the inside.

The escape and emergency routes, exit doors and escape exits situated within the hall floor and their identification markings must not be obstructed, built over, blocked, covered by hangings or otherwise rendered unrecognizable.

The escape and emergency routes in the exhibition halls must not, at any time, be restricted by objects placed in or projecting into the routes. In case of violation, MFN is entitled to remedy it at the cost and risk of the party who

caused such restriction to occur.

Materials that are needed for stand construction purposes and exhibits that are to be set up on the stand immediately may be deposited on the perimeter of escape and rescue routes for a short time during the stand set-up and dismantling periods, provided that the route widths required for safety reasons are observed and logistical necessities are given due consideration.

This shall be considered to be fulfilled if a strip measuring a maximum width of 0.90 m from the edge of the stand to the hall aisle is used to put the objects on. Irrespective of the width of the hall aisle and the materials deposited at the edge of the stand, it shall be mandatory to maintain a clear passageway with a minimum width of 1.20 m. Areas in front of emergency exits and the hall aisle intersection areas are excluded from this. Their full width must be kept clear at all times. Hall aisles may not be used as assembly / installation areas or as locations for setting up machinery (e.g. woodworking machines, work benches, etc.).

At the request of MFN, it may be demanded that all hall aisles (also) be cleared for logistical reasons.

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## 2.3 Safety equipment

Fire alarms, fire extinguishing equipment, smoke alarms, closing devices on hall doors and other safety equipment, together with their related indicators and 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.

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## 2.4 Stand numbering

The event organizer will label all stands with stand numbers.

# Technical Guidelines

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## 2.5 Surveillance

During the trade fair's running time, general surveillance of the trade fair halls and premises will be carried out by MFN. General monitoring will be performed during set-up and dismantling periods.  
MFN is entitled to carry out any measures required in

terms of checks and security.

If required, the exhibitor must organize surveillance of their own stand. Stand surveillance may only be provided by the security company appointed by MFN. This can be ordered via the OSC.

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## 2.6 Evacuation in case of emergency

The closure of rooms and buildings and their evacuation may be ordered by MFN for reasons appertaining to safety and security.

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## 3. Technical Data and Equipment of Halls and Open-air Grounds

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### 3.1 Technical details of the halls

Technical information on the hall can be viewed here:  
[www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

#### 3.1.1 General lighting, power supply, voltage

When general lighting is switched on, the median luminous flux in the halls is approx. 300 lux.

Types of current and voltages available on the exhibition grounds:

- AC 230 volt (+/- 10%) / 50 Hz.
- Three-phase current 3 x 400 volt (+/- 10%) / 50 Hz..
- System type: TN-S-System

#### 3.1.2 Compressed air, electricity and water supply

Compressed air, electricity and water supply for the stands are predominantly supplied via floor ducts and / or connection units in the floors. The connections for these will be set up by the service providers appointed to do so by MFN. This is to be ordered exclusively via the OSC.

#### 3.1.3 Communication facilities

Telephone, fax, data and aerial connections can be added to the stands by MFN's appointed service providers and can be ordered via the OSC.

Aerial connections are only installed in some halls.

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If it is necessary to install aerials on the hall roofs, then prior approval from MFN is required. The exhibition center (all halls, West and East Foyers) has wi-fi.

Exhibitors may only operate their own wi-fi networks after obtaining permission from MFN. This is to prevent disruptions to the MFN wi-fi network. An application form for this can be filled out in the OSC. Should a foreign unauthorized WiFi network be active, MFN is authorized to demand that the operator deactivate the WiFi network at any time.

### 3.1.4 Sprinklers

Not available.

### 3.1.5 Heating, ventilation, cooling system

All of the exhibition halls and the West and East Foyers are equipped with warm air heating, a ventilation system and a cooling system. The West and East Conference Centers are air conditioned.

### 3.1.6 Failures

The trade fair management must be notified of any failures in technical supply immediately. MFN shall not be liable for any loss and / or damage caused by such failures.

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## 3.2 Open-air exhibition grounds

The open-air grounds feature gravel and asphalt areas at the gradient required for rainwater drainage. The center is equipped with general street and route lighting at night. The necessary connection points for services are provided, to a limited extent. The option to install water and / or sewage connections on the open-air grounds must, for

each individual case, be agreed upon with MFN before the planning phase.

The traffic areas are cleaned by MFN and, when necessary, gritted (unless the organizer has assumed legal duty to maintain safety in the contract). Parking lots will not be cleared (limited winter services).

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## 4. Exhibition Stand Construction Regulations

### 4.1 Stand construction safety

Stands, including all equipment, exhibits and advertising material, are to be constructed with sufficient stability so that they pose no danger to public safety and order and in particular to life and health. The exhibitor is responsible for the structural safety of their own stand and, where necessary, must provide proof of this. Standing construction elements and / or special structures

(e.g., freestanding walls, tall exhibits, high decorative elements, LED-walls) that could tip over have to be designed to take a horizontal equivalent distributed load  $q_h$  of:

- $q_{h1} = 0,125 \text{ kN/m}^2$  for structures reaching a height of up to 4 m from the floor's surface
- $q_{h2} = 0,063 \text{ kN/m}^2$  for all surfaces over a height of up to 4 m from the floor's surface



# Technical Guidelines

The reference surface for this is the surface respectively visible / exposed.

The certificates issued for this must be provided when the trade fair company requests them.

Deviations may be accepted in well-justified individual

cases, and more detailed evidence must be produced for this.

In justified cases, MFN reserves the right to have stand safety verified on-site by a qualified structural engineer, with the costs incurred being payable by the exhibitor.

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## 4.2 Approval of stand construction

On the assumption that the technical regulations have been observed in the design and construction of the stand, it is not required that drawings be submitted for approval for single-story structures up to 3.50 m, located in the halls.

If the exhibitor so wishes, MFN can check the stand construction plans, two copies of which should be submitted. All other stand structures, mobile stands and special constructions require approval.

### 4.2.1 Examination and acceptance of structures requiring approval

Scaled stand plans (to a scale of at least 1:100, with layout and elevations) must be submitted for approval in duplicate before the deadline set by MFN.

Following examination, one copy of the stand plans will be returned to the exhibitor / stand constructor endorsed as approved. This endorsement of approval shows that the stand has been accepted. For approval of:

- two-story structures
- cinemas or auditoriums
- outdoor buildings
- special structures

the following documents are required in German (in duplicate) at least 6 weeks prior to the start of the set-up:

a) Structural calculations complying with German standards verified (or verifiable) by a second independent structural engineer

b) Building specification

c) Stand construction drawings on a scale of 1:100 (ground plans, elevations, sectional views), construction details in a larger scale

d) A copy of the escape route plan with certification of length and width of the escape routes must be provided

e) When submitting an official inspection logbook / type qualification, the above items a) b) and c) do not have to be observed

The exhibitor / stand constructor will be invoiced for the costs of the approval procedure.

### 4.2.2 Vehicles and containers

Vehicles and containers used as stands in the halls are subject to official approval.

### 4.2.3 Changes to non-authorized stand components

Stand structures which are not authorized or do not conform to the technical regulations or the law must be altered or removed, if necessary. If this is not carried out and completed within in good time, MFN is entitled to modify or remove structures, etc., at the exhibitor's cost and risk.

## Technical Guidelines

### 4.2.4 Extent of liability

If the exhibitor and / or any stand constructors hired by the exhibitor do not comply with the above stand construction regulations, the exhibitor shall be liable for all damages resulting from the violation of said regulations.

Moreover, the exhibitor and / or the stand constructor appointed by them agree to exempt MFN from all claims by third parties that may be asserted due to violation of the above stand construction regulations, unless MFN can be charged with this on account of damage to persons as a result of a breach of duty or violation of their essential

contractual obligations or general willful intent or gross negligence. In this context, essential contractual obligations are obligations which, firstly, enable the contract to be fulfilled in accordance with the regulations. The exhibitor can also consistently trust that these obligations shall be adhered to (without claim to completeness, this could be providing the object for use in line with the contract or appointing a supplier in line with the contract, to give examples). In the event that these essential contractual obligations are breached as a result of negligence, the liability of MFN is limited to that of contractually typical damages.

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### 4.3 Construction heights

The standard height of stand constructions is 3.50 m above the surface of the floor. If this standard height is to be exceeded due to suspended items, advertising elements or for optical adjustment of the stand layout, then a stand construction drawings must be submitted to MFN

for approval for each individual case. For row, corner and head stands, exceeding the standard height is prohibited at the stand's borders which are shared with neighbouring stands. Exhibits are not subject to this regulation.

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### 4.4 Fire protection and safety regulations

#### 4.4.1 Fire protection

##### 4.4.1.1 Stand construction and decoration materials

In general, easily flammable materials, materials which drip when burned, produce toxic gas or excessive smoke, as most thermoplastic plastics (e.g., styrofoam) do, may not be used in trade fair stands.

In certain cases, special requirements may be imposed on load-bearing constructions (e.g., non-flammable).

Only non-flammable fixing materials may be used for anchoring ensuring structural stability or bearing loads.

Decorative materials must be fire resistant (Class B1) as a

minimum requirement and not drip when burned, in accordance with DIN 4102-1, with limited smoke emission, and / or be rated as Class C (C-s2, d0) according to EN 13501-1 as a minimum requirement. A test report on the construction material classification of the materials used is to be provided. Bamboo, reeds, hay, straw, bark mulch, turf or other similar materials do not, in principle, meet the aforementioned requirements and therefore should generally undergo special protective measures or be made fire-proof. Deciduous and coniferous trees or plants may only be used if their root clumps are kept damp.

# Technical Guidelines

## The following materials are prohibited:

- bales of straw (except for impact protection), hay, straw, bark mulch, turf, unplanned wood
- rescue foil under cars (Tuning World)
- cut trees or bushes
- flammable decorations on flowerpots
- paper tablecloths or coverings with similarly flammable properties

## The following materials are permitted on sales stands:

- unplanned wood with fire protection coating
- deciduous and coniferous woods or bushes with damp root clumps
- straw mats with fire protection coating
- highly flame-resistant foils under cars

## Where wood chips are used, the following rules apply:

- may not be accessible to visitors and may only be used as an underlay for exhibits and in a raised enclosure (e.g. wooden beam)
- material must be kept damp constantly or must be treated with a fire protection coating
- area of max. 10% of the stand area, and max. 10 sqm per individual area

Cable attachments made from synthetic material may not be used on elements which are of static importance.

### 4.4.1.2 Exhibiting motor vehicles

Vehicles with combustion engines can only be used within the halls if MFN has issued approval for this. Seal the gas caps, where possible. Depending on the event concerned and the location of the exhibit at the venue, further safety measures may be required such as inertization of the fuel tank, disconnection of the batteries and / or deployment of security guards.

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

### 4.4.1.3 Explosive substances, ammunition

Explosive substances are regulated by the Explosives Act (Sprengstoffgesetz) and may not be displayed at trade fairs or exhibitions. This also applies to ammunition as defined by the Weapons Act (Waffengesetz).

### 4.4.1.4 Pyrotechnical displays

Pyrotechnical displays require official authorization and the intended special pyrotechnical effects must be approved by MFN.

### 4.4.1.5 Balloons

Use of balloons is prohibited (no matter which type of gas is being used) within the halls as well as on the open-air grounds (the fire alarm could be set off – close vicinity to the airport).

### 4.4.1.6 Flying objects

In principle, the use of flying or hovering objects within the halls or open-air grounds is prohibited (possibility of setting off fire alarm system – close vicinity to the airport). Exceptions to this rule require prior written approval from MFN.

### 4.4.1.7 Smoke machines

Smoke machines may only be used when this has been agreed upon with MFN (fire alarm system) and is subject to charge.

### 4.4.1.8 Ashbins, ashtrays

Non-Smoking is required in all enclosed spaces belonging to MFN. Smoker zones are designated.

Where smoking has not been expressly banned on the stand or parts thereof, arrangements must be made to provide an adequate number of ashbins or ashtrays of non-flammable material and to empty these at regular intervals.

## Technical Guidelines

### 4.4.1.9 Containers for waste, recyclables and non-recyclables

No recycling or waste bins made of flammable materials may be located on the stands. The containers on the stands must be emptied every evening after the trade fair closes.

In the event of accumulation of larger quantities of flammable materials, disposal is to be effected several times a day.

### 4.4.1.10 Spray guns, solvents

The use of spray guns as well as substances and paints containing solvents is prohibited.

### 4.4.1.11 Rotary cutters and working with a naked flame

Welding, cutting, soldering, melting, grinding and other forms of work that pose a fire risk must be declared before work begins, and a written application for approval for these must be submitted to MFN. MFN approves the work by issuing a permit. When carrying out such work, the surrounding area must be sufficiently screened to eliminate any risk. A means of extinguishing fires must be ready for use and located close by. The persons responsible for the work must remain present on-site for three hours after the work has been completed.

### 4.4.1.12 Empty containers, packaging / storage

Storage of empty packaging of any kind either inside or around the stands in the halls is not permitted. Any such materials which are produced are to be disposed of without delay. Empty packaging can be stored subject to charge through the trade fair's forwarding agent (see "Forwarding" form in the OSC). MFN is entitled to remove any empty containers, packaging, etc., stored on the stand in violation of the regulations at the expense and risk of the exhibitor.

### 4.4.1.13 Fire extinguishers

In special cases (e.g., when using cooking burners), the implementation of appropriate fire extinguishers at the stand may be required. These can be purchased from the Project Management team during the construction phase and throughout the event.

### 4.4.2 Glass and acrylic glass

Only glass which is appropriate for the intended application may be used. Glass constructions (in floors, parapets, facades and ceilings) may only be constructed from safety glass. The instruction leaflet on "Use of Glass / Acrylic Glass in Trade Fair Construction" can be viewed here:

<http://www.messe-friedrichshafen.com/exhibiting-guidelines>.

Edges of panes of glass must be processed or protected in such a way as to eliminate any risk of injury. Building elements made entirely of glass must bear marks at eye level.

### 4.4.3 Lounges / rooms not directly accessible from hallways

All lounges and common rooms which are enclosed on all sides (enclosed rooms), which have no direct line of sight into or are out of earshot of the hall must be fitted with a visual and acoustic alarm system so that an alarm can be relayed to the stand at any time.

In exceptional cases, substitute measures may be approved. Special approval must be obtained for auditoriums with a seating capacity of more than 200 people (see Item 4.2.1). The construction of rooms which are not directly accessible from hallways (lounges or common rooms that can only be entered and exited via other rooms in use) is only permitted under the following conditions:

- There must be an escape route of a suitable width (at least 90 cm) which can be used at all times in the room adjoining the lounge or common room in question
- If there is no direct line of sight into the adjoining room, a visual and acoustic alarm system must be installed to ensure that an alarm can be given at any time

# Technical Guidelines

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## 4.5 Exits, escape routes and doors

### 4.5.1 Exits and escape routes

The distance between any point on an exhibition area and an exhibition hall aisle shall not exceed 20 m in walking distance. Lounges with a floor area of over 100 m<sup>2</sup> must have at least two routes for exit and escape, which must be as far apart from each other as possible, located opposite to each other.

The number and clear width of escape routes (exits, stairways, corridors) must be provided for as follows as a minimum requirement:

- up to 100 m<sup>2</sup>: 1 escape route, 0.90 m wide
- over 100 m<sup>2</sup> and up to 200 m<sup>2</sup>: 2 escape routes, each being 0.90 m wide
- over 200 m<sup>2</sup> and up to 400 m<sup>2</sup>: 2 escape routes, each being 1.20 m wide

The escape routes are to be marked in accordance with ASR A1.3.

### 4.5.2 Doors

The use of swing doors, revolving doors, code-activated doors, sliding doors and other access barriers in escape routes is possible if a building permit is obtained prior to implementation.

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## 4.6 Platforms, ladders, stairs and catwalks

Generally accessible walkways and other such areas which are directly adjacent to areas that are more than 0.20 m lower must be surrounded by parapets. These must be at least 1.10 m high. At least one upper rail, one middle rail and one lower rail must be provided as a minimum requirement. Structural certification must be provided for platforms upon request from the trade fair company. This certification must be verifiable. In accordance with use, the structure must be designed to take a load of at least 3.0 kN/m<sup>2</sup>

in accordance with DIN EN 1991-1-1/NA in conjunction with the National Annex, Table 6.1 DE [Cat. C1]1055. Single-step platforms may not exceed 0.20 m in height. Ladders, stairs and catwalks must comply with accident prevention regulations. The spacing between individual railings may not exceed 0.12 m in any given direction (Model Ordinance on the Construction and Operation of Places of Public Assembly [Muster-Versammlungsstättenverordnung] Article 11, Paragraph 2), (see 4.9.6).

# Technical Guidelines

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## 4.7 Stand design

### 4.7.1 Appearance

The exhibitors are responsible for the design of their stands. The typical exhibition criteria for the event are to be complied with. Walls bordering visitor aisles are to be made more aesthetically appealing by installing showcases, niches, displays, etc. The rear side of stand walls which border neighboring stands are to be kept neutral so as not to affect the configuration of the neighboring stand. The height of partitions between neighbouring stands should be at least 2.50 m. Providing that the side of the partition facing a neighbouring stand above 2.50 m in height is smooth, neutral (white or light grey) and clean, a height of up to 3.50 m is permitted without requiring a permit. In the case of non-neutral walls over 2.50 m or any walls exceeding 3.50 m (in height), a zone of 1.0 m must be maintained around affected stands. Alternatively, written permission must be obtained from neighbouring stands. Products that have been manufactured using exploitative child labor under the terms of the ILO Convention 182 cannot be used for the configuration and furnishing of the stand.

### 4.7.2 Verification of area rented

The area rented will be marked out by MFN. Each exhibitor is obliged to inform themselves on-site of the position, dimensions and potentially installed equipment such as pillars, electrical connection boxes, water supplies, sewage systems, fire alarms, etc. The boundaries of the stand must be strictly observed.

### 4.7.3 Alterations to building structure

Structural components of the hall and technical equipment may not be damaged, soiled or altered in any way (e.g., by drilling or using nails or screws). Nor is painting, papering or the use of glue permitted.

Structural components of the hall and technical equipment may not be exposed to any load from stand superstructures or exhibits. Hall pillars / supports may however be utilized within stands following consultation with MFN, provided

that no damage is caused and that the permitted height is not exceeded.

### 4.7.4 Hall floors

Carpets, rugs and other floor coverings are to be installed in a safe manner, so as to prevent accidents, and may not extend beyond the boundaries of the stand.

The floors laid must have their under-surface glued down along all edges and comply with the requirement on fire resistance under DIN 4102 or EN 13501-1. No foam-backed carpets may be used.

All materials used must be removed completely without leaving residue and disposed of. Substances such as oil, grease, paint and similar must be cleaned up from the floor or floor covering immediately. Adhesive tape or remnants of adhesive tape and / or floor coverings that have been removed but left residue, or which cannot be removed without leaving residue and which remain on the hall floor after the allotted dismantling time shall be removed, with the costs for this being invoiced to the party which caused these events to occur.

The hall floor may not be painted nor have carpets or carpet tiles glued down over its entire surface. The exhibitor must ensure that only fabric adhesive tapes with PE / PP glue (non-toxic solvents) are used.

Work involving sand, soil and similar substances can only be performed with prior approval from MFN. Soiling resulting from sand and earth will be cleaned at the exhibitor's expense. Utility ducts are to be covered. Anchor points and attachments in the hall floor, e.g., for two-story stands, must be approved by MFN.

## Technical Guidelines

### 4.7.5 Suspension of objects from hall ceilings

Lightweight ceilings, advertising objects, banners, lighting fixtures and lighting bridges may be suspended from the hall ceilings using the technical facilities provided. Approval for suspension can only be granted if the stand construction drawing has been submitted. The work can only be performed by MFN's appointed contractors ("Suspension Points" form in the OSC). Suspended elements must be suspended from the technical equipment provided for this purpose and this must be executed according to the German Occupational Health and Safety Regulations (DGUVV 17/18).

### 4.7.6 Stand boundary partitions

Stand boundary partitions (wall systems, 2.50 m high, 1 m wide, consisting of plastic-coated panels, white, 4-6 mm thick, framed with aluminum edging) can be ordered at a cost via the OSC ("Separating Walls" form).

In special cases (free-standing walls measuring 3.00 m to 5.00 m in length), supporting walls must be used to ensure the stability of the partition walls of stands. These supporting walls may not be removed during the course of the trade fair. If such a supporting wall necessary for safety and stability is removed by the exhibitor or a person appointed by them, the exhibitor is liable for any resulting

damages.

Any damage caused to the walls by applying staples, notches, drilling, nails or similar necessitates that the wall elements be repaired. Adhesive tape must be removed without leaving any residue and without damage to the coating. The costs are to be borne by the exhibitor.

### 4.7.7 Advertising materials / presentations

Lettering for stands and exhibits, company emblems and logos may not extend past the set / highest points on the structure. They should elicit an appealing image.

Displays which are visual or move slowly, acoustic advertising as well as reproduction of music are permitted, as long as they do not disturb the neighbouring stands, do not cause congestion in the walkways and do not drown out the trade fair's public address system.

Volume must not exceed 70 dB(A), as measured at the border of the stand, exceptions must be approved by MFN. The distribution of printed materials or use of advertising materials are only permitted on the exhibitor's own stand.

### 4.7.8 Accessibility

The stand must be designed to be accessible. Stands and their fittings should be accessible and usable for people with limited mobility without them requiring assistance.

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## 4.8 Open-air exhibition grounds

Open-air grounds are also available in addition to the hall areas. Mobile structures such as marquees and pavilions, among others, are subject to approval by MFN,

even if they are only erected for a short period of time. There are no exceptions to this provision.

# Technical Guidelines

## 4.9 Two-story structures

### 4.9.1 Construction applications

Two-story structures may only be constructed with MFN's agreement. Such projects are to be declared upon registration.

### 4.9.2 Regulations on building over stand area, safety gaps and height of rooms in stands

The maximum height of overlying structures is 6.00 m, depending on the hall and location of the stand; permission for this must be sought from MFN. The clearance height of the interior rooms of two-story constructions must be at least 2.30 m for each floor. Stand structures on the stand's border with the neighboring stand must be of a neutral design above a height of 2.50 m.

### 4.9.3 Working loads / load assumptions

For the ceiling between the floors of a two-story trade fair stand located within an exhibition hall, the following are to be applied as perpendicular working loads in accordance with DIN EN 1991-1-1/NA in conjunction with the National Annex, Table 6.1 DE [Category C]:

For use restricted to professional visitors or stand staff for meetings and customer services, meaning furnished with tables and chairs in a free arrangement or in partitioned office cubicles, the floor of the upper story must withstand a working load of [Cat. C1]:  $q_k = 3.0 \text{ kN/m}^2$ .

For unrestricted use, i.e., a space accessible to the public as an exhibition and assembly area or as a sales room with or without rows of chairs, the floor of the upper story must be able to withstand a working load [from Cat. C3] of:  $q_k = 5.0 \text{ kN/m}^2$ .

Steps and landings must always be configured for a working load of [Cat.T2]:  $q_k = 5.0 \text{ kN/m}^2$ .

In order to achieve sufficient longitudinal and lateral stability for two-story trade fair stands or bleachers, the flooring of the top floor must be able to withstand a horizontal load of  $H=q_k/20$  ( $q_k$  = perpendicular working load). Railings and balustrades must be able to withstand a horizontal working load of  $q_k$  [for surfaces as defined under Cat. C1-C4] =  $1.0 \text{ kN/m}^2$  in rail height in accordance with DIN

EN 1991-1-1/NA in conjunction with the National Annex, Table 6.12 DE.

It must be proved that the permitted loads on the hall floors are not exceeded, for example, by individual supports. See also Item 4.1. "Stand Stability." Technical information on the hall can be viewed at:

[www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines).

### 4.9.4 Escape routes, stairs

The walking distance from any accessible point on the top floor of a two-story exhibition stand to the next hall aisle must not exceed 20.00 m.

The number and clear width of escape routes (exits, stairways, corridors) must be provided for as follows, as a minimum requirement:

- up to 100 m<sup>2</sup>: 1 escape route, 0.90 m wide
- over 100 m<sup>2</sup> and up to 200 m<sup>2</sup>: 2 escape routes, each being 0.90 m wide
- over 200 m<sup>2</sup> and up to 400 m<sup>2</sup>: 2 escape routes, each being 1.20 m wide

If the upper floor exceeds an area of 100 m<sup>2</sup>, at least two stairways are required, which are to be located at opposing ends of the structure.

All stairways must be compliant with DIN 18065. The height of each individual step may not exceed 0.19 m, and the tread width must not be less than 0.26 m. The clear width for emergency stairs must not exceed 2.40 m. The clear height must be at least 2.00 m. The stair treads should always be designed as closed riser stair treads. Emergency staircases cannot be designed as spiral or solid newel staircases.

Handrails must provide a secure grip and run the full length of the stairway. The handrails must be at least 0.05 m away from any neighboring components, measured laterally.



# Technical Guidelines

## 4.9.5 Construction materials

For two-story stands, the load-bearing components, ceiling of the ground floor and the floor of the upper story must be made from fire resistant building materials (according to DIN 1402 or EN 13501-1), as a minimum requirement.

## 4.9.6 Upper floors

It must be possible to view the hall from all rooms. In exceptional cases, substitute measures may be approved. If required, a lip at least 0.05 m in height must be attached to the floor around the railing on the top floor, in order

to ensure that objects do not roll off. Railings are to be executed in accordance with Item 4.6 and Item 4.9.3. In addition to the fire extinguishers available on the ground floor, at least one fire extinguisher per stairway is to be provided, and this should be visible and easily accessible. Furthermore, radio-controlled fire alarms must be rented for the lower enclosed rooms in two-story stands (subject to charge). The required number and position of radio-controlled fire alarms will be determined following submission of the stand plan, in agreement with the building authority and the fire brigade.

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## 5. Operational Safety, Technical Safety Regulations, Technical Regulations, Technical Supply

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### 5.1 General regulations

The exhibitor is responsible for operational safety and compliance with work safety and accident prevention regulations on his stand. Set-up and dismantling work

may only be conducted in accordance with the relevant provisions set out in the labour and factory acts.

#### 5.1.1 Damages

Any damages caused to the exhibition center, its buildings or equipment by the exhibitor or persons reporting to them shall be remedied by MFN at the exhibitor's expense after the event has ended.

#### 5.1.2 Coordination of work on the exhibition stand

Should work have to be carried out on the exhibition stand by employees of different companies (notably during the setup/dismantling phases, the work is to be coordinated pursuant to the Work Safety Act – ArbSchG and DGUV Regulation 1 (German Statutory Accident Insurance) by the stand construction supervisor in the case of any potential mutual risk. This applies notably to work carried out by contractors of the MFN on the exhibition stand too.

# Technical Guidelines

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## 5.2 Use of tools and equipment

Powder-actuated tools and nail guns may be permitted in individual cases. Woodworking equipment that is not fitted with sawdust extractors may not be used within the halls. Cranes and forklift trucks may only be used by the contracted forwarding agents of MFN.

Working platforms of any kind are to be rented from the contractually stipulated suppliers of MFN only. Working platforms may only be used if it can be demonstrated that they have received approval from MFN and have an

operating license, valid and adequate business liability insurance, have permits stating that they can be operated in enclosed spaces and have test certification in accordance with the accident prevention regulation. The operating staff must be over 18 years of age and their qualifications must comply with policy DGUV-G 308/008 of the professional association as a minimum requirement. The operating staff must receive an instruction to the fire alarm system.

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## 5.3 Electrical installation

### 5.3.1 Connections

The installation of electric connections may only be carried out by MFN or their appointed contractors. The material required for this shall be provided on lease. The exhibitor must submit appropriate planning documents, which clearly show the desired positions for the connections. See also "Electrical Installation" form in the OSC. Methods for calculating and invoicing for current consumption are stated in the "Electrical Installations" in the OSC.

### 5.3.2 Stand installation

Electrical installation work within the stands will be carried out by MFN or their appointed contractors, following an order in the OSC ("Electrical Installations").

Installations within the stands may be implemented by the exhibitors' own electrical specialists or by approved specialist companies in accordance with the Association for Electrical, Electronic & Information Technologies [VDE] directives and the VdS directives currently in force. Installation must be carried out in accordance with the current state of the art.

### 5.3.3 Regulations on installation and operation

The entire electrical installation is to be designed in line with the latest requirements from EN, DIN and VDE (Association for Electrical, Electronic and Information Technologies) as well as with the generally acknowledged good practice for technology. In principle, the provisions of the standard series DIN VDE 0100 apply, including but not limited to their supplementary parts 410, 520, 530 and 600 as well as the parts 711, 714 to 718 and part 740 from group 700. VDE 0128 and accordingly the IEC standard 60364-7-711 also apply.

It must be ensured that the VdS guidelines and the accident prevention regulations, particularly DGUV (German Social Accident Insurance) Provision 1, Provision 3 and, if applicable, Provision 17/18 are complied with.

All final circuits (power sockets and lighting circuits) with a rated current of  $\leq 32$  A must be fitted with a residual current device (RCD) with a rated differential current of  $I_{\Delta N} \leq 30$  mA.

Appropriate type-B universal AC/DC residual current devices (RCD) (see DIN VDE 0100-530) must be installed for devices, machines and exhibits, etc. in which constant-frequency or high-frequency residual currents may occur (frequency converters, etc.).

## Technical Guidelines

The proportion of high-frequency or low-frequency disturbances to the mains must not exceed the values stated in VDE 0160 and VDE 0838 (EN 50006 and EN 61000-2-4). Conductive components are to be included in the measures for protection against indirect contact (stand grounding / equipotential bonding).

The cables and lines used must be installed correctly with sufficient dimensions; their layout and application must be approved. The minimum cross-section is 1.5 mm<sup>2</sup>.

Non-insulated electrical cables and terminals may not be used for low-voltage installations. The secondary cables must be protected against short-circuiting and overload. Flexible cables (and flat cables) must not be laid under floor coverings if they are unprotected against mechanical loads. Lines and cables must be laid so that they do not present a trip hazard.

The existing electrical installations in the exhibition stand should only be operated for the event if they have been viewed, tested, metered and approved by a qualified person.

The results must be documented and kept on-site and shall be presented upon request.

### 5.3.4 Safety measures

For special protection, all heat-emitting electrical appliances (hot plates, floodlights, transformers, etc.) must be placed on a non-flammable, heat-resistant, asbestos-free base. Depending on the heat generated, an adequate distance is to be maintained from flammable materials. Lighting fixtures may not be attached to flammable decorations or similar and must be secured against falling.

### 5.3.5 Emergency lighting

In accordance with DIN VDE 0100-718, additional emergency lighting is required for any stand whose specific structural features renders the existing general emergency lighting system ineffective. The system is to be designed in such a manner so as to ensure that people can find their way to the general escape routes safely.

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## 5.4 Water and sewage facilities

### 5.4.1 Connections

Every stand that is to be supplied with water / sewage shall be provided with one or more connections. The installation of these connections can only be performed by MFN or their exclusive suppliers ("Water" form in the OSC). The exhibitor must submit appropriate planning documents, which clearly show the desired positions for the connections.

Water and waste water installations may only be set up above the hall floor from the connection point. This applies to all halls. The hydraulic pressure is 7 bar.

If there is no connection for water and waste water on the rented stand area, MFN will decide how and whether the stand can be supplied with water.

The built-in cutoff valve must be closed before the stand is left in order to avoid water damage. MFN is not liable for any damage arising from improper installation or use by the organizer or their exhibitors or the trade fair construction

companies. For safety reasons the water supply is normally cut off one hour after the trade fair has closed on the final day of the trade fair. All facilities on stands must comply with the relevant German drinking water regulations valid at the given time, such that any sustained deterioration in the quality of drinking water due to the installation and operation of a water / waste water connection is ruled out.

### 5.4.2 Usage of installations and equipment conveying water

In cases where water is used on the stand e.g. for ponds and fountains or for water walls, air humidifier and other spray systems, perfectly hygienic conditions must be guaranteed. Verification of compliance is to be presented at the request of MFN.

# Technical Guidelines

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## 5.5 Compressed air / gas installations

### 5.5.1 Compressed air

Compressed air connections are an option within the halls. The installation of these connections can only be performed by MFN or their exclusive suppliers. The organizer and / or their exhibitors must submit appropriate planning documents, which clearly show the desired positions for the connections. Connections can be fitted from the utility ducts in all halls. The quality of the compressed air complies with the ISO standard 8573-1, with a minimum pressure of 7.0 bar without dehumidification.

If there is no option for a connection for compressed air

on the rented stand area, then MFN will decide how and whether the stand can be supplied with compressed air. MFN is not liable for any damage resulting from improper installation or use by the organizer or their exhibitors or the trade fair construction companies.

For safety reasons the compressed air supply is normally cut off one hour after the trade fair has closed on the final day of the trade fair.

### 5.5.2 Gas

Gas installations are not possible in any of the halls.

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## 5.6 Machines, pressure vessels, exhaust gas systems

### 5.6.1 Machine noise

In the interests of all exhibitors and visitors, the operation of noisy machinery and appliances should be kept to a minimum. Noise must not exceed 70 dB(A), as measured at the border of the stand.

### 5.6.2 Product safety

All exhibited technical working items and consumer products must meet the requirements of the German Product Safety Act (ProdSG).

Technical working equipment and consumer products which do not meet these requirements must be labeled with a clearly visible sign which states that they do not meet the requirements of the aforementioned act and may only be purchased after they have achieved compliance with the statutory requirements. For technical working equipment and consumer products bearing CE marking, the relevant certificate of conformity from the manufacturer must be available at the stand.

During presentations, the necessary precautions to protect persons must be taken by the stand personnel.

### 5.6.2.1 Safety devices

All safety devices must be in place when machinery and apparatus are being operated. The usual safety devices can be replaced by a safe cover made from organic glass or another similar, transparent material.

If equipment is not being operated, the safety devices may be removed in order to show visitors the type of construction and design of the covered parts. The safety devices must then be placed next to the machine where they can be seen clearly. During presentations, the necessary precautions to protect persons must be taken by the stand personnel.

## Technical Guidelines

### 5.6.2.2 Test procedure

The exhibited technical working equipment shall be inspected for the design of their accident-proof and safety features by the competent supervisory authority, together with the competent professional association's expert committees, where applicable, and checked to ensure that they comply with safety requirements. Please ensure that your EC declaration of conformity is kept on your trade fair stand for inspection if you have CE-marked items. It may be required for inspection by government agencies. The exhibitor should contact the competent government agency in good time and in advance of the opening of the trade fair if there are any queries or questions on this.

### 5.6.2.3 Ban on operation

Manufacturers, importers and distributors may only exhibit and distribute products which comply with the requirements of the European product safety regulations currently in force. Furthermore, MFN is entitled to prohibit the use of machinery, apparatus and devices at any time if they believe that operation may result in the endangerment of persons and objects.

### 5.6.3 Pressure vessels

#### 5.6.3.1 Acceptance certificate

Pressure vessels may only be operated at the stand if the required tests have been carried out in accordance with the Operating Safety Directive (BetrSichV). Test certificates issued for this purpose shall be kept at the place of installation of the pressure vessel and shall be presented to the competent supervisory authority on request.

#### 5.6.3.2 Testing

In addition to submission of a certificate confirming that the building and hydrostatic inspection has been passed (EC declaration of conformity and other required documents in German or English), an acceptance test on-site must also be carried out. Pressure vessels subject to testing which are notified four weeks before the start of the fair may be acceptance tested at the stand up to one day before opening of the event.

A person assigned as responsible for the pressure vessels

must be present on the trade fair stand.

#### 5.6.3.3 Rented devices

As foreign pressure vessels cannot be evaluated during the trade fair construction period (as it is relatively short), inspected rental containers should be used preferentially.

#### 5.6.3.4 Monitoring

The required acceptance certificates must be kept ready for inspection by the trade supervisory office during the event.

### 5.6.4 Exhaust gases and vapors

Combustible vapors and gases emitted by exhibits or appliances and representing a health hazard and / or being noxious to the general public may not be discharged into the halls. They must be discharged into the outside atmosphere via pipelines intended for this purpose in accordance with the provisions of the German Federal Emissions Act (Bundesimmissionsschutzgesetz).

### 5.6.5 Exhaust gas systems

When operating grills, ovens, etc., and when preparing meals on an open flame, the installation of smoke and vapor outlets (extractor hoods) is required. Gases and vapors which are harmful to health or noxious to the general public are to be drawn off into the outside atmosphere as per official regulations. Extractor hoods and their extraction devices are to be constructed and assembled in such a manner that an outlet for vapors and gases is guaranteed. All installations required for this, e.g., hoods, pipelines and ventilators, are to be manufactured from non-flammable materials and installed safely.

# Technical Guidelines

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## 5.7 Use of compressed gases, liquid gases and flammable liquids

### 5.7.1 Compressed and liquid gas appliances

The storage and use of compressed and liquid gas within the exhibition halls and grounds is forbidden unless written approval has been obtained from MFN.

#### 5.7.1.1 Application for acceptance of use of compressed gas flasks / cylinders

The storage or use of liquid gas or other flammable in compressed gas flasks / cylinders, compressed gas packs or tanks is prohibited.

The storage or use of liquid gas or other non flammable gases in compressed gas flasks / cylinders, compressed gas packs or tanks is prohibited without the written approval of the MFN.

Compressed gas flasks cylinders must be protected against impact, falling over, heat and unauthorized access in accordance with relevant accident prevention. Toxic gases may not be used.

#### 5.7.1.2 Use of liquid gas

The use of liquid gas is prohibited, in principle. Application for exceptional approval must be made in good time and in writing, if necessary. The competent building authority shall make the final decision on this approval.

The usage of gas-fired grills, cookers, stoves, ovens ist prohibited.

### 5.7.2 Flammable liquids

The storage of flammable liquids is generally prohibited. Operation-related exceptions are to be coordinated with the MFN at an early stage; written approval is required. The DGUV Rule 113-001, all corresponding documents and details set out in the safety data sheet require compliance. The quantity stored may not exceed the daily requirement. Filling processes are to be notified and may only be carried out in compliance with safety regulations outside visiting hours. Empty containers are to be removed from the hall immediately. The storage of flammable ad/ or explosive detergents in the hall is prohibited. The ban on smoking requires strict compliance. Dummies must be used for the purpose of large quantities.

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## 5.8 Asbestos and other hazardous substances

The use or application of hazardous substances or building materials containing hazardous substances must be coordinated with the MFN. This ruling is based on the Protection against Hazardous Substances Act (Chemicals Act), Federal

Law Gazette BGBl 1, Part 1, page 1703, along with the Chemicals Prohibition Ordinance (ChemVerbotsV) and the Hazardous Substances Ordinance (GefStoffV).

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## 5.9 Performance areas, film, photography, television and other forms of presentation

Auditoriums for more than 50 persons must be provided with at least two exits directly adjacent to the hall aisles. These exits should be as far away from each other as

possible. Special approval must be obtained for auditoriums with a seating capacity of more than 200 people (see 4.2.1).

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## 5.10 Protection against radiation

### 5.10.1 Radioactive substances

The handling of radioactive substances is subject to approval and is to be cleared with MFN. Applications for a permit are to be submitted to the competent authority in accordance with the German Radiation Protection Ordinance and must be provided to MFN at least six weeks before the opening of the trade fair. If approval is already present, then it must be proved that the intended handling of radioactive substances on the exhibition center premises is covered legally.

### 5.10.2 X-ray units and stray radiation sources

The operation of X-ray units and sources of stray radiation is subject to approval and is to be cleared with MFN.

The Ordinance on the Protection against Damage and Injuries Caused by X-Rays (X-Ray Ordinance, RöV, German Federal Law Gazette [BGBl] 1) must be observed.

The operation of X-ray units and sources of stray radiation is subject to approval and / or prior notification, under Articles 3, 4, 5, 8 RöV. Requests and notifications are to be submitted to the competent authorities in triplicate at least four weeks before the event begins.

### 5.10.3 Laser systems

The operation of laser systems is subject to approval and is to be cleared with MFN. Furthermore, the competent authorities are to be notified of the operation of laser systems, pursuant to Article 6 of the Accident Prevention Regulations on laser radiation, German Social Accident Insurance [DGUV], Provision 11. This notification is to be attached to a written appointment of a radiation protection expert for the operation of the laser system.

The competent authority for occupational health and safety is the regional board of Tübingen.

## Technical Guidelines

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

To ensure uniform frequencies and to eliminate mutual interference between the various systems wherever possible, the approval of the Federal Networks Agency and the agreement of MFN must be obtained for the operation of high-frequency equipment and radio systems.

Operation of RF equipment and radio installations will only be allowed provided that these conform to the stipulations of the German Telecommunications Act and the Electromagnetic Compatibility Act (EMVG) as set out in BGBl 1. If exhibits or stand decorations are used that involve the

creation of electrical, magnetic or electromagnetic fields, the stipulations of the 26th Regulation on the Implementation of the German Anti-Pollution Law (BlmSchG) must be observed. The provision on the implementation of the German Federal Emissions Safety Act [BlmSchG] is to be complied with. The electrical installations for exhibits and exhibition stands must be executed in such a way as to prevent excessively high levels of residual current in the power supply to the exhibition grounds caused by unacceptable levels of harmonics (see also Item 5.3.3).

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### 5.12 Cranes, forklift trucks, empty packaging

It is forbidden to operate your own cranes and forklift trucks within the trade fair premises. This type of equipment may only be operated by forwarding agents authorized to do so within the premises. The forwarding agents of MFN are the exclusive parties permitted to carry out forwarding activity within the trade fair premises, meaning moving of exhibits, stand structures, etc., into the stand, including customs declaration of any potentially implemented auxiliary devices and customs clearance for any temporary or permanent import. The General German Conditions for Forwarding Agents (Allgemeine Deutsche Spediteurbedingungen / ADSp), latest version, and the forwarding agent's rates for trade fairs and exhibitions at MFN (see also the OSC) are to be applied for the orders entrusted to the forwarding agents.

The liability of MFN's contractual forwarding agent ends when the goods are offloaded at the stand or at any other allocated place in the hall (only when the hall is rented), even if the exhibitor or their representative is not present. MFN accepts no liability for any risks arising from the activities of the forwarding company unless MFN can be charged with a breach of duty or general violation of their

essential contractual obligations or general willful intent or gross negligence on account of damage to persons resulting from these. In this context, essential contractual obligations are obligations which, firstly, enable the contract to be fulfilled in accordance with the regulations. The organizer can also consistently trust that these obligations shall be adhered to (without claim to completeness, this could be providing the object for use in line with the contract or appointing a supplier in line with the contract, to give examples). In the event that these essential contractual obligations are breached as a result of negligence, the liability of MFN is limited to that of contractually typical damages.

Storage of empty packaging of any kind at the stands is not permitted. Any empty packaging must be immediately transported, by the forwarding company appointed for the exhibition grounds, to the appropriate storage facility for empty packaging.



# Technical Guidelines

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## 5.13 Music reproduction

Under the terms of the German Copyright Law, Article 15 of the German Copyright Act (Urheberrechtsgesetz [BGBI.]) in its current amendment, the reproduction of music of any kind requires the approval of the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA [Society for Musical Performing and Mechanical Reproduction Rights]).

Conditions and registration documents can be accessed at [www.messe-friedrichshafen.com/exhibiting-guidelines](http://www.messe-friedrichshafen.com/exhibiting-guidelines). Failure to register the reproduction of music may result in claims for damages by GEMA (Article 97 of the German Copyright Act), see 4.7.7.

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## 5.14 Beverage dispensing systems

The German Ordinance on Beverage Dispensing Systems (Verordnung über Getränkeschankanlagen, BGBI 1) in its current amendment must be complied with when setting up and operating beverage dispensing systems on the

stands. Information can be obtained from the competent authority, District Office, Lake Constance district, Veterinary and Food Inspection Office, Glärnischstr. 1-3, 88045 Friedrichshafen, Germany (see also Item 5).

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## 5.15 Food inspection

Distribution of samples for immediate consumption on the premises and sales of food and drink on the premises must conform to the legal provisions and especially to those of the German Food and Hygiene Ordinance in its current amendment. The Veterinary and Food Inspection Office of the District Office of the Lake Constance District is available to answer any questions at the following address: Glärnischstr. 1-3, 88045 Friedrichshafen, Germany.

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## 6. Environmental Protection

MFN is committed to pro-active environmental protection. As a contracting partner of MFN, the exhibitor is obliged to ensure that all provisions and standards concerning

environmental protection are upheld by themselves and their contracting parties (e.g., stand builders) as a mandatory obligation.

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### 6.1 Waste management

The following rules are based on the instructions in the German Recycling Management Act (Kreislaufwirtschaftsgesetz [KrWGG]), the related regulations and ordinances on implementation, notably the commercial Waste Directive, as well as on federal state laws and local government by laws.

The exhibitor is responsible for the proper and environ-

mentally sound disposal of waste resulting from set-up of their stand, during the event and upon dismantling. The exhibitor is the party that produces this waste.

The technical aspects of disposal for recycling and destruction are the responsibility of MFN and their designated contractual partners alone.

#### 6.1.1 Waste disposal

The principles of the Recycling Act place emphasis on avoiding the presence of waste at trade fair centers in the first instance. The exhibitors and their contractual partners are required to make an effective contribution to achieving this aim at all stages of the event. This goal must be pursued from the planning stage onwards and in coordination with all those involved. As standard practice, recyclable materials and / or those least harmful to the environment are to be used for construction and running of the stand. Materials which are left behind must be declared ("Waste Disposal" form in the OSC). Waste which has not been declared will be disposed of at the exhibitor's expense, without checking its value first, and at a higher fee.

#### 6.1.2 Dangerous / hazardous waste

The exhibitor and their contractual partners (e.g., stand builders) are obliged to report waste which to some extent poses a hazard to human health, air or water or which is explosive or flammable as a result of its character, quality or quantity (e.g., batteries, varnishes, solvents, lubricants, paints and dyes, etc.) to MFN and to arrange for them to be disposed of correctly.

#### 6.1.3 Bringing waste on site

Materials or waste that are not associated with the event or its running time or which do not result from stand set-up or dismantling may not be brought onto the premises of MFN.

# Technical Guidelines

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## 6.2 Water, sewage and soil conservation

### 6.2.1 Oil and grease separators

Substances discharged into the water system may not exceed the pollutant quantity level deemed normal for household waste. If waste water containing a quantity of oil or grease that exceeds these amounts is to be discharged into the system then oil or grease separators must be implemented. These extractors must comply with the generally accepted technical standards.

For mobile catering units, it must be ensured that fats and oils are collected separately and taken to the appropriate disposal point.

### 6.2.2 Cleaning, cleaning agents

All cleaning is to be done using biodegradable products. Cleaning agents containing an agent that poses health risks may only be used in exceptional cases and as laid down in the regulations. Materials used for work (brushes, buckets, etc.) may not be cleaned in the hall toilets and washrooms. There are separate areas with water stations for this purpose.

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## 6.3 Environmental damages

Environmental damage or pollution (e.g., caused by gasoline, oil, solvents, paints, etc.) is to be avoided. However, if it does occur unexpectedly, this is to be reported to MFN immediately. Damages will be remedied by MFN at the expense of the exhibitor unless MFN is charged with causing the resulting damage as a result of violation of their essential contractual obligations or general willful intent or gross negligence. In this context, essential contractual

obligations are obligations which, firstly, enable the contract to be fulfilled in accordance with the regulations.

The organizer can also consistently trust that these obligations shall be adhered to (without claim to completeness, this could be providing the object for use in line with the contract or appointing a supplier in line with the contract, to give examples).

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## 7. Important Addresses, Telephone and Fax Numbers

### **Fire protection, pressure vessels**

Stadtverwaltung Friedrichshafen, Bauordnungsamt  
(Friedrichshafen Municipal Authorities, Building Authority),  
Technisches Rathaus (Technical City Hall),  
Charlottenstr. 12, 88045 Friedrichshafen  
Tel.: +49 7541 203-4710, Fax: +49 7541 203-84710

### **Mobile constructions, bleachers, etc.**

Messe Friedrichshafen GmbH  
Technical Event Set-up Department  
Neue Messe 1, 88046 Friedrichshafen  
Tel.: +49 7541 708-0, Fax: +49 7541 708-110  
technik@messe-fn.de

### **Approval for two-story stands and special structures**

Messe Friedrichshafen GmbH  
Technical Event Set-up Department  
Neue Messe 1, 88046 Friedrichshafen  
Tel.: +49 7541 708-0, Fax: +49 7541 708-110  
technik@messe-fn.de

### **Product safety**

Regierungspräsidium Tübingen  
(Regional Administrative Authority of Tübingen),  
Konrad-Adenauer-Str. 20, 72072 Tübingen  
Tel.: +49 7071 757-0, Fax: +49 7071 3190

### **Permits, pyrotechnic**

Regierungspräsidium Tübingen  
(Regional Administrative Authority of Tübingen),  
Konrad-Adenauer-Str. 20, 72072 Tübingen  
Tel.: +49 7071 757-0, Fax: +49 7071 3190

### **Beverage dispensing systems**

Landratsamt Bodenseekreis Veterinäramt  
(District Office, Lake Constance district, Veterinary and  
Food Inspection Office),  
Glärnischstr. 1-3, 88045 Friedrichshafen  
Tel.: +49 7541 204-5177, Fax: +49 7541 204-5555  
vet@Bodenseekreis.de

### **High-frequency devices, radio systems, electromagnetic fields**

Regierungspräsidium Tübingen  
(Regional Administrative Authority of Tübingen),  
Konrad-Adenauer-Str. 20, 72072 Tübingen  
Tel.: +49 7071 757-0, Fax: +49 7071 3190

### **Medical devices**

Regierungspräsidium Tübingen  
(Regional Administrative Authority of Tübingen),  
Konrad-Adenauer-Str. 20, 72072 Tübingen  
Tel.: +49 7071 757-0, Fax: +49 7071 3190

### **Laser systems**

Regierungspräsidium Tübingen  
(Regional Administrative Authority of Tübingen),  
Konrad-Adenauer-Str. 20, 72072 Tübingen  
Tel.: +49 7071 757-0, Fax: +49 7071 3190

# Technical Guidelines



## **Food inspection**

Landratsamt Bodenseekreis Veterinäramt  
(District Office, Lake Constance district, Veterinary and  
Food Inspection Office),  
Glärnischstr. 1-3, 88045 Friedrichshafen  
Tel.: +49 7541 204-5177, Fax: +49 7541 204-5555  
vet@Bodenseekreis.de

## **Music reproduction**

GEMA  
(Society for Musical Performing and Mechanical  
Reproduction Rights),  
Herdweg 63, 70174 Stuttgart  
Tel.: +49 711 2252-710, Fax: +49 711 2252-800  
bd-s@gema.de

## **Protection against radiation**

Regierungspräsidium Tübingen  
(Regional Administrative Authority of Tübingen),  
Konrad-Adenauer-Str. 20, 72072 Tübingen  
Tel.: +49 7071 757-0, Fax: +49 7071 3190

## **Accommodation for pets (animals)**

Tierschutzverein Friedrichshafen e.V.  
(Animal Protection League of Friedrichshafen,  
Registered Association),  
Allmannsweilerstr. 224 (close to exhibition grounds)  
88046 Friedrichshafen  
Tel.: +49 7541 6311, Fax: +49 7542 6331  
info@tierheim-friedrichshafen.de