

|                                 |         |
|---------------------------------|---------|
|                                 | Page    |
| <b>Technical Guidelines</b>     | 3 - 15  |
| <b>List of Services A-Z</b>     | 17 - 21 |
| <b>List of Suppliers A-Z</b>    | 23 - 31 |
| <b>Suppliers Advertisements</b> | 33 - 40 |

**Please note:**

Your orders can only be executed if you use the enclosed **address stickers** or fill in your address and stand number and **denomination of the event**.

For various orders we need the exact measurements. Please use the relative **sketch pages (e.g. 2a, 3a etc)**.

**Order forms**

| No.           | Form   | responsible/supplier               | date of dispatch | Page    |
|---------------|--|------------------------------------|------------------|---------|
| <b>1</b>      | <b>Direct-debit mandate for credit cards</b>           | organiser/accounts department      |                  | 41      |
| <b>2/2a</b>   | <b>Electrical installations</b>                        | organiser/electrician              |                  | 43 - 45 |
| <b>3/3a</b>   | <b>Water supply</b>                                    | organiser/plumber                  |                  | 47 - 49 |
| <b>4/4a</b>   | <b>Suspending points</b>                               | organiser/technical department     |                  | 51 - 53 |
| <b>5/5a</b>   | <b>Compressed air supply</b>                           | organiser/technical department     |                  | 55 - 57 |
| <b>6/6a</b>   | <b>Telephone lines and sets</b>                        | Deutsche Telekom                   |                  | 59 - 61 |
| <b>7</b>      | <b>Parking space</b>                                   | organiser/project management       |                  | 63      |
| <b>8</b>      | <b>Waste disposal</b>                                  | organiser/technical department     |                  | 65      |
| <b>9</b>      | <b>Floor-coverings, carpets</b>                        | Bodenbeläge am See                 |                  | 67      |
| <b>10/10c</b> | <b>Rental stand/booth</b>                              | mlg                                |                  | 69 - 75 |
| <b>11/11a</b> | <b>System partition walls and additional equipment</b> | mlg                                |                  | 77 - 79 |
| <b>12/12d</b> | <b>Furniture rental</b>                                | Hummel                             |                  | 81 - 90 |
| <b>13</b>     | <b>Computer and presentation equipment</b>             | AMS GmbH                           |                  | 91      |
| <b>14</b>     | <b>Personnel placement</b>                             | My v.i.p. service GmbH & Co. KG    |                  | 93      |
| <b>15</b>     | <b>Personnel placement</b>                             | Agentur für Arbeit Friedrichshafen |                  | 95      |
| <b>16</b>     | <b>Personnel placement</b>                             | Promojack.de                       |                  | 97      |
| <b>17</b>     | <b>Room reservation</b>                                | Tourist-Info Friedrichshafen       |                  | 99      |
| <b>18</b>     | <b>Cleaning service</b>                                | Fath Gebäudereinigung GmbH         |                  | 101     |
| <b>19</b>     | <b>Stand guarding</b>                                  | My v.i.p. service GmbH & Co. KG    |                  | 103     |
| <b>20</b>     | <b>Freight forwarding</b>                              | Schenker AG                        |                  | 105     |
| <b>21</b>     | <b>Insurance</b>                                       | Frey Assekuranzmakler GmbH         |                  | 107     |
| <b>22</b>     |  |                                    |                  |         |
| <b>23</b>     | <b>W-LAN hotspot</b>                                   | Messe/EDV                          |                  | 109     |

## Technical Guidelines – List of contents Important for constructions/execution

- 1. Introduction**
    - 1.1. General Regulations for Exhibition Site
    - 1.2. Opening times
      - 1.2.1. Stand erection and dismantling times
      - 1.2.2. Duration of event
  - 2. Traffic on the exhibition grounds, escape routes, safety equipment**
    - 2.1. Traffic regulations
    - 2.2. Escape routes
      - 2.2.1. Fire brigade access zones, hydrants
      - 2.2.2. Emergency exits, escape exits, hall entrances
    - 2.3. Safety equipment
    - 2.4. Stand numbering
    - 2.5. Supervision
    - 2.6. Floor load limitations in buildings
    - 2.7. Evacuation in case of emergency
  - 3. Technical data and equipment of halls and open air grounds/spaces**
    - 3.1. Technical details of the halls
      - 3.1.1. General lighting, power supply, voltages
      - 3.1.2. Compressed air, electricity and water supplies
      - 3.1.3. Communication facilities
      - 3.1.4. Sprinklers
      - 3.1.5. Heating, ventilation, cooling system
      - 3.1.6. Failures
      - 3.1.7. Foundations, hollows
    - 3.2. Open air grounds/spaces
  - 4. Exhibition stand construction regulations**
    - 4.1. Stand construction safety
    - 4.2. Approval of stand construction
      - 4.2.1. Examination and acceptance of structures requiring approval
      - 4.2.2. Vehicles and containers
      - 4.2.3. Changes to non-authorized stand components
      - 4.2.4. Extent of liability
    - 4.3. Construction heights
    - 4.4. Fire protection and safety regulations
      - 4.4.1. Fire protection
        - 4.4.1.1. Stand construction and decoration materials
        - 4.4.1.2. Exhibition of motor vehicles
        - 4.4.1.3. Explosion hazard substances, ammunition
        - 4.4.1.4. Pyrotechnical displays
        - 4.4.1.5. Use of balloons and flying objects
        - 4.4.1.6. Artificial mist/smoke
        - 4.4.1.7. Ashbins, Ashtrays
        - 4.4.1.8. Refuse, recyclables, waste containers
        - 4.4.1.9. Spray guns, solvents
        - 4.4.1.10. Rotary cutters and work using naked flame
        - 4.4.1.11. Empty packaging materials
        - 4.4.1.12. Fire extinguishers
      - 4.4.2. Glass and acrylic glass
    - 4.5. Exits, escape routes, doors
      - 4.5.1. Exits, escape routes
        - 4.5.2. Doors
  - 4.6. Platforms, ladders, stairs, catwalks
  - 4.7. Stand design
    - 4.7.1. Stand appearance
    - 4.7.2. Verification of area rented
    - 4.7.3. Alternation of building substance
    - 4.7.4. Hall floors
    - 4.7.5. Suspension of objects from hall ceilings
    - 4.7.6. Stand boundary partitions
    - 4.7.7. Advertising material/presentations
  - 4.8. Open air grounds/spaces
  - 4.9. Two-floor structures
    - 4.9.1. Application
      - 4.9.2. Regulations on building over stand area, safety gaps and height of rooms in stands
      - 4.9.3. Loads/acceptable loads
      - 4.9.4. Escape routes, stairs
      - 4.9.5. Building materials
      - 4.9.6. Upper floor
- 5. Technical safety regulations, technical rules, technical supply**
  - 5.1. General rules
    - 5.1.1. Damage
  - 5.2. Use of tools and equipment
  - 5.3. Electrical installation
    - 5.3.1. Connections and precautionary measures
    - 5.3.2. Stand installation
    - 5.3.3. Regulations on installation and operation
    - 5.3.4. Safety measures
    - 5.3.5. Emergency lighting
  - 5.4. Water and waste water facilities
  - 5.5. Compressed air installations
    - 5.5.1. Gas installations (natural gas)
  - 5.6. Machines, pressure vessels, exhaust gas units
    - 5.6.1. Machine noise
    - 5.6.2. Equipment and medical products
      - 5.6.2.1. Exhibition and distribution of products
        - 5.6.2.2. Safety devices
          - 5.6.2.3. Ban on the operation
    - 5.6.3. Pressure vessels
      - 5.6.3.1. Acceptance certificate
      - 5.6.3.2. Testing
      - 5.6.3.3. Rented appliances
    - 5.6.3.4. Supervision
    - 5.6.4. Exhaust gas and Vapours
    - 5.6.5. Exhaust gas systems
  - 5.7. Use of compressed gas, liquid gases and combustible liquids
    - 5.7.1. Compressed/liquid gas appliances
      - 5.7.1.1. Application for permission for use of pressure gas flasks/cylinders
      - 5.7.1.2. Use of liquid gas
      - 5.7.1.3. Installation and operation
    - 5.7.2. Flammable liquids
      - 5.7.2.1. Storage and use

- 5.8. Asbestos and other hazardous substances
- 5.9. Film, photography, television and other forms of presentation
- 5.10. Protection against radiation
  - 5.10.1. Radioactive substances
  - 5.10.2. X-ray units and stray radiation sources
  - 5.10.3. Laser systems
  - 5.10.4. High frequency equipment, radio systems, electromagnetic compatibility and harmonics
- 5.11. Cranes, forklift trucks, empty packaging
- 5.12. Musical reproduction
- 5.13. Beverage dispensing systems
- 5.14. Food inspection

## 6. Environmental protection

- 6.1. Waste management
  - 6.1.1. Waste disposal
  - 6.1.2. Hazardous waste
  - 6.1.3. Unnecessary waste
- 6.2. Water, sewage and soil conservation
  - 6.2.1. Oil and grease separators
  - 6.2.2. Cleaning, cleaning agents
- 6.3. Environmental pollution

## 7. Important addresses, telephone and fax numbers

## Technical Guidelines

### 1. Introduction

Messe Friedrichshafen GmbH (MFN) has prepared directives for trade exhibitions and other events. The aim is to maximise the opportunities for all exhibitors/organisers to present their exhibits and to address their visitors and other interested persons.

These directives must be complied with by all exhibitors and organisers.

These directives also contain safety regulations, intended to serve the interest of our exhibitors and visitors by ensuring that technical equipment and design elements at the event are made as safe as possible. The generally ruling safety regulations remain untouched.

The building regulations, fire protection and other safety regulations have been drawn up in consultation with the relevant authority departments of Friedrichshafen. The most important telephone numbers are indicated under item 7.

MFN reserves the right to carry out checks to ensure compliance with these regulations.

Statutory regulations in their respective valid form must also be observed.

If any defects that have been detected have not been remedied before the start of the event, the right to stage an event and the use of an exhibition stand may be prohibited or limited in the interest of all those participating in it.

We reserve the right to make any other additional demands regarding safety and the construction of stands which may arise.

As a rule the order forms for services are despatched together with notification of acceptance. They should be filled in and returned within the specified time. If they are not received on time, MFN can provide no guarantees regarding correct and punctual fulfilment of such service. Furthermore, if orders are submitted after the specified deadline, MFN reserves the right to impose a surcharge on the rates in accordance with the details given in the service folder.

For their information exhibitors will, if necessary, receive additional circulars with details about the preparations for and staging of the event.

These Technical Guidelines have been standardised in agree-

ment with other trade exhibition companies in order to simplify the search for specific requirements for exhibitors and stand constructors.

The building law forms part of the law of the respective country.

As a result and due to the different structural conditions at the individual exhibition ground, there may be differences in the various implementing provisions.

MFN also reserves the right to make alterations.

The German text is binding.

### 1.1. General Regulations for Exhibition site of MFN

|           |                 |            |
|-----------|-----------------|------------|
| Police    | 110             | (external) |
| Fire      | 112             | (external) |
| First aid | 0 75 41/708-109 | (internal) |

#### 1.1.1.

The exhibition site is private property. As the authorised user Messe Friedrichshafen GmbH, Neue Messe 1, D-88046 Friedrichshafen, Tel. +49-7541-708-0, together with the respective organisers, exercises domiciliary rights.

#### 1.1.2.

Visitors may only enter the grounds, including the buildings (with the exception of the administrative building) if they are in possession of a valid admission ticket. All other persons require a pass issued by MFN. The stay is limited to the times and to the buildings specified on the admission ticket or pass. The admission tickets must be retained while on the grounds. Persons who are not able to present a valid admission ticket or a pass issued by MFN can be expelled from the exhibition grounds.

#### 1.1.3.

Children under the age of 14 may only remain on the exhibition grounds if in the company of a parent or guardian.

Exceptions will only apply if specific notification is displayed at the ticket offices.

#### 1.1.4.

The facilities made available to visitors should be treated with due care. Visitors are not allowed onto any other facilities or installations, and may not operate such installations. Exhibition stands may only be stepped onto in the presence of the stand personnel.

### **1.1.5.**

Commercial photography or filming on the exhibition grounds or in the halls, especially of the items and objects being exhibited, is not permitted.

### **1.1.6.**

Vehicles may not be driven on the exhibition grounds unless a special permit has been granted.

### **1.1.7.**

Smoking may be prohibited within the halls or in individual rooms. Any such instructions must be complied with.

### **1.1.8.**

In accordance with the particular nature of the event a prohibition on bringing bags and similar receptacles into the event may be imposed. For safety reasons the contents of bags and similar receptacles and of items of clothing such as coats, jackets and capes as well as vehicles may be examined.

### **1.1.9.**

No weapons or things which can be used as weapons may be brought onto the grounds.

### **1.1.10.**

At closing time visitors to events must leave the event and the grounds.

### **1.1.11.**

The instructions of supervisory personnel must be complied with.

## **1.2. Opening times**

### **1.2.1. Stand erection and dismantling times**

During the general construction and dismantling periods work may be carried out in the halls and on the open air grounds between 7 a.m. and 10 p.m., unless in the case of a specific trade exhibition other times have been announced by the security service.

For reasons of general safety on the exhibition grounds, the halls and the entire exhibition grounds will be closed outside these times.

After the official end of dismantling period only final works are allowed within one's own exhibition area. The aisles have to be cleared at this time.

### **1.2.2. Duration of event**

For the duration of the event the halls will be opened one hour before the start of the exhibition and closed again one hour after the official closing time.

For individual cases, where valid reasons exist for exhibitors to be working on their stands, special written permission must be obtained from MFN.

## **2. Traffic in the exhibition grounds, escape routes, safety equipment**

### **2.1. Traffic regulations**

In order to ensure the smooth circulation of traffic during stand set-up erection/dismantling times and for the duration of the event, all rules relevant to the regulating and directing of traffic including any instructions given by staff responsible for this are strictly to be observed without exception.

The provisions of the Road Traffic Act (StVO) shall apply throughout the exhibition grounds and on car parks belonging to the Fair. The speed limit within the exhibition grounds is 10 kph.

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

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 truck and containers on the visitor's parking bays is not permitted. Cars are to be parked on the allocated parking areas. 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 order form 7).

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.

### **2.2. Escape routes**

#### **2.2.1. Fire brigade access zones, hydrants**

The access routes and manoeuvring areas for the fire service are clearly marked and must be kept clear at all times.

Vehicles and objects left on emergency exits and safety areas may be removed at the expense and risk of the owner.

Hydrants in the halls and on the open air grounds may not be obscured, obstructed or built over.

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

Emergency escape routes must be kept clear at all times. The doors along the escape routes must easily open outwards across their entire width.

Emergency exit doors and hatches and the signs indicating them may not be built over, blocked, covered by suspended objects or in any other way obscured.

Items may not be placed in the hall aisles or placed so as to restrict the width of the aisles. These exits are needed as emergency exits!

## 2.3. Safety equipment

Fire alarms, fire extinguishing equipment, smoke detectors, locking devices for hall gates and other such marked safety equipment, signs indicating the equipment and especially the green signs marking emergency exits must be accessible and visible at all times and may not be obscured, covered or built over.

## 2.4. Stand numbering

The organiser will provide each stand with a number.

## 2.5. Supervision

MFN will be responsible for providing general supervision of the halls and the open air grounds for the duration of the exhibition. During construction and dismantling a general supervision is provided.

The organiser is entitled to implement any measures needed for carrying out checks and providing security cover. If security

cover for the stand itself is required, this must be organised by the exhibitors themselves. Security officers to guard the stands may only be obtained from the security company appointed by MFN (see order form 19).

## 2.6. Floor Load Limitations in Buildings

There is a floor load limitation of 500kg per m<sup>2</sup> for the West and East Foyers as well as all areas between the halls. The use of fork lift and stacker trucks is strictly forbidden in these areas. Loads can only be transported by pneumatic floor conveyor trucks. A floor plan of the limited load areas is available upon request or under

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

## 2.7 Evacuation in case of emergency

The closure of rooms and buildings and the evacuation of any persons herein can be ordered by MFN for reasons of safety and security. The costs resulted by an emergency clearing or failures are not refunded.

## 3. Technical data and equipment of halls and the open air grounds/spaces

### 3.1. Technical details of the halls

| Hall specifications<br>Neue Messe                                | Hall A1        | Hall A2           | Hall A3<br>(elevated) | Hall A4, A5, A7 | Hall A6           | Hall B1, B2, B3, B5 | Hall B4           | Open air grounds                  |
|--|----------------|-------------------|-----------------------|-----------------|-------------------|---------------------|-------------------|-----------------------------------|
| length x width (m)<br>without side aisle                         | 67 x 149,5     | 44,5 x 89,5       | 60 x 104,5            | 60 x 104,5      | 60 x 104,5        | 60 x 104,5          | 60 x 104,5        | West: 45 x 262,5<br>East: 35 x 60 |
| eaves high<br>clear high   | 15,80<br>26,00 | 11,00             | 13,80<br>25,00        | 15,00<br>23,00  | 8,00<br>9,00      | 15,00<br>23,00      | 8,00<br>9,00      |                                   |
| total surface (sqm)  | 10.016         | 3.983             | 6.270                 | 6.270           | 6.270             | 6.270               | 6.270             | West: 11.800<br>East: 2.100       |
| <b>Hall gates:</b>   |                |                   |                       |                 |                   |                     |                   |                                   |
| sliding gates<br>22 x 7,5 m<br>14 x 7,5 m                        | 0              | 0                 | 1                     | 1<br>A4<br>A7   | 0                 | 0<br>B5             | 0                 | Entrance<br>by 2 gates<br>7 x 7 m |
| sectional doors<br>7 x 7 m                                       | 7              | 2                 | 2                     | 2               | 5                 | 3                   | 5                 |                                   |
| Double doors<br>2,2 x 2,5 m                                      | 0              | 12                | 4                     | 4               | 5                 | 4                   | 5                 |                                   |
| Revolving doors  | 2              | 0                 | 3                     | 3               | 1                 | 3                   | 1                 |                                   |
| floor covering   | asphalt        | asphalt-<br>slabs | asphalt               | asphalt         | asphalt           | asphalt             | asphalt           | West: gravel<br>East: asphalt     |
| floor load (KN/sqm)  | 50             | 50                | 50                    | 50              | 50                | 50                  | 50                | 50<br>by<br>arrangement           |
| spot load 30 x 30 cm (KN)  | 100            | 100               | 100                   | 100             | 100               | 100                 | 100               |                                   |
| sectional channel<br>cover (KN/sqm)                              | 50             | 50                | 50                    | 50              | 50                | 50                  | 50                |                                   |
| fork lift + rucks<br>3,5 t total weight<br>1,5 t wheel load      | yes            | yes               | yes                   | yes             | yes               | yes                 | yes               | yes                               |
| access<br>of SLW 60  | yes            | yes               | yes                   | yes             | yes               | yes                 | yes               | yes                               |
| ceiling grid<br>suspension points<br>7,50 x 7,50 m<br>per 500 kg | yes            | yes               | yes                   | yes             | yes               | yes                 | yes               |                                   |
| pillars  | no             | no                | no                    | no              | yes               | no                  | yes               |                                   |
| water supply<br>in sectional channel,<br>7 bar                   | every 5 m      | every 5 m         | every 5 m             | every 5 m       | by<br>arrangement | every 5 m           | by<br>arrangement | yes                               |
| waste water<br>in sectional channel<br>DN 100                    | DN 50          | DN 50             | DN 50                 | DN 50           | by<br>arrangement | DN 50               | by<br>arrangement | yes                               |
| electric current supply<br>in sectional channel<br>63 A/400 V    | yes            | yes               | yes                   | yes             | by<br>arrangement | yes                 | by<br>arrangement | yes                               |
| compressed air<br>in sectional channel<br>7,5 bar                | every 10 m     | every 10 m        | every 10 m            | every 10 m      | by<br>arrangement | every 10 m          | by<br>arrangement | no                                |
| sun screen blind   | yes            | yes               | yes                   | yes             | no                | yes                 | no                |                                   |
| complete blackout  | yes            | no                | no                    | no              | no                | no                  | no                |                                   |

### **3.1.1. General lighting, power supply, voltages**

With switched on general lighting the middle density of light in the halls are approx. 300 luxes.

Available types of current and voltages on the exhibition grounds:

AC 230 volts (+6%/-10%)/50 Hz.

Three-phase 3x400 volts (+6%/-10%)/50 Hz.

Tolerance values according to DIN EN 160

Type of supply: TN-CS-network.

### **3.1.2. Compressed air, electricity and water supplies**

The supplies of compressed air (see order form 5/5a), electricity (see order form 2/2a) and water (see order form 3/3a) to the stand are predominantly obtained from the ducts in the hall floors respectively through connection units in the hall floors.

### **3.1.3. Communication facilities**

Telephone, Telefax and data connections to the stands are ordered from MFN who then advise TELEKOM (see order form 6/6a).

Aerial connections are installed in some halls. In case it is necessary to install aerials on the hall roofs approval by MFN is required.

The exhibition centre (all halls, West and East Foyers) has W-LAN connections (order form 23).

Dear exhibitor please note: Use of personal WLAN-net is prohibited in order to ensure interference-free function of the Messe Friedrichshafen WLAN system (exception possible after consultation with project management). Messe Friedrichshafen has the right to have WLAN nets turned off in case of non-compliance.

### **3.1.4. Sprinklers**

Not available.

### **3.1.5. Heating, ventilation**

There is warm air heating and a ventilation system in halls A1-A7 and B1-B5.

### **3.1.6. Failures**

Any failures in technical supplies shall be notified immediately to Fair management. MFN accepts no liability for any losses or damage caused by such failures/interruptions.

## **3.2. Open air grounds/spaces**

The open air grounds consist of gravel with the required slope for rainwater disposal. The site has general street lighting during the night.

The necessary connection points for services are provided to a limited extent. Possible water supplies or sewage pipes have to be agreed upon with MFN in any case before planning.

The traffic areas are cleaned, kept free of snow and gritted by MFN. Parking lots will not be cleared (limited winter services).

## **4. Exhibition stand construction regulations**

### **4.1. Stand construction safety**

Stands, including all equipment and exhibits and advertising matter are to be constructed with such stability as to pose no danger to public safety and order, and in particular to life and

health. The exhibitor is responsible for structural safety and if necessary has to provide proof of this.

The structural safety of stands must be such that a horizontal distributed load (impact pressure) equivalent to 0,125 kN/sqm can be withstood if sufficient longitudinal and lateral stability is to be achieved. Any non-compliance in this respect must be precisely documented and verified.

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

### **4.2. Approval of stand construction**

On the assumption that the technical regulations have been observed in the design and construction of the stand, there is no requirement for submission of drawings for approval in respect of a single storey structure up to 2.50 m high (see also item 4.3).

If requested by exhibitors MFN can arrange for the stand construction plans (submitted in duplicate) to be checked.

All other stand structures, mobile stands, special structures and constructions as well as mobile constructions require approval.

#### **4.2.1. Examination and acceptance of structures requiring approval**

Scaled plans of stands, to a scale of at least 1: 100, showing the layout and elevations, must be submitted in duplicate to MFN for approval by the deadline indicated by MFN.

Following examination, one copy of the stand plans will be returned to the exhibitor/stand constructor endorsed as approved.

For the approval of:

- two-floor buildings
- cinema or other kinds of auditoriums
- outdoor buildings
- special structures

the following documents in German (in duplicate + 1 copy for Bauordnungsamt) are required at least 6 weeks prior to the start of the event:

- a) structural calculations complying with German standards verified by a second independent structural engineer or verified by same with German standards
- b) Building specification
- c) Stand construction drawings on a scale of 1: 100 (ground plans, elevations, sectional views), larger-scale drawings of design details
- d) Rescue route plan with verification of the length and width of the relevant rescue routes
- e) On submission of a duly stamped official inspection logbook/a type qualification, the above items a), b), c) shall not be required.

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

#### **4.2.2. Vehicles and containers (see also 4.4.1.2.)**

If used as stands, vehicles and containers placed in the halls require official approval.

#### 4.2.3. Changes to non-authorized stand components

Stand structures which are not authorized or do not conform to the Technical Guidelines or the law must be altered or removed. In the event that this is not done within the deadlines specified, MFN is entitled to have changes made at the expense and risk of the exhibitor.

#### 4.2.4. Extent of liability

To the extent that the exhibitor or the stand-builder he appoints does not comply with the above stand construction regulations, he is liable for any damage resulting from violation of these regulations.

Moreover, the exhibitor or the stand-builder he appoints agrees to exempt the MFN from all claims by third parties that may be asserted due to violation of the above stand construction regulations.

#### 4.3. Construction heights

The standard height of stand constructions is 2.50 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 layout, a sketch has to be submitted to MFN for approval.

In case of stands in rows, at the corner or at the head it is not allowed to exceed the standard height. Exhibits are not subject to this regulation.

#### 4.4. Fire protection and safety regulations

##### 4.4.1. Fire protection

##### 4.4.1.1. Stand construction and decoration materials

Easily flammable materials which cause flaming droplets when burning or which generate toxic gas, for example polystyrene foam (styrofoam) or similar material may not be used. In certain cases, for loadbearing constructions, special requirements may be imposed (i.e. not inflammable).

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

Decoration material must conform to minimum B 1 (i.e. they must be flame retardant) according to DIN 4102 or shall comply with EN 13501-1 and be at least Class C, i.a. flame-resistant.

##### 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 on sales stands.

##### The following materials are permitted

- 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

##### 4.4.1.2. Display of motor vehicles

Vehicles powered by combustion engines may only be exhibited within the halls upon authorization and if the fuel tank is full. The fuel tank must be locked.

##### 4.4.1.3. Explosive hazard substances, ammunition

Explosive substances are regulated by the Act on Explosives (Sprengstoffgesetz) in its current amendment 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 authorisation and the intended special pyrotechnic effects must be approved by MFN.

##### 4.4.1.5. Use of balloons and flying objects

Use of balloons is prohibited (no matter which type of filling is being used) within the halls as well as on the open air grounds (possibility of setting off fire alarm - close vicinity to the airport).

##### 4.4.1.6. Artificial mist/smoke

The agreement of MFN is imperative before using smoke machines.

##### 4.4.1.7. Ashbins, Ashtrays

In all closed rooms a non-smoker's order exists. Smoker zones are expelled.

Unless smoking has been expressly prohibited on the stand, arrangements must be made to provide a sufficient number of ashtrays or other containers for disposing of cigarettes, made of non-inflammable material, and for emptying them at regular intervals.

##### 4.4.1.8. Refuse, recyclables, waste containers

Any containers placed on the stands for recyclable and residual materials may not be made of inflammable materials. Containers for recyclable and residual materials must be emptied regularly and at least every evening after the close of the exhibition, using the recycling stations located at the entrances to the halls (see order form 8). Please also see „Special guidelines“ of stand admittance, if applicable.

##### 4.4.1.9. Spray guns, solvents

The use of spray guns and solvents is not permitted.

##### 4.4.1.10. Rotary cutters and work using naked flame

A written application for welding, cutting, soldering, melting, grinding and other forms of work that pose a fire risk must be submitted to MFN. MFN will issue approval for such work together with the authorisation certificate. When carrying out such work the surrounding area must be effectively screened to eliminate any risk. A means of extinguishing fires must be kept ready in the immediate vicinity. There is a presence duty of 3 hours after the end of the works.

#### **4.4.1.11. Empty packaging materials**

Empty packaging of all kinds (boxes and packing materials) may not be stored in the hall, neither inside nor outside the stand. Any such empty packaging must be removed immediately. Empty packaging can be stored subject to charge through the exhibition forwarder (see order form 20).

The MFN is entitled to remove illegally stored empties at the expenses and risk of the exhibitor.

#### **4.4.1.12. Fire extinguisher**

In special cases the appropriate fire extinguishers may be required on the stand.

#### **4.4.2. Glass and acrylic glass**

Only glass suitable for a specified purpose may be used. For designs and/or constructions only compound safety glass may be used. For instruction leaflet „use of glass/acrylic glass at trade fairs and exhibitions“ see [www.messe-friedrichshafen.com/glas-acryl](http://www.messe-friedrichshafen.com/glas-acryl). Edges of panes of glass must be worked or protected in such a way as to eliminate any risk of injury.

Parts made entirely of glass and placed at eye level, must be marked!

### **4.5. Exits, escape routes, doors**

#### **4.5.1. Exits, escape routes**

Enclosed stand areas with a floor area of more than 150 sqm, stand length exceeding 20 m or stands divided up so as to prevent a clear view must be provided with at least two independent exits/emergency routes, running in opposite directions. The escape routes must be marked as such in accordance with BGV A8.

#### **4.5.2. Doors**

Swinging, revolving, code-operated and sliding doors may not be used along escape routes.

### **4.6. Platforms, ladders, stairs, 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 (possible exceptions have to be approved by MFN).

Static proof must be supplied for platforms. In accordance with use, the structure must be designed to take a load of at least 3.0 kN/sqm in accordance with DIN 1055, Table 1 [cat. C1].

Single-step platforms may not exceed 0.20 m in height. Ladders, ramps and raised walkways must comply with accident prevention regulations

### **4.7. Stand design**

#### **4.7.1. Stand appearance**

Exhibitors are responsible for designing their stands taking into account criteria that typify the event in question.

Partitions adjoining aisles used by visitors should create more varied effect by the installation of showcases, niches, displays and similar items. They must not exceed a height of 2.50 m.

Where the rear of a stand adjoins that of a neighbouring exhibitor, its appearance must be kept neutral so as not to

adversely affect the appearance of the other stand (see item 4.3).

The products which were produced in child employment for the purposes of the ILO convention 182 may not be used to the creation and equipment of the stand.

#### **4.7.2. Verification of area rented**

MFN will mark the rented area. Dimensional discrepancies up to 0.10 m compared to the submitted stand layout can occur.

All exhibitors are required, when on site or with the stand layout, to be aware of the location, dimensions and any fittings such as buttresses, electrical connection boxes, water supplies, sewage distributors, fire alarms etc.

The boundaries of the stand must be strictly observed.

#### **4.7.3. Alteration of building substance**

No parts of the hall or technical installations may be damaged, contaminated or altered in any other way (e.g. through drilling, nailing or screwing), they may not be painted or papered nor may anything be pasted onto them.

No parts of the hall or technical installations may be allowed to support stand fittings or exhibits.

However, provided that no damage is caused to them, the columns/supports in the halls may be enclosed within the rented area up to the permitted construction height.

#### **4.7.4. Hall floors**

Carpets and other floor coverings measures must be taken in all edges with the subsoil. These carpets and floor coverings may not extend beyond the boundaries of the stand.

All floor coverings must meet requirements according to treacly inflammable DIN 4102 or of EN 135101-1. Carpets with a foam back are not permitted.

All used material must be removed completely without leaving residues. Substances such as oil, grease, paint and such like, must be removed from floor immediately. Adhesive tape, any remains of adhesive tape or even floor covering attached to the floor which has not been (or can not be) completely removed within the disassembly time limit, will be removed with costs which will be invoiced to the instigator.

Hall floors may never be painted nor may carpets be glued to it completely. It is required to use fabric adhesive tapes with PE/PP-glue, non-toxic solvents.

Working with sand, soil or similar can only be done with prior approval of MFN. Soiling by sand and earth is removed to loads of the cause. The service ducts in the hall floors are to be covered.

Anchor points and attachments in the hall floor e.g. in the case of two-floor stands, have to be approved by MFN.

#### **4.7.5. Suspension of objects from hall ceilings**

Lightweight ceilings, advertising material, banners, lighting appliances may be suspended from the hall ceilings using the technical facilities provided. This is not possible in each hall.

Items may be suspended from the hall ceilings only after submitting a stand layout to MFN.

The work must be carried out by MFN's appointed contractors and has to be ordered directly (order form 4/4a) (and item "suspensions" in the service index).

#### 4.7.6. Stand boundary partitions

Partition walls (System walls, 2.50 m high, 1.00 m wide, consisting of synthetic-coated panels, 4-6 mm thick, bordered by an aluminium profile) marking the boundaries of a stand may be ordered with the corresponding order form 10 or 11 subject to a charge.

Walls of brown hardboard from MFN are available under the following conditions:

- An optical treatment (wall papering or covering with cloth) is required. Only water soluble paste may be used to hang wallpaper. The wallpaper must be removed before leaving the stand.
- In order to ensure the stability of the partitions marking the boundaries of the stand, supporting walls are absolutely necessary in special cases (walls as 3 m length as of 5 m length). They are subject to charges, too, and may only be removed by MFN. In case the exhibitor or a representative removes the supporting walls required for safety and stability, he is fully responsible for any damage arising thereby.
- In the case of building a system stand e.g. a prefabricated stand, the installation of these walls is not required. Further regulations can be taken from the special conditions for participation.
- Any type of damage arising from shooting staples into the walls, cuts and drillholes, nails etc. requires the repair of the wall elements.
- Adhesive tapes have to be removed without residue and without damage to the coating. The costs are to be borne by the exhibitor.

#### 4.7.7. Advertising materials/presentations

Lettering referring to the stand or exhibits, company or brand logos must not exceed the prescribed construction height.

They should contribute towards a harmonious overall impression.

Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided they do not cause annoyance to adjoining stands, to congestion in the aisles or drown out announcements by the exhibition authorities in the halls. The volume must not exceed 60 dB(A) at the boundaries of the stand.

Exhibitors are only permitted to distribute printed matter and to conduct advertising only at their own stands.

#### 4.8. Open air grounds/spaces

As well as the exhibition halls, MFN also has open air grounds at its disposal. Without exception, approval must be obtained for mobile constructions such as marquees, pavilions etc., even if only erected temporarily.

#### 4.9. Two-floor structures

##### 4.9.1. Application

The erection of two-floor structures is only possible subject to the agreement of MFN. Enquiries have to be made together with stand application.

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

Maximum height of overlying structures is 6.00 m – depending on height of hall and should be confirmed with the MFN.

Headroom (interior rooms) of at least 2.30 m in two-floor structures are mandatory.

Stand structures adjoining neighbouring stands must be kept neutral above a height of 2.50 m (refer to 4.3.).

##### 4.9.3 Loads/acceptable loads

The floor of the upper storey of a two-floor stand within an exhibition hall must be able to withstand a perpendicular working load and comply with DIN 1055-3, table 1 [cat. C] as follows:

If the storey is used in an unrestricted manner by trade visitors or stand staff for meetings and customer service purposes i.e. it is furnished with tables and chairs in a free arrangement or in the form of separate meeting offices, it must withstand a working load [cat. C]:  $q=3,0$  kN/sqm.

In case of unrestricted use as a freely accessible exhibition and assembly area or sales room with or without rows of chairs, the floor of the upper storey must be able to withstand a working load [from cat. C3]:  $q = 5,0$  kN/sqm. To provide two-storey exhibition stand or platforms with sufficient longitudinal/lateral stability, the top floor must be able to withstand a horizontal load of  $H=q/20$  ( $q =$  perpendicular working load). Parapets and banisters must be able to withstand a horizontal working load [cat.C]:  $q 1,0$  kN/m at support mounting level in accordance with DIN 1055-3, table 7.

Other freestanding wall elements/stand construction elements higher than 4 metres must be verifiably able to withstand a horizontal load of 0,125 kN/sqm (hall draught) or 1/100 of their own weight at midwall level if sufficient stability and tilt resistance of the base mounting is to be achieved. Proof is required that the permitted loading capacity of the hall floor e.g. via individual supports is not exceeded (see section 3.1 Hall data).

Stands with a height of more than 4,00 metres must be structurally stable under an impact pressure of 0,125 kN/sqm (=hall draught).

##### 4.9.4. Escape routes, stairs

On the upper floor of a two-floor exhibition stand the walking distance from any accessible point to the stairs may

not exceed 20 m. The stairs should be arranged in such a way as to ensure the minimum distance between the escape routes and a clear area.

If the upper floor area exceeds 100 sqm at least two sets of stairs are required, separated from one another by a maximum distance of 20.00 m, and running in opposite directions.

All stairways must conform to DIN 18065. Stairs must have a clear width of 1.00 m. The steps may not exceed 0.19 m in height, the tread width should not be less than 0.26 m. Spiral or solid newel staircases are not permitted.

Handrails must provide a secure grip and should be continuous.

#### **4.9.5. Building materials**

For two-floor structures the load-bearing components, ceiling of ground floor and floor of the upper storey must be made of materials that are at least flame retardant and in accordance with DIN 4102 or EN 13501-1.

#### **4.9.6. Upper floor and 2 storey stands**

Rooms in stand have to face hall. Exceptions have to be approved by MFN.

Should railings be required at the edge of the upper floor, a lip at least 0,05 m high is to be provided at the base of

these to prevent objects rolling away. Railings are to be executed in accordance with Sections 4.6 and 4.9.3.

In addition to fire extinguishers in the ground floor rooms there have to be additional ones on each stairway, placed in open view and easily accessible.

Additionally radio controlled fire alarms must be in use (available for rent). The amount of required radio controlled fire alarms will be determined in vote with the fire brigade by MFN after the stand plan has been submitted.

### **5. Technical safety regulations, technical rules, technical supplies**

#### **5.1. General regulations**

Construction and dismantling work may only be carried out subject to the current valid working and trade law regulations.

##### **5.1.1. Damage**

At the conclusion of the event, any damage caused by the exhibitor or his employees on the exhibition grounds, in the buildings or to installations are immediately to announce and will be repaired by MFN at the exhibitor's expense.

#### **5.2. Use of tools and equipment**

The use of devices that fire bolts is not permitted.

Woodworking equipment that is not fitted with sawdust extractors may not be used in the halls.

The use of cranes and forklift trucks is reserved for the contract forwarding agent of MFN (Schenker, order form 20).

Any working platform lift owned or rented by the exhibitor may only be operated by persons over 18 years of age with the relevant qualifications. The minimum qualification for this purpose must equate to that required by the employers' liability insurance directive BGG 966. Proof of the existence of an operating permit, valid and adequate employers' liability insurance, a licence for operating in closed premises and a certificate in accordance with relevant accident prevention regulations must be provided.

#### **5.3. Electrical installation**

##### **5.3.1. Connections and precautionary measures**

Each stand requiring electrical power (up to 415 V) will be provided with one or more connection points as per order.

These connection points will be installed by MFN or its appointed contractors. The material mentioned in order form 2/2a is put at the exhibitor's disposal on rental basis. Orders should be made using the order form 2a and should be

accompanied by a sketch of the layout showing the required position of the connections.

The power consumption is determined by means of calibrated meters in case of connection values from 7.0 kW on. If the connection value is under 7.0 kW the power consumption is determined and invoiced in a lump sum under consideration of the indicated consumption and a factor of simultaneity.

For safety reasons MFN reserves the right to cut off the power supply on the final day one hour after closing of the exhibition.

Further requirements have to be registered with MFN before the end of the event.

##### **5.3.2. Stand installation**

After orders have been placed electrical installation work on the stand will be carried out by MFN or its appointed contractors.

The exhibitor may use his own electrical contractors or an approved specialist firm in accordance with regulations valid European regulations and current available technology to carry out installation work within the stand.

##### **5.3.3. Regulations on installation and operation**

All the electrical equipment must be installed and operated in accordance with the current valid safety regulations of the Association of German Electrical Engineers (VDE). Special attention must be paid to VDE 0100, 0108, 0128 and the IEC-standard 60364-7-711.

The high or low frequency interference delivered to the mains must not exceed the figures stated in VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4)).

The measures intended to provide protection in the event of indirect contact must include any conductive structural components (connect stand with ground/compensation of potential).

Only cables such as types NYM, H05VV-F, H05RR-F, with a minimum cross section of 1,5 msqm CU may be used. Flat cables of any kind are not allowed.

Open electrical wires and terminals may not be used in low voltage installations. Secondary cables are to be protected against short-circuit and overload.

If low voltage halogen lamps are used they have to be equipped with protective glass. If low voltage lamps are used protective glasses are not necessary.

##### **5.3.4. Safety measures**

As a means of protection all heat-emitting electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-inflammable, heat-resistant and asbestos-free bases (see also 4.4.1.12).

Appliances should be placed at a suitable distance from inflammable materials, based on the amount of heat generated. Lighting units may not be attached to inflammable decorations or similar items.

##### **5.3.5. Emergency lighting**

Stands on which, by the special nature of their construction, the existing general safety lighting is not fully effective require their own additional safety lighting in conformity with DIN VDE 0100-718.

It should be installed so as to enable persons to safely find their way to the general escape routes.

#### **5.4. Water and waste water facilities**

Each stand to which water and waste water connections are to be made will be provided with one or more such connections. Water supply and sewage pipes can only be supplied by MFN or its appointed contractors.

Orders should be made using order form 3 and should be accompanied by a sketch of the layout (order form 3a) showing the required positions of the connections.

In all halls water and sewage installations can only be laid from the point of connection above the hall floor. The hydraulic pressure is 7 psi.

If there is no connection possibility for water and sewage on the rented stand area, MFN will clarify how and whether to facilitate a supply to the stand. In order to prevent from water damage the installed valve has to be closed before leaving the stand.

MFN is not liable for any damage arising from improper installation or use through the exhibitor or the stand constructor.

For safety reasons the water supply is normally cut off one hour after the close of the exhibition on the final day.

All installations on stands must comply with the relevant drinking water regulations valid at the given time such that any sustained reduction in the quality of drinking water due to the installation and operation of a water/waste water connections is ruled out.

#### **5.5. Compressed air installations**

Each stand to which compressed air connections are to be made will be provided with one or more such connections.

Compressed air pipes can only be supplied by MFN or its appointed contractors.

Orders should be made using order form 5 and should be accompanied by a sketch of the layout (order form 5a) showing the required positions of the connections.

In all halls compressed air installations can be laid from the point of connection above the hall floor.

The quality of the air pressure orientates itself by the ISO norm in 8573-1 with a least pressure of 7.5 psi without aerial drying.

If there is no connection possibility for compressed air on the rented stand area, MFN will clarify how and whether a care of the booth/stand can be allowed.

In order to prevent damage the installed valve has to be closed before leaving the stand.

MFN is not liable for any damage arising from improper installation or use through the exhibitor or the stand constructor.

For safety reasons the compressed air is normally cut off one hour after the close of the exhibition on the final day.

##### **5.5.1. Gas installations**

Gas installations are not possible in any of the halls.

#### **5.6. Machines, pressure vessels, exhaust gas units**

##### **5.6.1. Machine noise**

In the interests of other exhibitors the operation of noisy machinery and appliances should be kept to a minimum.

Noise levels at the boundaries of the stand must not exceed 60 dB(A).

##### **5.6.2 Equipment and medical products**

###### **5.6.2.1 Exhibition and distribution of products**

Manufacturers, importers and distributors may only exhibit and distribute products which comply with the requirements of the currently valid European product safety regulations.

###### **5.6.2.2 Protective devices**

All protective devices must be in place when machinery and apparatus are being operated.

Non-transparent protective devices may be replaced by a secure cover made of organic glass or some other similar, transparent material. If equipment is not being operated and separated from energy supply the protective devices may be removed in order to show visitors the type of construction and design of the parts otherwise covered. Such protective devices must be placed next to the machine where they can be clearly seen.

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

###### **5.6.2.3. Ban on the operation**

MFN is entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, operation might present a material or personal risk.

##### **5.6.3. Pressure vessels**

###### **5.6.3.1. Acceptance certificate**

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

The test certificates issued in this respect must be kept at the exhibition venue together with the pressurised container and presented to the relevant supervisory authority on demand.

###### **5.6.3.2. Testing**

The certificate for construction and water pressure tests is not sufficient. This requirement also applies for foreign containers or those on hire.

If applications are received up to 4 weeks prior to the start of the exhibition, pressurised containers requiring testing may be inspected and tested up to one day before the start of the exhibition. The certificate for construction and water pressure testing should be made available and an appointed mechanic should be present on the stand.

##### **5.6.4. Exhaust gases and vapours**

Inflammable gases and vapours or those which are hazardous to health or cause a general nuisance, which are produced by exhibits and equipment may not be conducted into the halls.

They must be carried out into the open air by means of suitable pipes. The regulations of the Federal Pollution Law (Bundesimmissionsschutzgesetz BImSchG) in the current valid amendment are applicable.

### **5.6.5. Exhaust gas systems**

When operating grills, ovens etc., and when preparing meals on open fire the installation of smoke and vapour outlets is required. Unhealthy steam or gases or those that irritate the general public are to be drawn off into the open air as per official regulations. Waste gas extractor hoods and their devices are to be constructed and installed as such that an outlet of steams and gases will be guaranteed.

All necessary installations, e.g. hoods, pipes, ventilators are to be made of non-inflammable material and to be fastened safely.

### **5.7. Use compressed gases, liquid gases and combustible liquids**

#### **5.7.1. Compressed/liquid gas appliances**

The storage and use of pressurised gas and liquid gas in the halls and on the grounds is not permitted, except with the written permission of MFN.

##### **5.7.1.1. Application for permission for use of pressure gas flasks/cylinders**

Where liquid gas or other combustible gas is in pressure gas flasks/cylinders are to be used for presenting exhibits, written permission must be obtained in accordance with MFN to the "Bauordnungsamt BOA" on time.

In accordance with the relevant accident prevention regulations pressurised gas bottles must be secured against impact, falling, access by unauthorised persons or heat.

##### **5.7.1.2. Use of liquid gas**

Use of liquid gas is prohibited! For exceptions written permission must be obtained from the „Bauordnungsamt BOA" in good time.

##### **5.7.1.3. Installation and operation**

When installing and maintaining liquid gas installations it is essential to observe the Technical Rules for Liquid Gas (TRF 88) published by the DVGW (Deutscher Verein des Gas- und Wasserfaches e.V.) and DVFG (Deutscher Verband Flüssiggase e.V.) together with the "Regulations for the Use of Liquid Gas ZH 1/455 (publisher: Hauptverband der gewerblichen Berufsgenossenschaften).

### **5.7.2. Flammable liquids**

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

The storage and use of inflammable liquids (see German "Richtlinie 67/548/EWG für flüssige Stoffe") is prohibited in the exhibition halls and on the grounds is not permitted without written approval.

Approval for the storage and use of flammable liquids can only be issued for the operation or demonstration of exhibits obtained in accordance with MFN to the "BOA" on time.

### **5.8. Asbestos and other dangerous substances**

Usage of material or products containing asbestos and/or other dangerous substances is prohibited. This is based on the law protection from dangerous substances. The latest issue (ChemGesetz) BGB 1, Part 1, Page 1703 is applicable in combination with the chemical prohibition decree (ChemVerbotsV) and the decree regarding dangerous substances (GefStoffV).

### **5.9. Film, photography and 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 seating more than 200 people (see item 4.2.1).

### **5.10. Protection against radiation**

#### **5.10.1. Radioactive substances**

The handling of radioactive substances is subject to granting of a permit, and must also be cleared with MFN on time. Application for permission under the Radiation Protection Ordinance may be applied for to the responsible authority and must be submitted to MFN at least six weeks prior to the opening of the trade fair. Where authorization already covered for handling radioactive substances within the exhibition grounds.

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

The operation of X-ray units and stray radiation sources is subject to permission and/or prior notification in accordance with Arts. 3, 4, 5, 8 of the RöV. The responsible authority for the event location MFN is Regierungspräsidium Tübingen, to which application is to be made - in triplicate - at least four week prior to the start of the event.

#### **5.10.3. Laser systems**

Agreement of MFN has to be obtained for the operation of laser installations.

Operation of Laser systems requires a permit and must be cleared with MFN. The operation of laser systems must be notified to the relevant supervisory agency, pursuant to Art. 6 of the Accident Prevention Regulations "Laser radiation" - BGV B2.

Notification is to be accompanied by a written appointment of a locally-based radiation protection expert.

The authority responsible for industrial health and safety is Regierungspräsidium Tübingen.

#### **5.10.4. High frequency equipment, radio systems, electromagnetic compatibility and harmonics**

To ensure uniform frequencies and to eliminate mutual interference between the various system wherever possible, the approval of the Federal Networks Agency and the agreement of MFN must be obtained by operators 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 Telecommunications Act and the Electromagnetic Compatibility Act (EMVG) as set out in the German Official Journal I.

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 must be observed.

The electrical installations used in exhibits and stands must be carried out in such a way as to avoid residual current in the power supply to the exhibition grounds caused by unacceptable levels of harmonics (see also section 5.3.3).

### **5.11. Cranes, forklift trucks, empty packaging**

For safety and control reasons the use of cranes, stacker trucks with driver seat or similar transportation vehicles for loading and offloading as well as construction and dismantling is only permitted to MFN's contractual forwarding agent. The General German Conditions for Forwarding Agents (Allgemeine Deutsche Spediteurbedingungen – ADSp) – latest amendment as well as the forwarder's rates for exhibitions and exhibitions in Friedrichshafen are applicable.

The liability of MFN's contractual forwarder ends with the offloading of the goods at the stand or at any other allocated place in the hall, even if the exhibitor or his representative is not present. This is also applicable for the project manager of a guest exhibition or his representative.

The required services can be ordered as per corresponding order form 20.

MFN accepts no liability for any risks arising from activities of the forwarding company. Storage of empty packaging of any kind at the stands is not permitted. Any empty packaging must be immediately transported, by the appointed forwarding company, to the appropriate storage facility for empty packaging.

### **5.12. Musical reproduction**

Under the terms of the Copyright Law, § 15 Urheberrechtsgesetz (BGBI. 1) in its current amendment, the reproduction of music of all kinds require the approval of Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA). Failure to register the reproduction of music may result in claims for damages by GEMA. (§ 97 Urheberrechtsgesetz).

### **5.13. Beverage dispensing systems**

The regulation on facilities for dispensing drinks (Verordnung über Getränkeanlagen, BGBI 1) in its current amendment must be complied with when setting up and operating facilities for dispensing drinks on the stand. Information can be obtained from the appropriate authorities, Landratsamt Bodenseekreis Veterinäramt, Albrechtstrasse 67, D-88045 Friedrichshafen.

### **5.14. Food inspection**

If samples of foodstuffs are offered for consumption on site, or if food and drinks are sold on site, various legal provisions, including those of the Food Hygiene Regulation GVB1 and the Food and Utensils Law LMBG in their current amendments (BGBI.) must be observed. Any queries should be addressed to the Landratsamt Bodenseekreis Veterinäramt, Albrechtstrasse 67, D-88045 Friedrichshafen.

## **6. Environmental protection**

MFN is fundamentally committed to protecting the environment. As the contractual partners of MFN, exhibitors are required to ensure that all provisions and rules are strictly adhered to by their contractors too.

### **6.1. Disposal of waste materials**

The basis for all following regulations is provided by the conditions of the recycling and waste management legislation (KrW-/AbfG, in its current amendment), the associated implementing provisions and rules as well as the Federal Law and the local constitutions.

Exhibitors are responsible for correct and environmentally responsible waste disposal during construction, the duration of the event, and dismantling of their stands.

Technical arrangements for the disposal for recycling purposes and removal are the sole responsibility of MFN and its appointed contractual partners.

#### **6.1.1. Waste disposal**

In accordance with the principles of recycling, every effort should first be made to avoid the production of waste materials on exhibition grounds.

Exhibitors and their contractual partners are required to make an effective contribution to such efforts at each stage of the event. This objective must be pursued even at the planning stage and co-ordinating the efforts of all those involved. In general re-usable materials should be used in constructing and operating the stand and should have the minimum environmental impact.

Any material left behind will be disposed of without ascertaining its value, at the exhibitor's expense, and this will incur a higher charge. The waste disposal can be ordered with order form 8.

#### **6.1.2. Hazardous waste**

Exhibitors are required to report to MFN with details about any waste materials which by their nature, condition or quantity represent a health hazard (in particular food waste), are hazardous to the air or water, or are explosive or combustible (e. g. batteries, paints, solvents, lubricants, dyes etc.), and to arrange for their correct disposal by the relevant contractual partners of MFN and if necessary, furnish proof of such.

#### **6.1.3. Unnecessary waste**

It is forbidden to bring any waste or materials not produced during the event and not the result of the construction and dismantling work onto the MFN exhibition grounds.

### **6.2. Water, sewage and soil conservation**

#### **6.2.1. Oil and grease separators**

Water discharged into the mains may not contain higher levels of harmful materials than those allowed in normal domestic use.

If water containing oils or grease at higher levels than those specified is introduced into the sewage system, oil/grease extractors must be used.

Mobile caterers must ensure that grease and oils are retained and disposed of separately.

### **6.2.2. Cleaning / cleaning agents**

All cleaning work must be carried out using biodegradable products. In accordance with the regulations, cleaning products that contain hazardous solvents may only be used in exceptional cases.

Materials used for work (brushes, buckets etc.) may not be cleaned in the hall toilets and washrooms. There are separate areas with water for this purpose.

### **6.3. Environmental pollution**

Environmental damage/contamination (e.g. by petrol, oil, solvents, dyes) is to be avoided, however, in case of unforeseen occurrence must be reported to MFN immediately.

## **7. Important addresses, telephone numbers and fax numbers**

### **Fire protection, pressurised containers**

Stadtverwaltung Friedrichshafen, Bauordnungsamt,  
Technisches Rathaus,  
Charlottenstr. 12, D-88045 Friedrichshafen  
Tel.: ++49 (0)7541-2034710, Fax: ++49 (0) 7541-20384710

### **Mobile constructions, stands etc.**

Technisches Rathaus,  
Charlottenstr. 12, D-88045 Friedrichshafen  
Tel.: ++49 (0)7541-2034710, Fax: ++49 (0) 7541-20384710

### **2 floor construction and special construction accord.**

#### **4.2.1. approval**

Stadtverwaltung Friedrichshafen, Bauordnungsamt,  
Technisches Rathaus,  
Charlottenstr. 12, D-88045 Friedrichshafen  
Tel.: ++49 (0)7541-2034710, Fax: ++49 (0) 7541-20384710

### **Safety of equipment**

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

### **Pyrotechnics**

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

### **Facilities for dispensing drinks**

Landratsamt Bodenseekreis Veterinäramt  
Glärnischstr. 1-3, D-88045 Friedrichshafen  
Tel.: ++49 (0)7541-204-5177, Fax: ++49 (0)7541-204-5555  
vet@Bodenseekreis.de

### **High frequency equipment, radio installations, electromagnetic compatibility and harmonics**

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

### **Medical equipment**

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

### **Laser installations**

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

### **Inspection of foodstuff**

Landratsamt Bodenseekreis Veterinäramt  
Glärnischstr. 1-3, D-88045 Friedrichshafen  
Tel.: ++49 (0)7541-204-5177, Fax: ++49 (0)7541-204-5555  
vet@Bodenseekreis.de

### **Reproduction of music GEMA**

GEMA, Stettenstr. 6/8, D-86150 Augsburg  
Tel.: ++49 (0)821-50308-0, Fax: ++49 (0)821-50308-88

### **Radiation protection**

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

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

Tierschutzverein Friedrichshafen e.V.,  
Allmannsweilerstr. 224 (neben Messegelände)  
D-88046 Friedrichshafen  
Tel: ++49 (0)7541-6311, Fax: ++49 (0)7541-6331  
tierschutzverein-fn@t-online.de