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1 Preliminary Statements

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

These guidelines are binding for all exhibitors and organizers.

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

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

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

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

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

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

After sending the confirmation you can usually order additional services in the Service-Shop. The orders must be completed and returned on time, as Koelnmesse will not assume responsibility for performing the requested services in a proper or punctual manner if the orders are received late.

Koelnmesse reserves the right to impose a surcharge for orders that are received late, in accordance with the details specified in the Service-Shop.

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

Koelnmesse would like to draw the exhibitors' attention to the fact that they must comply with all applicable labor and social security regulations. As far as the employment of foreign workers

is concerned, only those people in possession of a permit that allows them to work on an employed or self-employed basis may work on the fair grounds.

The following trade fair companies:

Deutsche Messe AG Hannover

Koelnmesse GmbH

Landesmesse Stuttgart GmbH

Leipziger Messe GmbH

Messe Berlin GmbH

Messe Düsseldorf GmbH

Messe Frankfurt GmbH

Messe München GmbH

Nürnberg Messe GmbH

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

Subject to further alteration. The German text is binding.

The Technical Guidelines use the generic masculine form for the sake of simplicity and better comprehensibility. However, the pronoun is always intended to refer to persons of all gender identities and orientations.

1.1 House and Ground Regulations of Koelnmesse for the Cologne Trade Fair Grounds

1. The House and Grounds Regulations shall apply to all areas of the trade fair grounds in Cologne, i.e. to all halls, the outdoor area as well as to all buildings and land areas that have been temporarily or indefinitely licensed to Koelnmesse. These Regulations shall apply to all persons entering or staying on the trade fair grounds in Cologne in the aforementioned sense.

2. Koelnmesse exercises domiciliary rights within the area of the trade fair grounds in Cologne, through its employees and / or employees of security companies commissioned by Koelnmesse. Instructions by security personnel must be followed.

3. Koelnmesse shall be entitled to govern access to the trade fair grounds – and to the halls in particular – for exhibitors, visitors and other third parties, e.g. to grant admission to trade visitors only, and to monitor compliance with the conditions of admission. The trade fair grounds may only be entered with a valid admission ticket. This ticket must be presented on request. Staying on the trade fair grounds is only permitted during the specified opening hours. Varying admission rules – specifically for exhibitors and Koelnmesse service partners – shall remain unaffected by this.

4. For children and adolescents up to the age of 16 admission during the events shall be subject to adult accompaniment. Teenagers 16 years of age or older shall have the same, unlimited admission as adult visitors. Any regulations deviating from this will be announced separately, e.g. on the respective event homepage. Event-based special arrangements, e.g. 'for trade visitors only', shall remain unaffected by this. Admission during set-up and dismantling shall not be permitted for children or adolescents up to the age of 16 unless a training relationship with a company operating on trade fair grounds during set-up and dismantling can be demonstrated.

5. Employees of Koelnmesse, or of the security companies commissioned by Koelnmesse, who can identify themselves as such, shall be entitled to perform ID checks on the trade fair grounds. Persons encountered who are not in possession of a valid admission ticket, who are unable to prove some other right of admission, or who are otherwise not authorised to be on trade fair grounds, shall leave the trade fair grounds immediately.

6. The trade fair grounds are under video surveillance for general security reasons.

7. Koelnmesse shall be entitled to prohibit the carrying of bags and other containers on trade fair grounds. For reasons of general security and theft prevention, bags and other containers that individuals carry with them are subject to spot checks or comprehensive checks at the entrances and exits of the trade fair grounds. By entering the trade fair grounds, those who carry bags or other containers with them give their consent to have these bags and containers checked.

8. Koelnmesse shall be liable for damages – regardless of the legal grounds on which they are based – for intentional and grossly negligent acts. In the case of simple negligence, Koelnmesse shall be liable only:

- for damages resulting from injury to life, body or health,
- for damage caused through a significant breach of material contractual obligation (obligation upon the fulfilment of which execution of the Agreement is possible to begin with and on fulfilment of which the Contracting Party regularly does and

may rely); in this case, however, the liability of Koelnmesse shall be limited to compensation for such damage as is foreseeably and typically incurred. Liability for indirect or consequential damages that are not typical for this Agreement are hereby precluded.

Koelnmesse accepts no liability for the loss of or damage to objects brought onto the trade fair grounds by exhibitors, visitors or other third parties. Moreover, Koelnmesse does not accept liability for damage resulting from force majeure.

9. A valid entry permit is required to enter the trade fair grounds with a vehicle. Separate regulations may apply to parking areas. Entering and driving within the trade fair grounds are at the visitor's own risk. Koelnmesse assumes no liability within the framework of applicable statutory provisions. The German Road Traffic Act (StVO) shall apply. Unless traffic conditions require walking speed, the maximum speed shall be 30 km/h. Koelnmesse shall be entitled to restrict, completely prohibit or otherwise regulate times and areas for entry to / driving within the trade fair grounds. Driving into the exhibition halls shall only take place in exceptional cases and only with prior permission. Instructions by guidance personnel must be followed. Koelnmesse reserves the right to check vehicles at the entrance and exit in the event of a suspected violation or criminal offence for reasons of general security and theft prevention.

10. The parking of vehicles and the placement of other objects of any type shall be confined to the designated areas. Escape routes and areas for the fire brigade (bypasses, set-up and movement areas) must be kept clear at all times. When placing swap-bodies, containers, etc., suitable measures shall be taken to keep them from sinking into the road surface. The owner / keeper shall be liable for damage without proof of fault. Vehicles, containers, etc., that have been parked unlawfully shall be moved or towed at the expense of the owner / keeper or source of the interference. In such cases, Koelnmesse reserves the right to subsequently charge parking fees.

11. Any conduct shall be prohibited if it is likely to disrupt the proper execution of an event or of set-up and dismantling, or that violates the interests of Koelnmesse in any other way, in particular

- any unauthorised commercial activity on the trade fair grounds, particularly the offer of all manner of goods and services, whether for remuneration or free of charge;

- the unauthorised distribution or display of leaflets, promotional literature, posters, magazines, etc., as well as the affixing of stickers of all kinds; the same shall apply if the aforementioned publications are distributed by post or in a comparable manner by Deutsche Post AG or similar companies and institutions;

- the presence of animals (with the exception of guide and assistance dogs required for medical reasons; suitable medical evidence must be presented on request);

- soiling of the hall or outdoor space, the uncontrolled disposal of waste, the bringing of waste onto the trade fair grounds, and any behaviour likely to pollute or endanger the environment;

- the unauthorised entry of vehicles into the trade fair grounds as well as the unauthorised use of vehicles on the trade fair grounds;

- the use of scooters, Segways, kickboards, roller skates, inline skates, skateboards and comparable means of transportation with or without motors anywhere on the trade fair grounds;

- the use of bicycles with or without motors in the exhibition halls, in the exhibition boulevard, in the other buildings and connecting walkways;

- any manner of unauthorised assemblies and processions;

- the carrying of weapons and other objects subject to registration in accordance with the Weapons Act (WaffG) (firearms, simulated weapons, etc.), the carrying of other mock weapons (including cosplay props) and other dangerous objects that are not subject to the Weapons Act;

- the carrying of fireworks, pyrotechnics and explosives;

- the use of unmanned aerial vehicles (e.g. drones);

- the direct sale or purchase as well as the exchange of exhibits and other items;

- the use of drugs and the excessive consumption of alcohol;

- smoking, including e-cigarettes, outside the designated smoking areas

If applicable, any rules varying from this will be announced separately.

12. Photographing, filming, the making of video recordings, drawing, painting, etc., for commercial purposes shall be subject to the prior, written consent of Koelnmesse and – where exhibition stands or products of exhibitors or other third parties or persons are concerned – the prior, written consent of the owner of the rights in question. Koelnmesse shall be entitled to issue further regulations for this purpose.

13. Insofar as photographs, film and / or video recordings are made by employees of Koelnmesse, or by companies or persons commissioned by Koelnmesse, in the area of the trade fair grounds in Cologne, for reporting or promotional purposes, this recording activity must not be hindered or otherwise impaired. All persons entering or staying on trade fair grounds are hereby advised of the provisions of the House and Grounds Regulations governing the making of photographs, films and videos in the area of the trade fair grounds in Cologne. By entering the trade fair grounds, those individuals who are recognisable in such recordings consent to use of these recordings for both reporting and promotional purposes.

14. Surveys, statistical polls and similar events shall be permitted only subject to the prior, written approval of Koelnmesse.

15. Koelnmesse shall be entitled to impose restrictions on the operation and volume of instruments and electro-acoustic systems on the trade fair grounds.

16. Goods for display, stand inventory or parts of stand equipment, as well as similar objects, may only be transported within the exhibition halls or transported outside of trade fair grounds upon proof of authorisation through presentation of a written confirmation on the part of the owner / holder.

17. Items found within trade fair grounds are to be handed in to the Lost and Found Office at Messewache (Security Office) North or East. Lost items can be retrieved there.

18. Concluding provisions: In the event of violations of the House Rules or other provisions of Koelnmesse, Koelnmesse shall be entitled to expel the individual(s) involved from the trade fair grounds, or to issue a temporary or permanent ban on their use of the grounds. Violations of the General Conditions of Participation may result in exclusion from participation in the event currently in progress, or from participation in future events. The measures as set forth in these House Rules shall not be construed in such a way as to preclude criminal.

As of 1 May 2024

1.2 Opening Times

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

1.2.1 Construction and Dismantling Times

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

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

1.2.2 Duration of Event

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

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

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

2.1 Traffic Regulations

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

A registration of all vehicles under https://eslot.koelnmesse.com is required before driving on fair ground.
Vehicles are not permitted to enter the hall.

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

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

The maximum permissible speed on the fair grounds is 30 km per hour.

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

Koelnmesse has commissioned a contracting company to manage the parking areas. Long-term parking permits for the use of trade fair parking areas by cars with insurance coverage can be ordered in the Service-Shop under “Parking permits”. The scope of this insurance coverage can be found in the printed conditions of the insurance company used by the security company.

Trucks, advertising vehicles, caravans and campers may not be parked in the trade fair parking areas. Parking spaces for trucks and caravans will be allocated on request. For reasons of safety, motor vehicles may not be left in areas not specifically designated as parking spaces within the fair

grounds on the days of the event. Vehicles which influence or impede the safety and smooth flow of traffic will be towed away at the risk and expense of the operator of the vehicle.

The use of scooters, Segways, kickboards, roller skates, inline skates, skateboards and comparable means of transport with or without motors is prohibited on the exhibition grounds. The use of bicycles with or without motors is not permitted in the exhibition halls, in the exhibition boulevard, in the other buildings and connecting walkways.

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

2.2 Escape Routes

2.2.1 Fire Department Operation Zones, Hydrants

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

2.2.2 Emergency Exits, Emergency Hatches, Hall Aisles

The escape and rescue routes are to be kept clear at all times. It must be possible to open doors located along escape and rescue routes easily from the inside and they must open in their full width. The escape and rescue routes, exit doors and emergency hatches in the floors of the halls and their labelling are not allowed to be obstructed, blocked, covered, or defaced.

The escape and rescue routes in the halls are not to be restricted at any time by protruding objects that have been placed in the aisle.

In the case of violations, the exhibition company is entitled to find a remedy for the situation at the expense and risk of the perpetrator.

During the assembly and dismantling phase, it is permitted to briefly deposit materials needed for the assembly of the stand or exhibits delivered for immediate display at the exhibition space on the edge of the escape and rescue routes, as long as the aisle widths required for safety reasons are maintained and the logistic aspects are adequately taken into consideration.

These requirements are considered to be met, if the deposited items take up a maximum of 0.9 m of space along the perimeter of the stand to the hall aisle.

Regardless of the width of the hall aisle and the deposited goods, a passage with a minimum width of 1.2 m is to be left clear. Areas in front of emergency exits and the intersections of hall aisles are an exception to this rule and in these cases the full width must be kept clear at all times. It is not permitted to use the hall aisles for the construction of assembly areas or to deposit machines (i.e. woodworking machinery, workbenches, etc.).

At the request of the exhibition company, the immediate evacuation of all aisles can (also) be demanded for logistical reasons.

2.3 Safety Equipment

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

2.4 Stand Numeration

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

2.5 Security

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

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

2.6 Emergency evacuation

For safety reasons, the trade fair company can order rooms or buildings to be evacuated and closed. All those who are present must comply with this instruction and gather outside.

Exhibitors must inform their employees of this procedure, and, if necessary, organise and publicise their own evacuation procedures.

3 Technical Data and Equipment in the Halls and Outdoor Areas

3.1 Hall Data

Please read the inructions on the following pages for hall data. Hall data for the Confex can be found in the fact sheet-Confex.

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

3.1.1 General Lighting, Type of Power, Voltage

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

Type of power and voltage on the fair grounds:

Electrical supply:

1-phase alternating current 230 Volt (tolerance value in accordance with DIN EN 50160) / 50 Hz

3-phase alternating current 400 Volt (tolerance value in accordance with DIN EN 50160) / 50 Hz

3.1.2 Compressed Air, Electrical and Water Supply

See section 3.1.f

3.1.3 Communications Facilities

Stands in all halls can be provided with telephone, fax, data, and antenna connections.

Guidelines for the operation of exhibitor Wi-Fi networks at Koelnmesse:

The operation of Wi-Fi networks by exhibitors is only permitted in trade fair halls (1 to 11). Operation outside of these halls and on the outdoor area is prohibited.

Only Wi-Fi networks in the 2.4 GHz range, based on the valid standards (802.11 b/g/n) with the channels 1, 5 or 9 may be operated.

The transmitting power of your Wi-Fi transmitter may not exceed -80dBm at the border of the stand.

The SSID, i.e. the name of your access point, must consist of the hall number, the stand number, and the company name (e.g. “H6 B45 companyname”) and must be visible.

Channel bonding is not permitted. Only a channel width of 20 MHz is permitted (max. 72 Mbit/s with 802.11n).

Transmitters other than Wi-Fi transmitters are generally not permitted, as they can cause massive interference with the desired signals.

No Wi-Fi scanners or sniffers may be operated.

The general operation of Wi-Fi networks by exhibitors is only permitted in compliance with the above-mentioned guidelines and when the Wi-Fi operation has been registered at least 4 weeks before the start of the trade fair. You can find the form at www.anmeldung_kundeneig_wlan_router_de_gb.pdf.

NetCologne accepts no liability for the proper functioning of exhibitors’ Wi-Fi networks. NetCologne does not conduct any configurations on the exhibitor’s Wi-Fi network; the exhibitor is responsible for proper operation.

Networks that cause interference must be deactivated. Koelnmesse and NetCologne reserve the right to disconnect such networks. Any measures required to localize and deactivate sources of interference or incorrectly configured networks will be invoiced to the party responsible. The current fee for this is 60 euros per hour commenced.

Koelnmesse also reserves the right to charge for any recourse claims made by other exhibitors arising from the interference incurred.

3.1.4 Sprinkler Systems

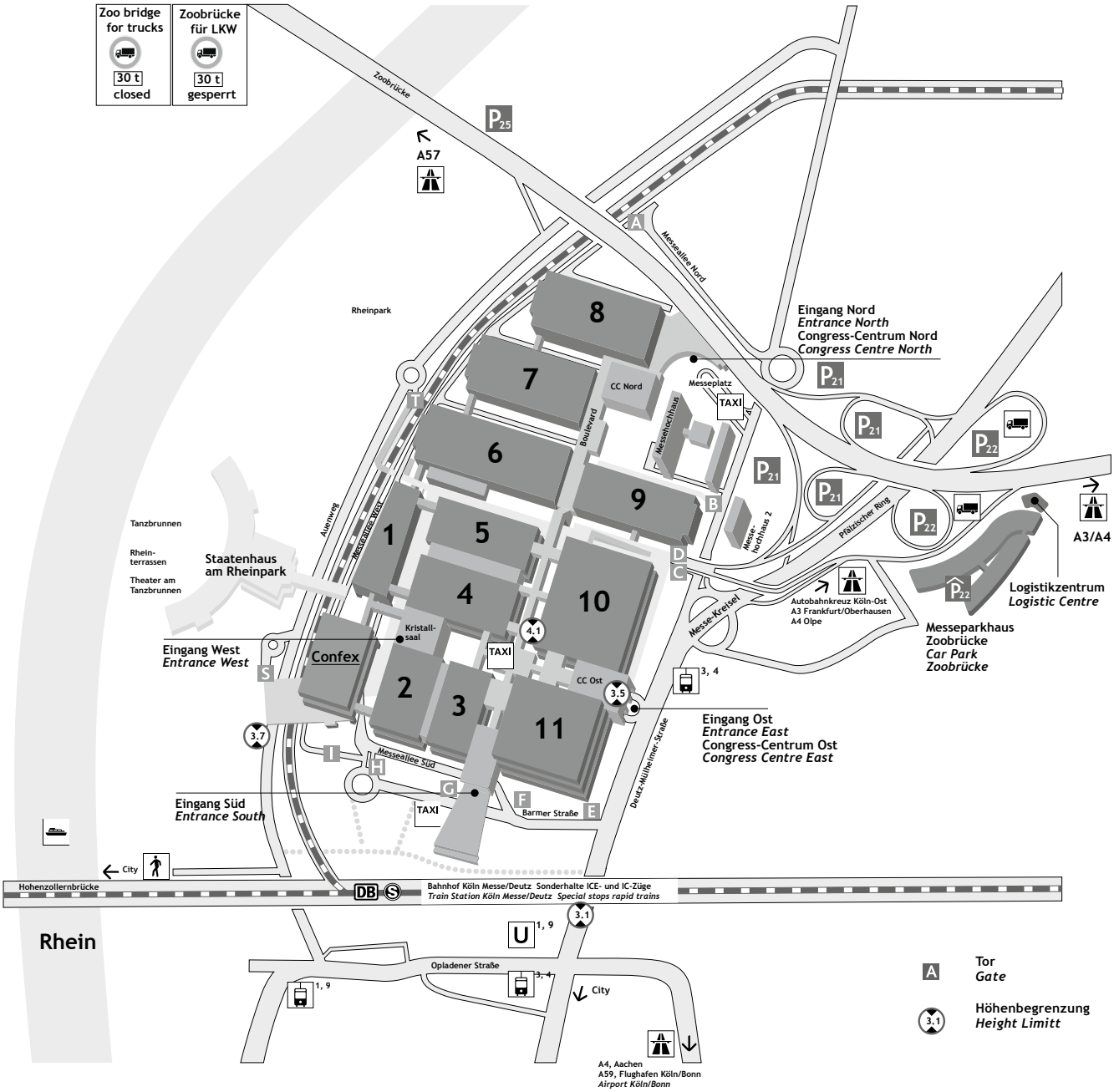
Halls 1 to 11 are fitted with sprinkler systems.

3.1.5 Heating, Ventilation

Heating and ventilation are provided in all halls.

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3.1.a Hall Overview

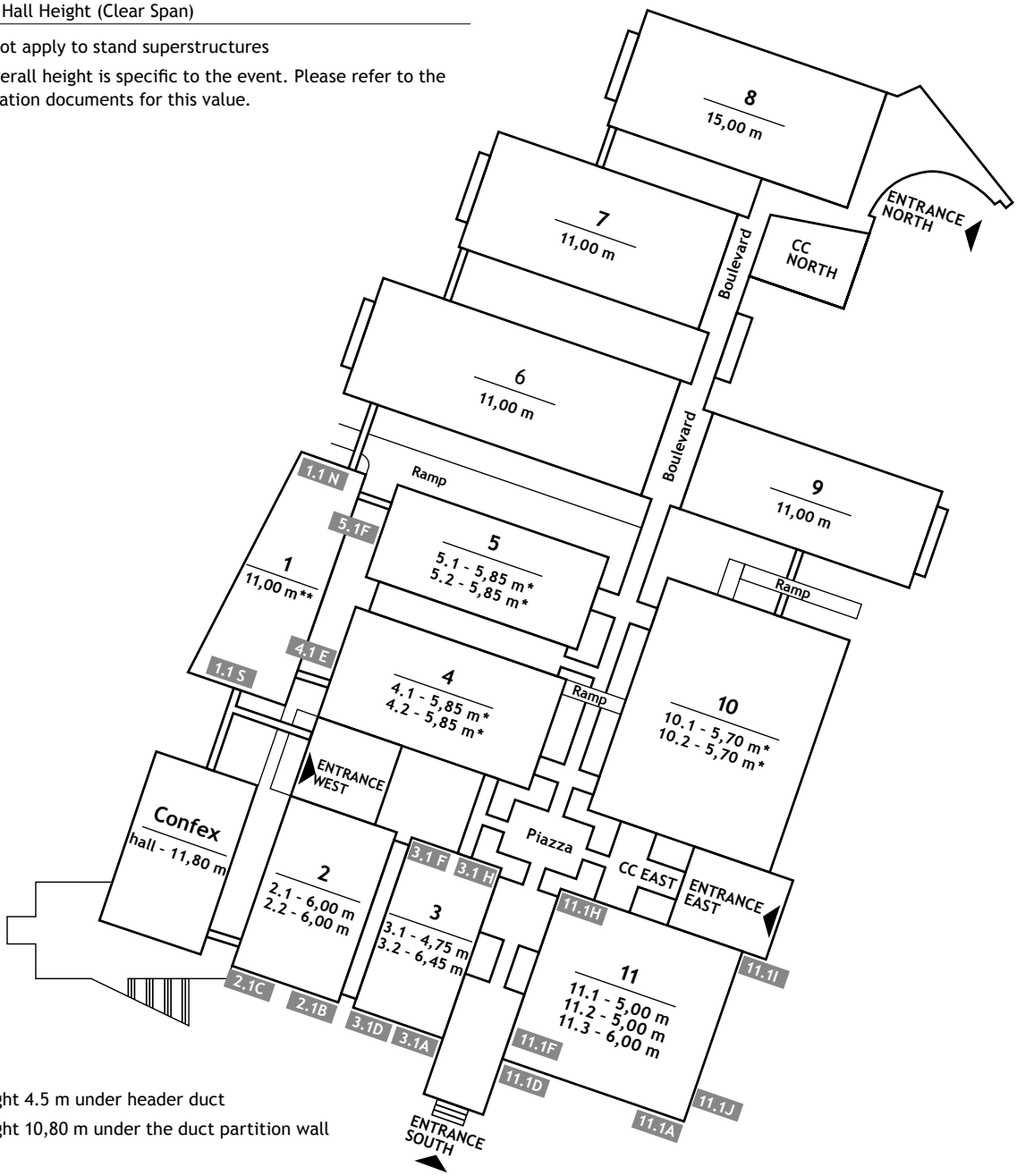


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3.1.b Hall Height (Clear Span)

Does not apply to stand superstructures

The overall height is specific to the event. Please refer to the registration documents for this value.



* Height 4.5 m under header duct

** Height 10,80 m under the duct partition wall

3.1.c Elevators

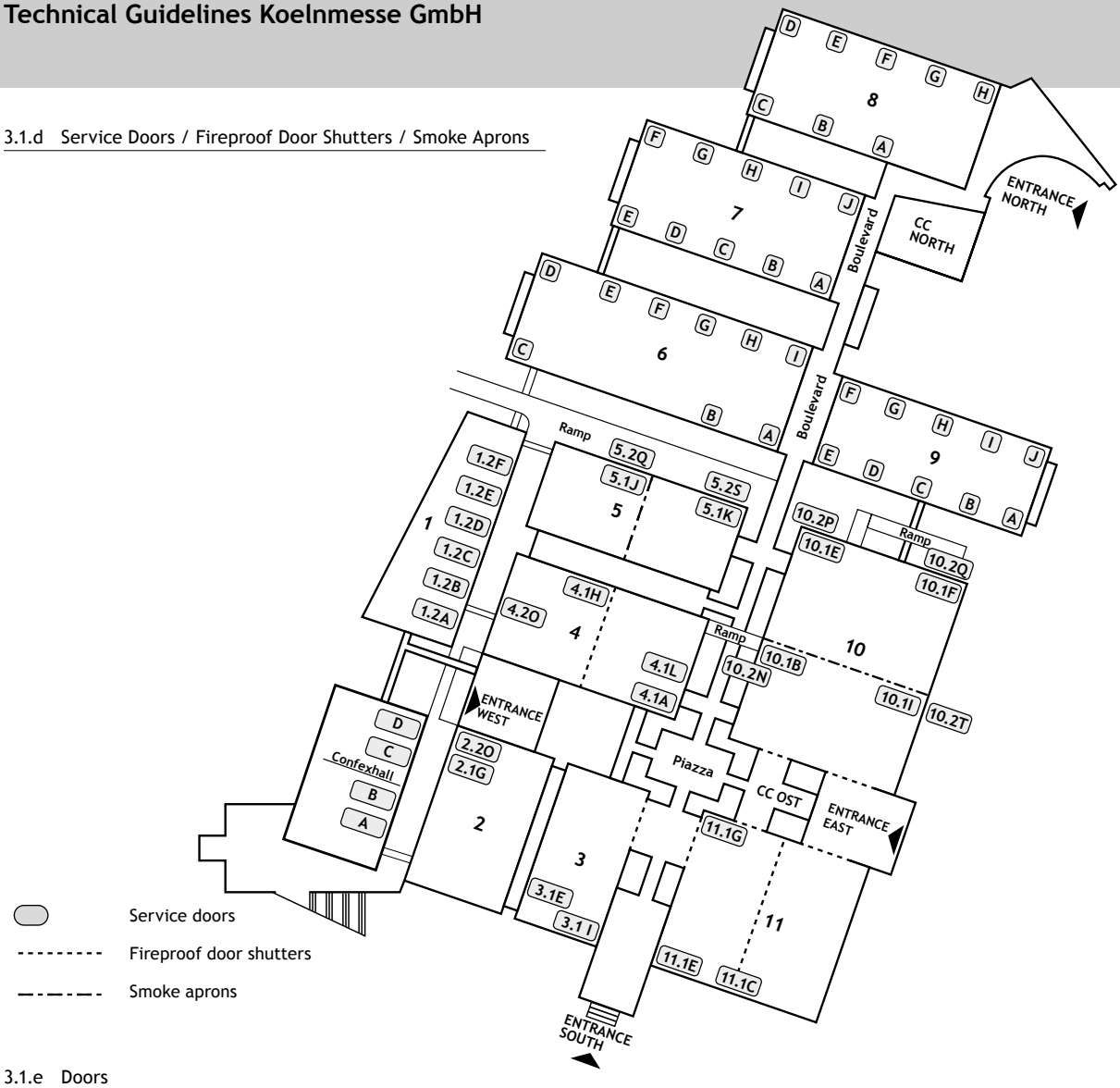
Hall	Elevator	Load carrying capacity	Dimensions		
			Width	Depth	Height
1.1	N	75 kN	4.00 m	3.25 m	4.00 m
1.1	S	75 kN	4.00 m	3.25 m	4.00 m
2.1	B,C	100 kN	2.30 m	5.40 m	2.85 m
3.1	A,D,F,H	30 kN	2.80 m	3.45 m	2.10 m
4.1	E	100 kN	2.60 m	5.10 m	2.85 m

Hall	Elevator	Load carrying capacity	Dimensions		
			Width	Depth	Height
5.1	F	100 kN	2.30 m	4.20 m	2.90 m
11.1	F, J	50 kN	2.45 m	3.75 m	2.65 m
11.1	H	50 kN	2.35 m	3.35 m	2.65 m
11.1	A,D	75 kN	3.35 m	4.50 m	2.90 m
11.1	I	75 kN	5.50 m	3.15 m	2.65 m

Subject to alterations

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



3.1.e Doors

		Dimensions	
Hall	Service Door	Width	Height
1.2	A, B, C, D, E, F	5.50 m	4.50 m
2.1	G	3.30 m	4.15 m
2.2	O	3.20 m	4.15 m
3.1	I	5.10 m	4.20 m
3.1	E	3.40 m	2.75 m
4.1	A	4.10 m	4.20 m
4.1	H	4.70 m	3.90 m
4.1	L	4.30 m	4.00 m
4.2	O	4.00 m	4.00 m
5.1	I, K	4.10 m	4.00 m
5.2	Q, S	4.10 m	4.10 m
6	D	6.00 m	6.00 m
6	A, B, C, E, F, G, H, I	6.00 m	4.50 m
7	F	6.00 m	6.00 m
7	A, B, C, D, E, G, H, I, J	6.00 m	4.50 m
8	D	6.00 m	6.00 m
8	A, B, C, E, F, G, H	6.00 m	4.50 m

		Dimensions	
Hall	Service Door	Width	Height
9	H	6.00 m	6.00 m
9	A, B, C, D, E, F, G, I, J	6.00 m	4.50 m
10.1	B	4.20 m	4.10 m
10.1	E	4.40 m	4.10 m
10.1	F	4.40 m	4.10 m
10.1	I	4.40 m	4.40 m
10.2	N	4.30 m	4.35 m
10.2	P	4.35 m	4.30 m
10.2	Q	4.35 m	4.30 m
10.2	T	4.30 m	4.35 m
11.1	C	3.10 m	3.40 m
11.1	E	5.20 m	2.60 m
11.1	G	3.50 m	2.70 m
Confexhall	A, B, C, D	5.50 m	4.50 m

Technical Guidelines Koelnmesse GmbH

3.1.f Technical Hall Information

Hall Passage (Pass.)	Permissible load in kN per m² area	Supply points	Water supply points	Compressed air supply points	Steam supply points	Exhaust gas facilities	Antenna connections	Sprinkler-system	Parking areas/ parking levels
1.2	20	■	■	■			■	■	1
2.1	20	■	■	■		■	■	■	
2.2	20	■	■	■		■	■	■	1
Pass. 2-3	5	■					■	■	
3.1	20	■	■	■		■	■	■	
3.2	10	■	■	■		■	■	■	
Pass. 3-4	5	■					■	■	
Pass. 3-11	5	■	■				■	■	
4.1	20	■	■	■		■	■	■	
4.2	20	■	■	■		■	■	■	2
Pass. 4-5	5	■						■	
Pass. 4-10	5	■	■				■	■	
5.1	20	■	■	■		■	■	■	
5.2	20	■	■	■		■	■	■	2
Pass. 5-10	5	■						■	
6	50	■	■	■	*	**	■	■	
7	50	■	■	■	*	**	■	■	
8	50	■	■	■	*	**	■	■	
9	50	■	■	■	*	**	■	■	
10.1	20	■	■	■	■ East	■	■	■	
10.2	20	■	■	■		■	■	■	1
11.1	20	■	■	■	■ Middle	■	■	■	
11.2	15	■	■	■	■ South	■	■	■	
11.3	7,5	■	■	■		■	■	■	1
Boulevard***	5	■	■				■	■	
Confexhall	17,5	■	■					■	

* Steam supply points on request

Subject to alterations

** Exhaust gas system on request

*** Forklift trucks are strictly prohibited. Pallet jacks and other industrial trucks must be fitted with light-coloured plastic wheels. Steel wheels and black rubber wheels are not permitted. The floor must be protected against soiling by laying canvas, cover panels or similar underneath the cargo. Soiling must be completely removed without delay. Soiling and damage must be notified immediately to the relevant offices at Koelnmesse (Messewache / Security Office North or East).

3.1.6 Faults

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

3.2 Outdoor Areas

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

4 Stand Construction Regulations

4.1 Stand Construction Safety

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

The stand's stability must be ensured during all phases of the event (construction, the event itself, dismantling).

The exhibitor is responsible for the structural and transport safety of the exhibition stand and may be asked to provide proof thereof. This applies to the construction and dismantling times as well as to the event itself.

To ensure the stability of the stands, a horizontal equivalent distributed load of 0.125 KN per m^2 should be used to maintain sufficient stability against sliding and overturning. Deviations are possible in justifiable individual cases, following consultation with Koelnmesse. If the case justifies it, Koelnmesse reserves the right to have a structural engineer evaluate the stand's stability on site for a fee. This also applies after a stand construction approval has already been issued.

Vertical construction elements and / or special constructions (e.g. free-standing walls, high exhibits, high decorative elements) which could fall over must be able to withstand a horizontally acting equivalent distributed load qh where:

qh1 = 0.125 kN/m^2 up to a height of 4 m above floor level

qh2 = 0.063 kN/m^2 for all areas above a height of 4 m above floor level.

The area to be considered for this purpose is the projection of the actual surface onto the vertical plane (elevation). The documentation of these measurements must be available for inspection upon request by the trade fair company.

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

4.2 Stand Construction Approval

As long as the Technical Guidelines are observed when designing and erecting the stand, there is no need to submit stand construction documents for the approval of a single-storey stand in the halls. The request for the approval of stand constructions that do not require approval is made through a digital questionnaire on the Delegatis platform. A link to this questionnaire will be sent to every exhibitor. If you are acting on behalf of an exhibitor, contact your client to obtain the link. Different procedures may apply for guest events. If you have any questions, please contact the organizer of the guest event. The request for stand construction approval must be submitted at least 6 weeks before the start of construction work. In addition, all other stand structures, mobile stands, special structures and constructions require approval.

4.2.1 Inspection and Acceptance of Constructions which Require Approval

The request for the approval of stand constructions that require approval is made to Koelnmesse via a digital questionnaire on the Delegatis platform. The request must be submitted with the information required therein no later than 6 weeks before the start of construction work. A link to this questionnaire will be sent to every exhibitor. If you are acting on behalf of an exhibitor, contact your client to obtain the link. Different procedures may apply for guest events. If you have any questions, please contact the organizer of the guest event. A stand construction that requires approval is only approved upon receipt of the stand construction approval with conditions from Koelnmesse in written form.

For the approval of:

· Special constructions

· Two-storey structures

· Cinemas or auditoriums

· Structures in the outdoor area

· Activity areas

the following documents must be submitted in German at least 6 weeks before the start of construction work:

a) A certified statics calculation in accordance with German standards

b) A description of the structure

c) Stand construction documents corresponding to the representation depth scale of 1:100 (floor plans, elevations, cross-sections), construction details on a larger scale

d) Points a) and b) do not apply if a type test / test book is submitted.

The costs of the construction approval process will be charged to the exhibitor / stand constructor.

4.2.2 Vehicles, Containers and Tents

Approval has to be obtained for the parking or erection of vehicles, trailers, containers, refuse containers, tents, etc. For a fee, a reservation for parking spot can be applied in the Service-Shop for the logistics zone outside the halls for vehicles, trailers, containers, waste containers, etc.

Depending on the usage, state, and location, it may be necessary to have vehicles, containers and tents, etc. left inside and outside the halls equipped with fire extinguishers and fire detectors (which are connected to the fire alarm system of Koelnmesse and that of the Cologne fire department).

4.2.3 Modifications to non-regulation Components

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

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

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

4.3 Overall Height

Details on the official stand height for each event are contained in the registration forms. Approval must be sought from Koelnmesse for constructions which exceed this limit.

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

4.4 Fire and Safety Regulations

4.4.1 Fire Protection

4.4.1.1 Stand Construction and Decoration Materials

Generally, no easily flammable, burning droplets or toxic gases and materials with a strong smoke formation such as polystyrene hard foam (Styrofoam) or any similar materials are allowed to be used. This applies equally for the stand construction and for decoration materials.

Furthermore, in individual cases special stipulations may apply for the load-bearing structural elements (i.e. non-flammable) for reasons of safety.

In addition to the above-mentioned characteristics, decoration material has to be classed at least as flame retardant (Class B1) in accordance with DIN 4102 and have a low smoke generation or at least fall under Class C-s2, d0 in accordance with EN 13501-1. A test certificate on the building material class of the implemented material may be requested.

In individual cases, normally flammable and / or decoration material with burning droplets are allowed to be used if

- these are sufficiently protected against flammability due to the corresponding installation, or
- these are only implemented in low quantities or in positions where no fire / safety risk exists.

The testing and approval of the respective installation situation is exclusively carried out by the trade fair organization and upon prior written notification about the planned installation of these materials. The required documents (i.e. on the installation situation or the fire protection classes) must be attached.

As a rule, bamboo, reed, hay, straw, bark mulch, peat or similar materials do not comply with the above-mentioned requirements and in general have to be protected separately or the necessary fire protection measures have to be carried out. Foliage and conifers are only allowed to be implemented if their roots are moist.

The implementation of plastic cable straps to fasten statically stressed parts is prohibited.

4.4.1.2 Exhibition and presentation of vehicles

Vehicles may be exhibited and presented in the halls only after registration. The exhibitor must ensure that third parties cannot unintentionally or wilfully move the vehicles.

Rescue cards must be kept on hand for electric and natural gas-powered vehicles. In the case of electric vehicles, the charge level of the vehicle battery must be reduced to the non-critical level necessary for driving the vehicle in and out of the hall and for presentation. Charging is only possible after registration with Koelnmesse, which reserves the right to exclude charging operations in the halls.

For internal combustion engines and natural gas-powered vehicles, the tank contents must be reduced to the level necessary for driving the vehicle in and out of the halls. The fuel reserve light of the fuel gauge must be active. If possible, the tank cap should be locked.

Depending on the event and the installation site, further safety measures may be required, such as inerting the tanks, disconnecting the batteries and / or deploying security guards.

4.4.1.3 Explosive Substances / munitions

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

4.4.1.4 Pyrotechnics

Regardless of and subject to the granting of an official permit (Office of Public Order of the City of Cologne, Tel.: +49 221 221-0), the written approval of Koelnmesse has to be obtained in advance for pyrotechnic presentations.

Proof of the license holder and the certificate of competence have to be presented. In order for the approval to be issued, details on the place and time of the presentation, the number and type of the pyrotechnic effects, the registration numbers of the fireworks (BAM / German Federal Institute for Materials Research & Testing), the duration of the pyrotechnic effects, the required safety distance as well as a risk assessment have to be provided. The required documents have to be submitted in due time, however at least 14 days before the presentation. The trade fair exhibitor has no entitlement to be granted approval.

4.4.1.5 Use of Balloons and areial vehicles

The use of balloons filled with safety gas in the halls and on the outdoor exhibition grounds must be authorised by Koelnmesse. In accordance with Item 11 of the House Rules, the use of unmanned aerial vehicles (e.g., drones) is not permitted.

4.4.1.6 Fog Machines

The implementation of fog machines and / or hazers is subject to approval, a written application for which has to be submitted to Koelnmesse prior to the official assembly period.

In line with the ordinance on hazardous materials and the EC guidelines, fog fluids are not allowed to contain any dangerous substances. It is not permitted to use fluids that contain oil.

A corresponding safety data sheet has to be presented. The range of the fog emitted should be limited down to the stand area.

Koelnmesse will determine the maximum height to which the fog is allowed to rise.

The safety signs as well as the escape routes and emergency exits are not allowed to be restricted by the fog and have to remain identifiable at all times.

4.4.1.7 Flammable waste, smoking ban

Flammable waste must be collected in a closed, non-flammable container and disposed of outside the hall in a suitable manner. In accordance with point 11 of the house rules, smoking including e-cigarettes, is prohibited outside the designated smoking areas.

4.4.1.8 Recycling Containers, Non-Recyclable Trash Containers

Recycling containers and non-recyclable trash containers made of flammable material may not be used at the stands.

Recycling containers and non-recyclable trash containers at the stands must be emptied regularly and at least every evening once the trade fair has ended for the day. Should larger amounts of inflammable refuse accumulate, these must be disposed of several times a day.

4.4.1.9 Spray guns, solvent-based paints

The use of spray guns as well as the implementation of solvent-based paints is forbidden. Furthermore, it is not permitted to release solvent-based substances / liquids into the sewer or wastewater system of Koelnmesse (see also 6.2.1).

4.4.1.10 Abrasive Cutting and Grinding Work and all Work / Demonstrations / Displays with Open Flames, Fireplaces and Fire Loads

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

In exceptional cases a permit for flame work with special safety conditions (permit for work involving an increased risk of fire) can be issued by the Exhibition Technology Department upon written request.

The presentation of exhibits involving open flames as well as performances involving open flames, fireplaces and fire loads have to be registered with Koelnmesse GmbH at least six (6) weeks prior to the start of the set-up period by means of a digitally managed questionnaire via the Delegatis platform (see 4.2.1).

The following are subject to registration:

a) The operation of all types of fireplaces, i.e. fires with chimneys, torches, radiant heaters, candles (even inside a glass), grills (gas or coal-driven). Fireplaces that serve purely for decoration purposes are not permitted in the exhibition halls.

b) The introduction of larger volumes of fire loads (i.e. firelighters, charcoal, bioethanol, etc.)

Attention: The operation of non-registered fireplaces is prohibited; this also applies for the introduction of high fire loads.

If the exhibition, presentation and operation of fireplaces or the introduction of fire loads is permitted, Koelnmesse will lay down the necessary framework conditions and inform the respective party in writing.

4.4.1.11 Empty Containers

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

The contract carrier of Koelnmesse offers storage options.

4.4.1.12 Fire Extinguishers

We suggest you keep suitable and tested fire extinguishers on hand at your stand. Please note that two-storey stands and stands with a high content of flammable materials must have a fire extinguisher available.

Exclusively foam extinguishers are allowed to be used. Powder extinguishers are necessary for presentations with flammable gases.

Fire extinguishers suitable for extinguishing burning fat must be available in kitchen areas. Please complete and return the appropriate form to hire fire extinguishers.

4.4.2 Stand Covering

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

Ceilings are considered to be open if horizontally a maximum of 50 percent of the ceiling area as calculated for every individual square metre of the ceiling area is closed (if ceilings are tilted, this is calculated on the basis of the horizontally projected area covered by the ceiling).

A valid certificate from an approved inspection office regarding fire resistance (B1 according to DIN 4102 or Class EN 13501-1, at least Class c-s2, d0) and sprinkler suitability must be submitted. The opening of the material must measure at least 2x4 mm or 3x3 mm (interior dimensions) in a non- stretched state. Alternatively, the system´s sprinkler suitability (heat and water permeability) can be demonstrated with a VdS certificate. It must be ensured that the span fabrics that are used are installed horizontally and in one layer. The span fabrics can be stretched across individual fields measuring up to 30 square metres without requiring any additional measures. Fields that exceed this size have to be supported by additional construction measures.

4.4.3 Glass and acrylic glass

Only safety glass is permissible.

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

In the case of structures made of glass, the requirements listed in the “Glas and acrylic in trade fair construction” information sheet must be adhered to.

4.4.4 Meeting places

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

Exceptions are possible subject to approval.

4.5 Exits, escape routes, doors

4.5.1 Exits and escape routes

Stand areas that cover more than 100 m^2 or do not have a clear layout must have at least two separate exits / escape routes that are located opposite one other (Special Construction Regulation Part 1: Assembly Areas §6 SBauVO).

The distance from any point of an exhibition space to a hall gang - way may not exceed 20 metres (in accordance with Special Construction Regulation Part 1: Assembly Areas §7 SBauVO).

The emergency exits and escape routes have to be marked as such in accordance with Arbeitsstättenrichtlinie ASR A1.3 „Sicherheits- und Gesundheitsschutzkennzeichnung“.

4.5.2 Doors

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

4.6 Platforms, Ladders, Steps, Catwalks and Ramps

Generally accessible areas that directly border areas that are more than 0.20 metres lower are to be surrounded by railings. These have to be at least 1.10 m high and have a horizontal load resistance on the handrail of 1.0 kN per running metre. They have to be equipped with at least one upper chord, one middle chord and one lower chord.

A statics certificate has to be presented for the platform. Depending on the use to which it is put, the floor must be able to support at least 2.0 kN/m² in accordance with DIN EN 1990-12, sheet 3, if used for an office or consulting space, and at least 5.0 kN/m² if used for an exhibition space. Platforms which are to be reachable by taking only one step may not be more than 0.19 metres high.

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

The gradient of the ramps is not allowed to exceed 6%.

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

4.7 Stand Design, Walls

4.7.1 Appearance

The exhibitors are responsible for the design of their stands.

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

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

4.7.2 Checking the Rented Area

The rented area is marked by Koelnmesse.

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

The stand boundaries must be adhered to.

4.7.3 Changes to the Substance of the Building

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

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

It is permitted to enclose the columns and supports of the halls within the stand areas as long as the columns / supports are not damaged, and the height regulations are adhered to. The technical installations (connection boxes for e.g. electricity and data transmission) must be freely accessible. If necessary, appropriate inspection openings must be provided on site.

4.7.4 Hall Flooring

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

All materials must be removed without leaving any residue.

This also applies to substances such as oil, grease, paint etc.

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

Anchorages or fastenings are not permitted.

4.7.5 Hanging Objects from the Hall Ceiling

Objects may only be hung from the hall ceiling at the fittings intended for this purpose and may only be hung up by Koelnmesse. The mounting equipment provided for this purpose must be used and may not be removed. Ceilings, advertising materials, banners, lighting elements and similar objects may be hung vertically from the supporting structure of the hall ceilings in compliance with the regulations concerning the overall height and permissible loads on Form T.03. With regard to attaching the objects to be hung, the relevant safety regulations must be observed, especially DGUV V1 (General Regulations), DGUV V17 (Event and Production Facilities for Scenic Presentations), DGUV V54 (Jacks, Lifting and Pulling Equipment) and the Special Construction Regulation Part 1: Assembly Areas (SBauVO).

Elements that are intended to stand on the floor must be manufactured in a way that allows them to stand in a stable manner. Elements that require suspension devices for such stability are not permitted. Projecting parts of constructions that stand in a stable manner on the floor are permitted to be hung from the hall ceiling.

The materials (beam carriers etc.), cables, and fastening devices used on their own responsibility by exhibitors or by companies commissioned, by the exhibitors must comply with the valid regulations and must be free of defects.

4.7.6 Stand Partition Walls / System Stands

These walls are 250 cm high and approximately 100 cm wide (alternatively also 300 cm high) with a white, scratch-resistant plastic surface. They may not be painted, glued, nailed, or otherwise damaged in any way. In the event of damage, the exhibitor will be charged the cost of replacement in the amount of 400 euros for +250 cm per wall element and 500 euros for +300 cm per wall element.

System stands can be obtained from Koelnmesse.
Detailed information can be found in our online booth planner: https://koelnmesse.mystand-configurator.com.

4.7.7 Advertising / Presentations / Advertising space

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

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

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

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

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

Upon request, Koelnmesse will provide the necessary advertising spaces for a rental fee and will take care of the professional design of your advertising. Koelnmesse will mount the advertisements if commissioned to do so. The booking of advertising spaces must be made at the latest six weeks before the event commences. Should exhibitors provide their own advertisement facilities, or such as have been specially made for them, then these must conform to fire, structural and safety requirements and must in their design be in keeping with the standards as laid down for exhibition advertising by the Koelnmesse. The deadlines set by the Koelnmesse for the delivery and collection of such advertisement facilities must be strictly observed.

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

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

4.7.8 Barrier-free access

The design of the stands should enable barrier-free access. People with disabilities should be able to access and use the stands and their facilities without outside help.

4.8 Outdoor Areas

Information on the technical conditions can be requested from Koelnmesse.

4.9 Two-Story Construction

4.9.1 Construction Request

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

Two-story constructions can be erected in halls 1 to 11, depending on the exact location and the trade fair concept.

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

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

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

Two-story exhibition stands with a minimum area of 50 m^2 and a maximum area of 100 m^2 must be equipped with smoke alarms mounted on the ceiling and connected to the Cologne fire department via the Koelnmesse fire alarm system. In this regard, Koelnmesse must also be provided with corresponding plans and documentation.

Two-story exhibition stands covering a surface area of more than 100 m^2 must also be fitted with an additional sprinkler system on the ceiling. If the sprinkler is activated, the fire alarm will be forwarded to the Cologne fire department by the Koelnmesse fire alarm system.

In Halls 2 to 5, 10 and 11, water is supplied to the sprinkler system by compressed air water containers with a total volume of 5 m^3, capable of covering up to 1,000 m^2. In Halls 1 and 6 to 9, water is supplied from the supply pipe. The sprinkler system must be installed in accordance with the valid VdS regulations by one of Koelnmesse's contracting companies (can be ordered by filling out the corresponding forms). In this regard, Koelnmesse must be provided with corresponding plans and documentation for the exhibition stand. The exhibitor must provide the stand space needed for com pressed air water container.

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

4.9.3 Load capacity / Design Loads

The load capacities of the separation floor of a two-storey trade fair stand within a trade fair hall must be in accordance with Eurocode EN 1991-1-1/NA, Tab. 6.1 DE. When used for meetings or customer support, i.e. furnished with tables and chairs arranged in no particular order or located in conference booths, the load capacity is 3.0 kN/m^2. When used without restriction as an exhibition and sales area, or as a meeting place with or without a large number of chairs, the traffic load is 5.0 kN/m^2.

Railings and balustrades are subject to a traffic load of 1.0 kN per meter at the height of the rail. Stairs must always be designed for a traffic load of 5.0 kN/m^2.

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

4.9.4 Escape Routes / Stairs

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

All staircases must be constructed in accordance with DIN 18065. Staircases must have a clear width of at least 1.20 meter (between the handrails). The incline of the stairs may not exceed 0.19 meters; the tread width (depth) must be at least 0.26 meters. Spiral or newel stairs may not be used.

If there are storage areas, rooms electrical facilities etc. underneath necessary flights of stairs, then the stairs must be separated from the ground floor by a closed bottom from the floor of the hall all the way to the separation floor. The bottom must at least comply with the specifications for fire resistance class F30 (e.g. 12.5 mm-thick fireproof gypsum plasterboard or the equivalent).

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

4.9.5 Construction Material

Building materials used to construct load-bearing components, the ceiling of the ground floor and the floor of the upper storey of two-storey stands have to be at least fire retardant in accordance with DIN 4102 min. B1 or min. Class C according to EN 13501-1, see 4.4.1.1).

4.9.6 Upper Floor

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

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

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

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

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

5 Operational Safety, Technical Safety Regulations, Technical Code, Technical Supply

5.1 General Regulations

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

5.1.1 Damages

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

5.2 Use of Tools

The use of explosive-actuated guns is prohibited.

The use of woodworking machines without dust extraction is not permissible. The regulations contained in the currently valid Operational Safety Ordinance (BetrSichV) must be adhered to.

5.3 Electrical Installation

5.3.1 Connections

Those stands which require a supply of electric power will be given one or more connections if these have been ordered. The connections will be supplied exclusively by the electrical companies associated with Koelnmesse.

The order must be sent without delay, and at the latest four weeks prior to the start of the event. A sketched plan clearly indicating the desired location of the connections must be enclosed with the order form for electrical installations. Koelnmesse will invoice the exhibitors for the costs of installing the wiring system in accordance with the details in the bill of delivery and assembly. The timely completion of all connections can only be assured if exact documentation such as sketched circuit diagrams, connection values, location of the connections etc. are submitted at least four weeks before the start of the event. An expert will conduct an acceptance inspection prior to the event. Complaints about deficiencies may be made during the event only.

For safety reasons, the power supply on the last day of the trade fair is generally cut one hour after the trade fair has ended. Should parts of the wires etc. be missing after dismantling, the exhibitors will be asked to pay the full price for their replacement.

It is prohibited to remove the fixed electrical connections or lighting systems in the exhibition halls. Fixed installation connections in the allocated stand area may, where necessary, also be put at the disposal of neighbouring stands. Prior to the allocation of an installation order, each exhibitor must contact Koelnmesse to obtain information on the possibility of being connected to the hall supply. In its capacity as central consumer, Koelnmesse will supply the exhibitors with the electric power required for the connections they have registered. The costs (see Item 3 of the Conditions of Participation) will be invoiced together with the stand rent as a specific power-cost flat rate per square metre. As part of a special regulation, Koelnmesse reserves the right to draw up individual invoices for large consumers by metering the amount of power they have consumed. Exhibitors who wish to have their power consumption measured and receive a separate invoice can apply to have a meter installed at their own expense. The stands are supplied with electricity via TN-C-S with a nominal voltage of 230 V +6%-10% 50 Hz for alternating current and 400 V +6%-10% 50 Hz for three-phase current. Campers and caravans in the outdoor area are supplied with electricity via a three-pole 230 V / 16A earthed socket in accordance with DIN 49462 (concentric plug-and-socket). Each camper / caravan is connected individually to the power supply via a socket with a series connected earth leakage protection (breaking current 30 mA). To connect campers / caravans, the following are required: a connecting line, a HO7 RN-F 3 G 1.5 rubber-insulated flexible cable in accordance with VDE 0282, component 810 with concentric plug-and-socket, degree of protection IP 44, length 20.00 m. It is not permitted to connect more than one camper / caravan to the power supply via socket.

5.3.2 Stand Installation

All installations within the stand area must be in accordance with the currently valid IEC and VDE stipulations (see item 5.3.3). The TN-S network must be used at the stand. It must be possible to isolate every stand from the hall power supply via a main switch or, if permissible, a plug-and-socket connection. If electricity is needed without interruption for certain devices, e.g. refrigerators, computers etc., a separate circuit must be set up in front of the main switch. This circuit must remain powered once the main switch has been switched off. Earth leakage protection is required as a protective measure. At the stands, electrical installations may be made either by the exhibitors' own electricians or by specialist electrical companies which have been authorized in accordance with VDE and internationally valid regulations and standards and which operate according to the state of the art. Before the stands are connected to the hall supply network, the electrical installations must be inspected by the expert commissioned by Koelnmesse. Should the valid regulations not be met, Koelnmesse is obliged to refuse connection to the supply network. The exhibitor is liable for the costs of correct installation and further inspections. If stand installations need to be subsequently modified, the exhibitor assumes responsibility.

5.3.3 Assembly and Operating Regulations

All electrical Systems must be installed in compliance with the latest VDE safety regulations, particularly DIN VDE 0100, 0128, 0100-560, 0100-718, DIN EN 50172.

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

Conductive components must be included in measures taken to protect against indirect contact.

Only cables and wires that meet DIN VDE standards may be used. No flat cables of any kind are permitted. Plain (uninsulated) cables terminals and conductive components that are not contactprotected are forbidden. The same applies for low-voltage systems. The secondary circuits must be protected against short circuiting and overload. After the end of each day of the fair, the exhibitors must cut off their stands from the hall supply.

5.3.4 Safety Measures

As a means of special protection, all heat-generating and heat-developing electrical appliances (hot plates, projectors, transformers etc.) must be mounted on non-flammable, heat resistant, asbestos-free bases. Depending on the heat generation in each case, sufficient clearance to inflammable materials must be ensured. Lighting fixtures may not be attached to decorations or similar. UV-B and UV-C rays may be used only for the operation of certain devices.

5.3.5 Safety Lighting

Stands for which the existing general safety lighting is not effective as a result of the structure of the stand require additional safety lighting in compliance with DIN VDE 0100- 560, 0100-718, DIN EN 50172. It must be laid out in such a way that it ensures safe passage and guidance to the general escape routes.

5.4 Water and Waste Water Installation

Those stands which require water / waste water services will be given one or more connections if these have been ordered.

The order must be submitted without delay, and at the latest four weeks prior to the start of the event. The costs of installation will be invoiced by Koelnmesse to the exhibitors in accordance with the details in the bill of delivery and assembly. In its capacity as central consumer, Koelnmesse will supply the exhibitors with the water required for the connections they registered at a minimum pressure of 2 bars and a maximum pressure of 6 bars. A special request must be made to Koelnmesse if larger amounts are required.

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

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

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

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

5.5 Compressed air installation / gas installation

5.5.1 Compressed air

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

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

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

The installation must comply with valid technology regulations.

5.5.2 Gas

Gas cannot be provided from the Koelnmesse hall supply.

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

5.6 Machine, Pressure Vessel and Exhaust Gas Facilities

5.6.1 Machine Noise

The use of loud machines and devices should be kept to a minimum out of consideration for the other exhibitors and the visitors. The volume may not exceed 70 dB(A) at the edge of the stand. The relevant project director can notify you of the permitted machine demonstration times on request.

5.6.2 Product safety law

In accordance with Article 3 of the Gesetz über technische Arbeitsmittel und Verbraucherprodukte ((Product Safety Law – ProdSG), products (technical tools and consumer products) may only be marketed if they comply with the requirements of the ProdSG or regulations based on this law. Equal importance is attached to importing products into the European economic community and placing new products on the market.

If the respective product requires a CE certification, the exhibitor must keep the following documents at the stand as proof: the EC declaration of conformity and / or the declaration of the manufacturer and the instruction manual.

The aforementioned regulations apply for medical products in accordance with the Medizinprodukte-Gesetz MPG (Medical Products Law).

For further information, please contact Bezirksregierung Köln, Zeughausstraße 2-10, 50667 Köln, Germany.

Products according to the ProdSG or medical products in accordance with the MPG may be set up and presented for advertising purposes, even if they do not meet the requirements of Article 3 of the ProdSG or Articles 6 and 10 of the MPG. A precondition here is that a visible sign is present and marked according to Article 3 Par. 5 of the ProdSG or Article 12 Par. 4 of the MPG.

During presentations of products, the staff at the stand must take the necessary measures for the protection of persons. They are also responsible for ensuring that devices are not switched on by unauthorised persons.

5.6.2.1 Safety Devices

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

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

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

5.6.2.2 Test Procedures

For each trade fair, the technical tools on display will be inspected by the responsible supervisory authority (State Authority for Industrial Safety) as to their compliance with safety and accident prevention regulations. If necessary, this will be undertaken in conjunction with the responsible expert committees from the employers' liability insurance associations. The EC declaration of conformity must be kept at the trade fair stand to allow the authority to check the CE certification. In cases of doubt, the exhibitor should contact the responsible authority in good time before the start of the trade fair.

Information regarding the Equipment Safety Law is provided by the Staatliches Amt für Arbeitsschutz, Schanzenstr. 38, 51063 Köln, Germany, tel.: +49 221 962770. Exhibitors should also seek consultation regarding the safety of their technical devices in good time before the trade fair begins, e.g. from the Prüfstelle für Gerätesicherheit des TÜV-Rheinland, Am Grauen Stein / Konstantin-Wille-Straße 1, 51105 Köln (Poll), Germany.

5.6.2.3 Operating Ban

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

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

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

5.6.3 Pressure Vessels

5.6.3.1 Approval Confirmation

Pressure vessels may only be operated at the stand if they have been tested according to the currently valid version of the Operational Safety Ordinance (BetrSichV).

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

5.6.3.2 Testing

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

Questions should be addressed to Koelnmesse.

5.6.3.3 Rental Devices

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

5.6.3.4 Monitoring

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

5.6.4 Exhaust Gases and Vapours

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

5.6.5 Exhaust Gas Facilities

For exhibition halls equipped with exhaust gas facilities, see 3.1.

Depending on the location, flue gas extractors may be ordered in the Service-Shop under „extracted air". Koelnmesse charges the exhibitor for the cost of the installation according to the information given in the bill of delivery and assembly.

The connection to the installation provided by Koelnmesse must comply with the valid ordinances and technology regulations.

5.7 Use of Compressed Gases, Liquid Gases and Combustible Fluids

5.7.1 Compressed Gas and Liquid Gas Facilities

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

5.7.1.1 Approval Request for Compressed Gas Bottles

If liquid gases or other combustible gases in compressed gas bottles are used to present exhibits, the request for approval must be made in writing six (6) weeks prior to the start of the event. The compressed gas bottles have to be protected against impacts, from falling over, from access by unauthorized persons and against heat etc. in accordance with the relevant accident prevention regulations (see Item 5.7.1.2).

5.7.1.2 Use of Liquid Gas

The compressed gas bottles used may not have a capacity of more than 11 kg. The amount on hand may not exceed the needs for one day (e.g.: 20 flames with an operating time of 4 hours per day equals 10,400 grams).

Open fires must be at least 1.50 meters distant from any essential escape routes. They are to be separated from the escape routes.

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

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

They must be protected against impact, falling over, access by unauthorised persons and heat in accordance with the regulations contained in the Operational Safety Ordinance (BetrSichV) in connection with the valid technical guidelines.

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

It must be securely positioned between the heat source and the bottles.

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

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

5.7.1.3 Setup and Maintenance

When setting up and maintaining the liquid gas facilities, the BetrSichV in connection with the valid technical guidelines must be adhered to (in particular the "Technische Regeln Flüssiggas" TRF published by the Deutscher Verein des Gas- und Wasserfaches e.V. [DVGW] and the Deutscher Verband Flüssiggase e.V. [DVFG] as well as the "Richtlinien für die Verwendung von Flüssiggas DGUV V79" [published by the Hauptverband der gewerblichen Berufsgenossenschaften]).

5.7.2 Combustible Fluids

5.7.2.1 Storage and Use

The storage or use of flammable liquids as defined by the Hazardous Substance Ordinance (GefStoffV) within the halls and on the fair grounds is prohibited without the express written approval of Koelnmesse. Approval for the storage and use of such liquids can be granted for operating or presenting exhibits. A corresponding request has to be sent to Koelnmesse along with a requisite safety data sheet. Insofar as the storage or use of such liquids is approved, the regulations contained in the existing technical guidelines and the currently valid versions of the Operational Safety Ordinance and the Hazardous Substance Ordinance must be adhered to.

5.7.2.2 Storage of Required Amounts

Only as much combustible liquid as is needed for operation and presentation for one day may be stored at the stand.

The amount required must be specified in the request.

5.7.2.3 Storage Containers

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

The storage containers have to be located in non-combustible collecting basins.

5.7.2.4 Storage Location

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

5.7.2.5 Conditions for Operating

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

5.7.2.6 Filling with Liquids

Since the process of filling the liquids into containers is especially dangerous, it must be done with the utmost care and caution. Spilt liquids or contamination caused by container leakages must be removed and disposed of immediately. Therefore, it is essential that the appropriate precautions be taken and drip containers or absorbents be kept on the stand at all times.

5.7.2.7 Empty Containers

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

5.8 Asbestos and other dangerous substances

The application or use of building materials containing asbestos or other asbestos-containing products or certain other hazardous substances is forbidden. This regulation is based on the Chemisches Gesetz (Law for Protecting against Harmful Substances), in the currently valid version as well as on the Chemikalien-Verbotsverordnung (Regulation on the Prohibition of Chemicals) (Chem VerbotsV) and the Gefahrenstoffverordnung (Dangerous Materials Regulation) (GefStoffV) in the currently valid versions.

5.9 Film, Photography, Television and Other Types of Presentations

Auditoriums must have at least two direct exits to the hall gangways. These exits must be as far apart from each other as possible. Auditoria require a special approval if they hold more than 200 spectators. (see 4.2.1.)

5.10 Radiation Protection

5.10.1 Radioactive Materials

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

5.10.2 X-Ray Facilities and Interference Radiators

The operation of X-ray equipment and stray radiation emitters must be notified, and approval obtained. The currently valid Radiation Protection Ordinance (StrlSchV) and the Radiation Protection Act (StrlSchG) must be observed.

Please address your query to the Bezirksregierung Köln, Dezernat 55 Technischer Arbeitsschutz, Zeughausstraße 2–10, 50667 Köln (District Government of Cologne — Department 55, Technical Occupational Safety). Tel.: +49(0)221-147-4975, Fax: +49(0)221-147-4955, Website: https://www.bezreg-koeln.nrw.de/brk_internet/leistungen/abteilung05/55/roentgenangelegenheiten/index.html.

Please submit your documentation four weeks before the start of construction and inform Koelnmesse at acceptance@koelnmesse.de.

5.10.3 Laser Facilities

The operation of laser systems is subject to notification and

must be coordinated with Koelnmesse 6 weeks before the start of the event. This notification must be accompanied by the written appointment of a laser protection officer for the operation of the laser system.

The operation of laser systems must be carried out in accordance with Section 6 of the accident prevention regulation "Laser Radiation DGUV Regulation 11".

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

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

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

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

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

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

Only contract partners of Koelnmesse are permitted to use cranes, self-propelled forklift trucks with driver seat, electric scissor lifts, telescoping lifts, and similar hall vehicles resp. workshop platforms, in the exhibition centre.

Unloading and loading from the truck as well as placing of containers is only allowed by contract partners of Koelnmesse.

The charging of the accumulators of work platforms, etc. within the halls, in passages and entrances is not permitted.

It is not permitted to store empty containers in the exhibition halls. The contract carrier of Koelnmesse offers storage options.

5.12.1 Customs Clearance

The customs office H.Z.A. Koln-Deutz, office Koelnmesse, is situated in the fair grounds = Messe-Speditionshof. This office is competent for the clearance of exhibition goods, call number: +49 221 821-2858.

It is recommended that all customs formalities for the goods destined for the trade fair are processed by the contract carrier of Koelnmesse.

For shipments from abroad, the foreign representative of the contract carrier takes care of the customs formalities to ensure the efficient dispatch of the exhibition goods. The address can

be requested from the foreign representatives of Koelnmesse and from the contract carrier.

In Cologne, the contract carrier will also finally handle the exhibition goods for the temporary import and on special instruction. The contract carrier will deposit the necessary guarantee at the respective customs authority. The contract carrier submits the customs duties for the definitive customs clearance.

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

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

- All customs and transport documents for goods arriving from abroad and destined to the Koelnmesse have to be presented to the contractual forwarding agents for clearance before being delivered to the stand.
- All goods cleared for temporary importation which will be either re-forwarded abroad or in the Federal Republic of Germany have to be presented to customs for examination and cleared by the respective contractual forwarding agent. The contractual forwarding agent will issue the necessary customs transit document on the office of destination.

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

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

5.13 Musical Renditions

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

Address registrations and queries to:
GEMA Kundencenter
11506 Berlin, Germany
tel: +49 30 588 58 999
e-Mail: kontakt@gema.de,
Web: www.gema.de/messen

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

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

The burden of proof of compliance with the regulations lies with the exhibitor.

5.14 Drink Dispensing Machines

The currently valid version of the Workplace Safety Ordinance – BetrSichV – must be complied with during the setup and operation of beverage dispensing facilities at the stand. It is not necessary to notify the City of Cologne.

5.15 Food Monitoring

When providing food samples that are to be consumed at the event (whether for a fee or free of charge), you must comply with the applicable legal regulations that are valid in the Federal Republic of Germany, and, in particular, with Germany's Food

Hygiene Regulation (LMHV). The following labelling regulations are particularly relevant and apply in their respective current

versions: Regulation (EU) No 1169 / 2011 on the provision of food information to consumers and its implementing regulation, Germany's Additives Approval Regulation (ZZulV), Regulation (EC)

No 1333 / 2008 on food additives, Germany's Fruit Juice and Soft Drink Regulation (FrErfrischGetrV), and Regulations (EC) No 1829 / 2003 and 1830 / 2003 concerning the traceability and labelling of genetically modified organisms and the traceability of food and feed products produced from genetically modified organisms.

If you have any questions, please contact the City of Cologne:

Stadt Köln
Umwelt- und Verbraucherschutzamt

Lebensmittelüberwachung und Veterinärdienst
Friedrich-Ebert-Ufer 64 – 70, 51143 Köln, Deutschland

Telefon: +49 221 221-26934
e-mail: lmk.vetleb@stadt-koeln.de

5.15.1 Import of Meat and Meat Products

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

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

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

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

6 Environmental Protection

Koelnmesse has accepted its responsibility to practice preventive environmental protection.

As contracting partners of Koelnmesse, the exhibitors are obliged to ensure that all provisions and regulations relating to environmental protection are also having to be strictly observed by his contract partners (i.e. stand constructors).

6.1 Waste

All of the following provisions are based on the Kreislaufwirtschaftsgesetz (KrWG) in the currently valid version, associated implementation provisions as well as state law and the municipal statutes.

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

6.1.1 Waste Disposal

The exhibitor is responsible for the orderly and environmentally- friendly disposal of waste that occurs during the assembly, dismantling and operation of his stand.

The exhibitor is the generator of this waste.

1. The exhibitor will manage the disposal of the waste outside of the fair grounds himself and at his own expense.
2. A cleaning company that is authorised by the trade fair organisation and assigned with the waste disposal can be commissioned with this task under the rubric "Waste Disposal" in the Service-Shop.

The exhibitors agree to ensure that their stand areas are clean when they hand them over after the event has finished.

It is expressly forbidden to dispose of waste in foreign waste containers or other equipment of the fair grounds.

The assembly and dismantling of the trade fair operations must not be restricted. If no binding order has been received by the closing deadline, the trade fair organisation assumes that the

exhibitor will take care of the disposal of the waste at his own cost and risk.

The placement of containers for waste disposal requires authorisation and is subject to a fee. In this connection, please see the regulation under point 4.2.2 of these technical guidelines.

The trade fair company will assign a cleaning company to dispose of waste that has not been or that has not been completely removed by the exhibitor at the cost of the respective exhibitor. Waste that remains in the exhibition halls will be estimated in m^3 and calculated at the prices stated under "waste disposal" in the Service-Shop. The obligation to dispose of all waste in an orderly manner is also to be enforced upon the contract partners (i.e. stand builders) commissioned by the exhibitors.

The obligations regarding avoiding waste, disposing of waste and the bearing of the costs listed here also apply for the stand builders.

6.1.2 Dangerous Waste

The exhibitors and their contract partners (i.e. stand builders) are obliged to dispose of all waste that arises in line with the valid legal and other regulations. This particularly applies for waste that is classified as being dangerous according to the Waste Catalogue Ordinance (AVV in its current version). Dangerous waste includes among other batteries, solvents, lubricants, varnish, paint, fluorescent bulbs, electric devices. This dangerous waste must not be mixed under the stand assembly waste. Should the exhibitor wish for this waste to be disposed of, the cleaning service providers of Koelnmesse have to be commissioned with the task separately. Additional costs for the disposal of unlawfully mixed waste will be invoiced to the perpetrator plus the coordination expenses. The exhibitor is responsible for monitoring the orderly disposal of waste.

6.1.3 Waste Which Has Been Brought on Site

It is not permitted to bring materials and waste that do not arise during the event or during the assembly and dismantling work onto the grounds.

6.2 Water, Waste Water, Ground Protection

6.2.1 Oils, Fat Collectors

It is forbidden to release solvent-based substances (i.e. paints, varnishes) into the wastewater system. This particularly applies for the rinsing and cleaning of tools.

Discharges into the waste water system may not exceed the normal pollutant limits for households. If the waste water to be discharged contains oils and / or fats that exceed this limit, oil / fat collectors must be used. These have to comply with the generally accepted technical regulations.

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

The provisions of the Waste Water Ordinance of the City of Cologne (particularly discharge prohibitions and the threshold values) must be adhered to for discharges into the waste water system.

Further Information:

Stadtentwässerungsbetriebe (StEB) Köln, AöR
Ostmerheimer Straße 555
51109 Köln, Germany
Tel: +49 221 221-26868

6.2.2 Cleaning / Cleaning Agents

Koelnmesse's contracting companies can be commissioned in the Service-Shop to clean the stands. During the event, cleaning work may only be carried out by Koelnmesse's contracting companies.

6.3 Environmental Damage

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

Cleaning work must generally be carried out with biodegradable products.

Cleaning agents that contain solvents that are detrimental to health are to be used in compliance with the applicable regulations and only in exceptional cases.

7 Miscellaneous

7.1 "Infoscout" – the Cologne Visitor Information System

Staff at the information desks will provide visitors with information to help them conveniently make contact with exhibitors.

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

This information service is provided free of charge for exhibitors and visitors.

7.2 Insurance / Watchmen

7.2.1 Insurance

The organiser doesn't take out any special insurance for the stand and the items on the stand. The organiser recommends that the exhibitor protects his participation risk against the usual insurable risks such as fire, burglary, theft, damage, water damage, etc., including the risks of transportation to and from the fairgrounds at his own expense and that he provides sufficient insurance cover for the duration of the trade fair as well as during the assembly and dismantling time, including the period of transportation to and from the trade fair. The exhibitor can cover his own participation risk at his own expense via the insurer of the organiser.

More information about KBI-TR-Duesseldorf@ergo.de.

7.2.2 Watchmen

Koelnmesse staff monitor the halls and outdoor area for the duration of the event. Security staff offer a limited supervision service during the construction of dismantling periods. Security companies with uniformed security guards and control bodies in civilian dress are commissioned to handle the general security in the halls and outdoor area, as well as controlling the entrances. All those present in the trade fair halls or outdoor area must be in the possession of a valid entrance ticket and be prepared to present this to security for inspection on demand.

The security and monitoring of individual exhibitors' stands, or areas of stands is not included in general security and is the responsibility of the exhibitors themselves.
Under "Stand security" in the Service-Shop of Koelnmesse, the exhibitor can commission the services of stand security personnel.

7.3 Exhibition Protection

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

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

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

7.4 Arranging Personnel

Detailed information can be found in the Service-Shop under "stand personnel".

7.5 Hotel / travel services

Koelnmesse's hotel service provides exhibiting companies with advice and assistance concerning accommodation. This service also can be used for their customers' accommodation needs.

Koelnmesse GmbH
Postfach 21 07 60, 50532 Köln, Germany

Telephone: +49 221 821-3998, fax: +49 221 821-3999
e-mail: services@exhibitor.koelnmesse.de

www.hotelzimmerbuchung.com

To learn about further travel services or book private accommodations, go to www.koelnmesse.de and click on "Hotel / Travel Services".

7.6 Rental Furniture and Equipment

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

Technical Guidelines Koelnmesse GmbH

7.7 Catering

On behalf of Koelnmesse, the following company will be providing catering services for the exhibitors, visitors, stand construction personnel and other individuals at the Cologne exhibition centre:

Aramark Restaurations GmbH
Deutz-Mülheimer Straße 109
51063 Köln
Germany

Telephone: +49 221 284-8584, fax: +49 221 284-8599
e-mail: aramark@catering-koelnmesse.com

Koelnmesse operates all of the equipment for the hall catering service and the banqueting halls.

With the assistance of Aramark Restaurations GmbH, Koelnmesse also offers catering delivery service (see „Catering services“ in the Koelnmesse order media) and will provide individual quotes upon request. Our partner, Aramark Restaurations GmbH, provides you with the certainty that it fulfils all the legal requirements for operating catering facilities.

However, if you commission other companies to provide catering services at your stand or offer them yourself, then it is your responsibility to ensure that all legal requirements valid in the Federal Republic of Germany, and in particular those that pertain to food hygiene, are complied with and that the required licences have been granted. Among other things, you have to make sure that the certificates of the public health authority (Gesundheitsamt) (§ 43 Par. 1 InfSG) and the current instruction documents (§ 43 Par. 4 InfSG) are kept on hand at the catering units. To maintain its high-quality standards and good reputation, Koelnmesse conducts spot checks to see the hygiene requirements are met, even though it is not obligated to do so. Koelnmesse can order stand catering services to be terminated if hygiene requirements are seriously violated.

Imprint:
Koelnmesse GmbH
Messeplatz 1
50679 Köln
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