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## 1 Preliminary remarks

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH (hereinafter referred to as MW GmbH) has issued technical guidelines for the trade fair with the aim of giving all exhibitors / customers optimal opportunities to present their exhibits and to address their visitors and interested parties. The Technical Guidelines shall be contractually binding and binding for all customers and exhibitors, including their local trade fair and stand construction companies, all of which are hereinafter referred to as exhibitors/customers in the context of the guidelines. At the same time, these guidelines contain safety regulations that are intended to offer maximum safety in the technical and design equipment of the event in the interests of our exhibitors and visitors. Additional safety and fire protection requirements for a stand area / event area may be imposed by the building supervisory authority, the police, the fire protection service or by MW GmbH if the type and scope of the planned event result in increased risks to persons and property. In the interest of all event participants, the commissioning of an exhibition stand may be prohibited if defects found have not been remedied by the beginning of the event. Further requirements for safety and stand construction, which should arise beyond this, remain reserved. The order forms for services are made available on the Internet; these must be completed and returned on time, since MW GmbH cannot guarantee that they will be completed properly and on time in the event of late submission. In addition, MW GmbH reserves the right to charge a surcharge on the fees for late orders according to the information in the service folder. For information, exhibitors / customers may receive further circulars detailing the preparation and implementation of the event. Building law is state law. Thus the building regulations of Lower Saxony (NBauO) apply for the event area as well as in the sense of the meeting place use the Niedersächsische Versammlungsstättenverordnung (NVStättVO) in the respectively valid version. In all other respects MW GmbH reserves the right to make changes. The German text is binding.

### 1.1 House rules

#### 1.1.1 Scope of application

MW GmbH as user exercises the householder's rights in addition to the organizer. The current version of the house rules applies to the entire event area including all exhibition halls, access routes as well as outdoor, open-air and parking areas. The house rules apply to all visitors, tenants, exhibitors / customers, service providers and all other persons. It does not apply to employees of the Messe Berlin group of companies. Violations of the house rules can lead to an immediate reprimand, an exclusion from the event, a house ban, prosecution and / or claim for damages.

#### 1.1.2 Stay

Access and stay at an event is only granted upon presentation of a valid admission ticket, an accreditation valid for the day of the event or any other admission authorisation. A stay is only permitted for the times and purposes determined by the admission ticket. Tickets must be kept with you until you leave the premises and must be shown to the supervisory staff on request. Children and young people up to the age of 14 may only enter the exhibition grounds in the company of a legal guardian or a suitable supervisor in accordance with JuSchG. The stay in assembly and dismantling areas is only permitted for construction personnel and employees of the organizer and MW GmbH as well as their representatives. Minors are not allowed to stay in assembly and dismantling areas. On leaving the

grounds, the one-time admission tickets lose their validity. Visitors must leave the exhibition grounds immediately after the end of the event.

For the access of external persons to the administrative areas, technical operating rooms of all kinds, a permit from MW GmbH is required. Exhibition stands or exhibitor event areas may only be entered under the supervision of stand or exhibitor personnel.

### 1.1.3 Refusal of access

Visitors who:

- the orders of the security service are not followed, recognizably under the influence of alcohol or drugs,
  - which have been banned from entering the house,
  - refuse consent to control measures,
  - have the intention to disturb the event,
- access will be denied without refund of the ticket value.

### 1.1.4 Safety

The instructions of the security service must be obeyed. For security reasons, the closure of rooms, buildings, flying buildings and open spaces as well as their clearance can be ordered by MW GmbH. All persons present in the area concerned shall comply immediately with such requests and, in the event of an evacuation order, shall leave the area concerned immediately. During the event, the contents of bags, containers, clothing such as coats, jackets and capes can be checked. The following items may not be carried without the prior written consent of MW GmbH:

- Weapons or dangerous objects that can be used as weapons or projectiles,
- Fireworks, pyrotechnic material and explosives,
- Drugs covered by the Narcotics Act.

### 1.1.5 General rules of conduct

The facilities on the event site must be treated with care and attention. Every person must behave on the site in such a way that no one else is endangered, damaged or more than unavoidably harassed. All contamination and contamination of all facilities and installations on the event site is prohibited. Waste, packaging materials and empty containers must be disposed of in the containers provided.

### 1.1.6 Traffic regulations

The provisions of the German Road Traffic Regulations (StVO) apply in principle on the event site and on parking spaces designated for this purpose. The information signs for regulating driving and pedestrian traffic must be observed. Driving on the event site is only permitted with a permit issued. Marked areas, such as fire service areas, escape routes and emergency exits must be kept clear without restriction.

### 1.1.7 Prohibitions

The production of photographs, film, video and sound recordings for commercial purposes, in particular of trade fair stands and exhibition objects, is prohibited without prior written permission from MW GmbH. Driving roller skates, inline skaters, skateboards, kickboards, scooters, electric scooters, Segways and similar driving aids on the event area is prohibited without prior written permission from MW GmbH. Animals are not allowed. The distribution of printed matter and advertising material, the affixing of stickers and posters as well as the use of advertising media on the event site is prohibited without prior written permission from MW GmbH. A separate regulation applies to exhibitors. Smoking is strictly prohibited in all enclosed rooms on the event grounds.

### 1.1.8 Right to one's own image

Reference is made to the production of photographs, film, video and sound recordings by MW GmbH or commissioned third parties for the purpose of reporting, advertising and documentation. Visitors and other persons must not prevent, obstruct, disturb or complicate

such recordings. By entering the event site, one consents to such photographs and photographs as well as their publication.

### 1.1.9 Limitation of liability

Your stay on the event grounds is at your own risk. During the event there is a risk of possible damage to health due to increased noise levels. MW GmbH is only liable for health damages within the scope of legal liability if it and its vicarious agents can be charged with intent or gross negligence.

## 1.2 Opening times

### 1.2.1 Construction and dismantling times

During the general construction and dismantling periods, work can be carried out in the halls and outdoor areas between 8:00 a.m. and 9:00 p.m., unless other times are announced by circular letter. For reasons of general safety on the exhibition grounds, the halls and the exhibition grounds remain closed outside these times.

### 1.2.2 Duration of the event

During the duration of the event, the halls will be opened one hour before the start of the fair and closed one hour after the close of the fair. Exhibitors who in justified individual cases have to be active on their stand beyond this time require a special, written permission from MW GmbH.

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

### 2.1 Traffic regulations

In order to ensure a smooth traffic flow during the construction and dismantling periods and the duration of the event, traffic regulations and traffic guidance rules, including the instructions of the orderly personnel, must be strictly observed. The provisions, stipulations and restrictions specified in Section 1.1.6 of the house rules apply in full on the event site. The maximum speed permitted on the event site and the designated car parks is 10 km/h. Vehicles may not enter the halls for loading or unloading. The engine must be switched off during charging. Entry restrictions and security deposit regulations during the event and the construction and dismantling times will be announced with the exhibitor information or the traffic guide for the specific trade fair. Illegally parked vehicles, trailers, containers, containers and empties of any kind will be removed at the owner's expense and risk. The instructions of the MW GmbH staff assigned to traffic control and traffic regulations must be followed without fail and the corresponding information must be observed.

### 2.2 Escape routes

#### 2.2.1 Fire brigade movement zones, hydrants

The necessary access routes and movement areas for the fire brigade, which are marked with no stopping signs, must be kept clear at all times. Vehicles and objects parked on escape routes and safety areas will be removed at the owner's expense and risk. Hydrants must not be made unrecognisable or inaccessible.

#### 2.2.2 Emergency exits, hall aisles

Escape routes must be kept clear at all times! Doors along escape routes must be able to be opened easily in the direction of escape. Emergency exit doors and emergency exits and their identification may not be obstructed, overbuilt, blocked, covered or otherwise rendered unrecognisable. The aisles in the halls may not be restricted by objects placed in or projecting into the aisle. In an emergency they serve as escape routes! Materials required for stand construction or exhibits delivered for immediate installation on the stand area may be temporarily stored in the hall aisle during the assembly and dismantling phases, provided that this

does not fall below the aisle widths required for safety reasons and sufficient logistical concerns are taken into account. This is considered fulfilled if a strip of max. 0.9 m is used for parking along the stand boundary to the hall aisle. Regardless of the width of the hall aisle and the goods stored, a passageway with a minimum width of 1.2 m must be kept free. Escapes from emergency exits and the intersection areas of the hall aisles are excluded from this and must be kept free in full width at all times. The hall aisles may not be used for the construction of assembly stations or for the installation of machines (e.g. woodworking machines, workbenches). Upon request of MW GmbH, the immediate evacuation of the hall aisle can be demanded for logistical reasons.

### 2.3 Safety devices

Fire alarms, fire extinguishing devices and other safety devices, their information signs and the green emergency exit signs must be accessible and visible at all times; they must not be blocked.

### 2.4 Stand numbering

As a rule, all stands are marked with stand numbers.

### 2.5 Guarding

The general supervision of the exhibition halls and the outdoor area during the duration of the fair is carried out by MW GmbH. During the construction and dismantling periods there is only temporary general supervision. MW GmbH is entitled to carry out the measures required for monitoring and surveillance. Guarding the stand must be organised by the exhibitor / customer himself if necessary. The security personnel for such stand guards is provided exclusively by the contractual service provider of MW GmbH and is to be ordered at the exhibitor's / customer's expense.

### 2.6 Emergency evacuation

For security reasons, MW GmbH may order the closure of rooms, buildings, halls and open spaces as well as their evacuation. All persons present in the area concerned shall comply immediately with such requests and, in the event of an evacuation order, shall leave the area concerned immediately. Exhibitors / customers must inform their employees, stand personnel and service providers about this procedure and, if necessary, draw up and publish their own evacuation plans. They shall ensure that their stand area / event area is cleared immediately upon request.

## 3 Technical data and equipment of the halls and open-air grounds

### 3.1 Hall data

Please see "Hall Technology"

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

The general lighting in the halls has at least 100 lux, measured 1 m above the hall floor. Current type and voltage available on the exhibition grounds:

- Network type: TN-C-S network
- Alternating current 230 Volt ( $\pm 10\%$ ) 50 Hz
- three-phase current 3 x 400 Volt ( $\pm 10\%$ ) 50 Hz

#### 3.1.2 Electricity and water supply

The stands are supplied with electricity and water from the hall floor.

#### 3.1.3 Communication equipment

The stands can be supplied with telephone, fax, IT and antenna connections from the hall floor.

#### 3.1.4 Heating/ventilation

The halls are equipped with ventilation systems. During the event the halls will be heated if necessary (approx. +18/20 degrees C).

#### 3.1.5 Faults

In the event of technical supply disruptions, the exhibition management must be informed immediately. MW GmbH is not liable for losses and damages caused by these disturbances.

## 3.2 Open-air grounds

The outdoor areas consist of paved or asphalted traffic areas as well as uneven and uncompacted gravel lawns. The area has general street and path lighting in the dark during the opening hours of the event. Necessary supply connections are available at irregular intervals.

## 4 Stand construction regulations

### 4.1 Stability

Event-related fixtures and exhibition stands, including facilities, special constructions, exhibits and advertising media must be erected in such a stable manner that public safety and order, in particular life and health, are not endangered.

The exhibitor / customer is responsible for static safety and may be required to provide proof of this. The requirements of the building regulations of Lower Saxony (NBauO) as well as the following regulations and guidelines apply in their respectively valid version:

- BetrVO - Ordinance on the Operation of Buildings
- NVStättVO - Lower Saxony ordinance on places of assembly
- M-FIBauR - Model guideline on the construction and operation of flying structures

The following applies within the exhibition halls and in all other buildings with designated event areas:

Standing, structural elements or special constructions (e.g. free-standing walls, high exhibits, high and at the same time slim, decorative elements), which can tip over, must be dimensioned at least for a horizontally acting equivalent area load  $q_h$ :

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

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

The reference surface is the respective face. Proof of this must be submitted to MW GmbH upon request.

Deviations from this are possible in justified individual cases; more precise proof must be provided. MW GmbH reserves the right to have a structural engineer check the stability on site for a fee in justified cases.

### 4.2 Stand construction permit

On the assumption that the technical guidelines are observed in the design and construction of the stand, it is not necessary to submit drawings for approval for single-storey stand structures up to 2.50 m in height in the halls. If a stand area occupies entire halls or parts of halls through which public aisles must pass, these must also be submitted for approval in the case of single-storey construction. Multi-storey stands are not permitted. On request MW GmbH offers the exhibitor to check the submitted stand construction plans (in duplicate). In addition, all other stand constructions, temporary buildings, mobile stands, buildings on open-air grounds (-> point 4.8) and special constructions are subject to testing and approval. Verifiable proof of stability must always be provided.

#### 4.2.1 Inspection and release of buildings requiring approval

For checking and releasing:

- Stand constructions from 2.50m height
- special constructions / components, temporary buildings, components above public areas, grandstands
- Closed spectator / visitor rooms (for stays of > 200 persons)
- Showtrucks

- walkways, footbridges, stairs, railings, parapets
- exhibits and special constructions outside the stand area
- Changes of use of entire halls or larger stand areas / event areas ( $\geq 1,500 \text{ m}^2$ )
- Scene areas ( $\geq 200 \text{ m}^2$ )

the following documents must be sent to MW GmbH in German or English as digital pdf files no later than 6 weeks prior to the start of construction

( info@messe-wob.de ):

a) Tested static calculations according to German standards and technical regulations. Static documents (including test report) which have been tested exclusively by a publicly approved test engineer or expert for structural analysis in accordance with the respective state building regulations are deemed to have been tested in the above sense.

b) building description, site plan.

c) Stand construction drawings on a scale of 1:100 (floor plans, views, sections), construction details on a larger scale.

d) Point a) shall not apply upon presentation of a type approval or a valid test book in accordance with FIBauR (Guideline on the Construction and Operation of Flying Structures). On behalf of the exhibitor/stand constructor, MW GmbH will notify the relevant building supervisory office of the valid test books submitted, which will carry out the acceptance of use on site. The costs of the building permit procedure will be invoiced to the exhibitor/stand builder.

In addition to the type testing/type approval of individual technical equipment, e.g. sports and play equipment with mechanical or electrical functions, must be submitted for inspection in German:

- Description of construction and operation
- construction drawings
- Proofs of stability
- TÜV test certificates, approvals

or

- EU Declaration of Conformity of a recognised certification body or identical manufacturer's declaration in accordance with BauPG, § 9, 10. If necessary, the above documents may also be required.

The stand construction system is only released with a written note by MW GmbH. Additional costs may be charged to the customer / exhibitor for documents submitted late.

If no static documents checked in the above sense are available, they can be prepared by MW GmbH. The costs for this shall be borne by the customer / exhibitor.

#### 4.2.2 Vehicles and containers

Vehicles and containers are subject to approval as exhibition stands in the halls. As a rule, the release for use takes place after a site inspection / acceptance of use of the finished vehicle system. MW GmbH reserves the right, with submission of the documents and local inspection release, to grant further measures and / or special conditions, in particular for fire protection for the event operation on / in the vehicle. The possible costs resulting from this shall be borne by the customer / exhibitor.

#### 4.2.3 Modification of stand constructions not in accordance with regulations

Stand structures that are not approved, do not comply with the technical guidelines or the laws must be modified or removed if necessary. MW GmbH is entitled to make changes itself at the expense of the customer / exhibitor if the work is not carried out on time.

#### 4.2.4 Scope of liability

If the customer / exhibitor or the service provider commissioned by him does not comply with the above stand construction regulations, he shall be liable for all

damages resulting from the violation of the stand construction regulations. Furthermore, the customer / exhibitor or the service provider commissioned by him has to release MW GmbH from all claims of third parties which are asserted due to the violation of the above stand regulations.

#### 4.3 Overall heights

Unless otherwise described, the maximum height for stand constructions is the clear height of the event area (please see "Stand allocation" or "Hall technology"). The customer / exhibitor is obliged to erect a jointless, stable, white partition against the directly adjacent neighbouring stand without any advertising statement (please see item 4.7.7). Advertising directed to directly adjacent neighbouring stands or event areas must be at least 1.00 m away from the border of the neighbouring stand or event area. Exhibits are not subject to this regulation. Structural restrictions may exist.

#### 4.4 Fire protection and safety regulations

##### 4.4.1 Fire protection

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

Flammable, dripping or toxic gases and/or smoke-forming materials such as polystyrene rigid foam (polystyrene), PVC or similar or various acrylic glass products must not be used. In the event of fire, the materials used must not contribute to strong smoke development. For safety reasons, special requirements may apply to load-bearing structural components in individual cases (e.g. non-combustible). The use of plastic cable ties for fixing statically stressed parts is not permitted. Decoration materials must be flame-retardant according to DIN EN 13501-1 at least class C-s3, d0 or DIN 4102-1 at least B1, non-flammable dripping. In some areas, normally flammable decorative materials may be used if they are sufficiently protected against flames during installation. The test certificates for the building material classification of the materials used must be kept in stock. Deciduous and coniferous trees and other plants may only be used for decorative purposes with moist root balls or if they have been cut fresh (leaves or needles must be green and juicy). If trees and plants are found to dry out during the exhibition and become more flammable as a result, they must be removed. Bamboo, reed, hay, straw, bark mulch, peat, (fir) trees without bales or similar materials usually do not meet the aforementioned requirements. The use of candles ("stored candlelight") and similar light sources as table decoration as well as the use of open flames (such as fire pastes) in kitchen equipment provided for this purpose to keep food warm is permitted with the consent of MW GmbH. Candlesticks or similar must be stable and can be fixed to the ground if necessary.

###### 4.4.1.2 Exhibition of motor vehicles

Vehicles with combustion engines may only be exhibited in the halls and other closed event areas with the permission of MW GmbH. The tank contents of the vehicles shall be reduced to the extent necessary for entry and exit; where possible, the tank caps shall be closed. In vehicles with electric motors, the drive batteries must be disconnected from the drive by means of a safety terminal switch (main switch). For gas-powered engines see point 5.6.3 (compressed gas tank) and point 5.7 (compressed / liquid gas systems).

###### 4.4.1.3 Explosive substances / ammunition

Explosive substances are subject to the Explosives Act as amended and may not be exhibited at trade fairs and exhibitions. This also applies to ammunition within the meaning of the Weapons Act.

###### 4.4.1.4 Pyrotechnics

Pyrotechnical demonstrations are not permitted.

#### 4.4.1.5 Flying objects/balloons

The use of balloons filled with safety gas and remote-controlled flying objects as well as the distribution of balloons in the halls and on the open air grounds must be approved by MW GmbH. The operation of these flying objects must not hinder or damage safety equipment at any time. Any cleaning costs incurred shall be borne by the customer / exhibitor.

#### 4.4.1.6 Fog machines

The use of fog machines is not permitted.

#### 4.4.1.7 Smoking ban

Smoking is strictly prohibited in all halls.

#### 4.4.1.8 Containers for waste, recyclables and residual materials

Recyclable and residual material containers made of flammable materials may not be set up within the stand areas / event areas. Recyclable and residual material containers from there must be emptied regularly, at the latest every evening after the close of the fair, into the recyclable material stations at the hall exits (outdoors). If larger quantities of flammable materials accumulate, they must be disposed of several times a day.

#### 4.4.1.9 Spray guns, solvents

The use of spray guns and solvent-based materials and paints is prohibited.

#### 4.4.1.10 Abrasive cut-off work / working with open flame

Welding, cutting, soldering, grinding and cutting work and other work with open flames or flying sparks are strictly prohibited on the exhibition and event grounds. In exceptional cases, hot work during the assembly and dismantling of exhibitions and events may be approved upon written application. For this purpose, MW GmbH will provide a fire brigade, which will be on site from the beginning to the end of the work and will be in charge of supervision and equipped with suitable extinguishing agents. Hot work during the event is prohibited.

#### 4.4.1.11 Empties, packaging and leaflet/advertising materials

The storage of empties of any kind (e.g. flammable packaging and packaging materials, including stage-standard hard cases) inside and outside the stand / event area in the hall is prohibited. Under no circumstances may packaging materials, waste or residual materials be stored under or on stages, stands or pedestals. Any empties must be removed immediately. Brochures / advertising materials may only be stored at the stand / in the event area to the extent of a daily requirement. Any empties must be removed immediately.

#### 4.4.1.12 Fire extinguishers

A suitable fire extinguisher in accordance with DIN EN 3 for fire classes A, B, C with at least 10 extinguishing units (LE) must be provided on stands and event areas > 100 m<sup>2</sup> during assembly, dismantling and during the event. Suitable fire extinguishers (fire class A, F) must be kept in kitchen / catering areas where food is being prepared (heated fats, oils). If necessary, several fire extinguishers may be required for large-area stand construction / event areas. All fire extinguishers must be installed in easily visible and permanently accessible locations, which must be marked in accordance with the accident prevention regulation /BGV A8/ (Safety and health protection marking at the workplace), ready to hand and protected against tipping (with floor stand or wall fixing).

#### 4.4.2 Stand roofing

For horizontal decorations, ceiling surfaces above individual and collection stands, at least flame retardant materials must be used. Proof to DIN 4102/B1 must be provided in the form of a test certificate.

#### 4.4.3 Glass and acrylic glass

Only glass suitable for the application may be used. Only safety glass may be used for glass constructions. Edges of glass panes must be machined or protected in such a way that there is no risk of injury. All-glass components must be marked at eye level.

#### 4.4.4 Recreation rooms / Prisoner rooms and auditoriums

All common rooms which are enclosed on all sides (closed rooms) and have no visual or acoustic connection to the hall or to the rest of the event area must be equipped with an optical and acoustic warning system in order to guarantee an alarm on the stand at all times. In exceptional cases, alternative measures may be approved. Recreation rooms require a special permit if they can accommodate more than 200 persons (please see point 4.2.1). The arrangement of trapped rooms (closed common rooms that can only be left via other rooms used) is not permitted.

#### 4.5 Exits/Emergency exits, doors

##### 4.5.1 Outputs/Emergency exits

The distance from any point on an exhibition area to a hall aisle may not exceed 20 m walking distance. In exceptional cases requiring approval, especially in the case of large exhibition stands / event areas in an exhibition hall, a straight hall aisle may have to be guided through the exhibition stand / event area. The required clear hall aisle width of at least 3.00 m must then be ensured by the exhibitor / customer in a construction- and barrier-free manner over the entire course. Recreation rooms / separate event areas with a floor space of more than 100 m<sup>2</sup> must each have at least two exits as far apart and opposite as possible to escape routes. The number and clear width of escape routes (exits, stairs, corridors) shall be at least as follows, taking into account the respective exhibition area / event area and the largest possible number of persons:

- up to 100 m<sup>2</sup> and < 200 persons 1 escape route, min. 0.90 m wide
- over 100 m<sup>2</sup> (≥ 200 persons) up to 200 m<sup>2</sup> (< 400 persons) 2 escape routes, each 1.20 m wide
- over 200 m<sup>2</sup> and under 300 m<sup>2</sup> (< 600 persons) 2 escape routes, 1.20 m + 2.4 m wide or 3 escape routes, each 1.20 m wide.

All escape routes must be clearly marked in accordance with /BGV A8/ (safety and health protection marking at the workplace).

##### 4.5.2 Doors in escape routes

Double-leaf door systems must be able to be opened easily at any time with a single handle from the inside (in the direction of escape) and in full width. The use of power-operated swing doors, revolving doors and other access barriers in escape routes is only possible with an official approval (abZ). Swinging doors in escape routes must have devices to prevent the doors from swinging through. Manually operated revolving doors / crosses in escape routes are only permitted if these mechanical devices ensure that the revolving doors / crosses can be opened easily and in full width from the inside in the event of danger. Furthermore, automatic or electrically operated sliding door systems are also permitted, provided that a valid, general building authority approval (abZ) can be submitted for these door systems, the local installation in all parts conforms to the approval and the escape routes are not impaired by the installation of sliding doors.

#### 4.6 Platforms, parapets, ladders and walkways

Generally accessible areas directly adjacent to areas that are more than 0.20 m lower must be surrounded by parapets. These must be at least 1.10m high. Parapets on surfaces accessible to the general public must have a

firm, non-slip handrail. To make it more difficult for children to climb over the parapets, only closed parapet fillings or vertically extending cross bars with a free bar spacing or opening dimension in a direction of max. 0.12m are permitted. Parapets on areas with restricted trade visitors must be provided with at least one continuous, firm and non-slip handrail, a middle and lower chord. Verifiable proof of stability must be provided for platforms and the parapets required for this. Depending on use, the floor load must be in accordance with DIN EN 1991-1-1/NA in conjunction with National Appendix, Tab. 6.1DE (formerly DIN 1055-3, Tab.1), [Cat. C1] must be designed for at least 3.0 kN/m<sup>2</sup>. Platforms that can be walked on in one step must not be more than 0.20 m high. Ladders, access ladders, walkways and stairs must comply with accident prevention regulations.

## 4.7 Stand design

### 4.7.1 Appearance, loose seating

The exhibitor is responsible for the design of the stand. The typical exhibition criteria of the event must be taken into account. Walls bordering visitor corridors should be loosened up by the installation of showcases, niches, displays and the like. Rear sides of stands (above h ≥ 2.5 m) adjoining neighbouring stands must be kept neutral so as not to impair the design of the neighbouring stand. Products manufactured using exploitative child labour within the meaning of ILO Convention 182 may not be used to design and furnish the stand. Free table groups with seating on the stand area / the event area must always be arranged in a relaxed manner. If there are more than 20 seats, a table distance of at least 1.5 m must be provided for safe escape.

### 4.7.2 Checking the rented area

MW GmbH will mark the rental area on the hall floor. Each exhibitor / customer is obliged to inform himself on site about location, dimensions and possible installations, safety equipment etc.. The stand boundaries must be strictly observed.

### 4.7.3 Interference with the building fabric

Hall parts / structures and technical equipment may not be damaged, soiled or altered in any other way (e.g. by drilling, screwing, nailing). Painting, wallpapering and gluing is also not permitted. Parts of the hall and technical equipment may neither be loaded by stand structures nor by exhibits. However, hall columns / hall supports within the rented area can be converted within the permissible construction height without damaging them. Fire / smoke protection doors must not be kept open by wedges or other objects, but must only be locked on existing locking devices (with automatic closing mechanism).

### 4.7.4 Hall floor

Carpets and other floor coverings must be laid without risk of accidents and must not project beyond the boundaries of the stand. The connection of stand areas across hall aisles with exhibitor / customer floor coverings requires approval and must be made in such a way that there is no danger of tripping or other accidents in the aisle. Only adhesive tape that can be removed without leaving any residue may be used for fixing. Self-adhesive carpet tiles are not permitted. All materials used must be removed without residue. Substances such as oils, fats, paints and the like must be removed from the floor immediately. The hall floor may neither be painted nor pasted on. In case of above-average soiling or difficult to remove adhesive materials, MW GmbH charges a cleaning supplement from the exhibitor / customer.

### 4.7.5 Suspensions from the hall ceiling

Suspensions from the hall ceiling are not possible.

### 4.7.6 Stand partition walls

MW GmbH will mark and mark the rented stand area or the event area on the hall floor. Unless otherwise booked, stand partition walls are not available on the trade fair side. The rear sides of the stand partitions of neighbouring exhibitors may not be used without prior agreement with the stand neighbour. Up to 50 mm tolerances for the installed walls in both directions must be deducted from the dimensions of the rental areas.

### 4.7.7 Advertising materials/presentations

Stand and exhibit lettering, company logos and trademarks must not exceed the prescribed construction height (please see also point 4.3). They should create an appealing image. The customer / exhibitor is obliged to create a jointless, stable, white partition against the directly adjacent neighbouring stand without any advertising statement. Advertising directed to directly adjacent neighbouring stands or event areas must be at least 1.00 m away from the border of the neighbouring stand or event area. Exhibits are not subject to this regulation. The distribution of printed matter and the use of advertising materials are only permitted on the company's own stand area / in its own event area. The operation of larger areas for presentations / performances of any kind on the stand area / in the event area of the exhibitor / customer must be reported. Other presentations, optical, slowly moving or acoustic advertising media as well as musical reproductions are permitted, provided that they do not disturb the neighbours, do not lead to visitor congestion in the corridors and do not drown out the exhibition's own exclamation systems in the halls and event areas. The noise level must not exceed 70 dB(A) at the stand or event area boundary for acoustic, musical performances. MW GmbH is entitled to restrict or prohibit those demonstrations which cause noise or optical annoyance or for other reasons lead to a considerable endangerment or impairment of the current fair / event operation or of visitors and co-exhibitors / organizers, despite prior consent given, if applicable. If the aforementioned operating specifications are repeatedly not observed, the power supply to the stand / event area of the exhibitor / customer can be interrupted regardless of the associated failure of the stand supply. The exhibitor is not entitled to compensation for direct or indirect damage caused by the interruption of the power supply. The burden of proof for compliance with the specifications lies with the exhibitor / customer. DIN 15905-5 (sound technology in theatres and multi-purpose halls) contains measures to avoid a hearing hazard for the public as a generally accepted rule of technology.

### 4.7.8 Accessibility

Accessibility should be taken into account when designing stands and event areas. Stands, their facilities and separate event areas should also be accessible and usable for people with disabilities without outside help. If accessible stand construction facilities and/or event areas are to be freely accessible to the general trade fair public, a main entrance or exit of the stand construction facility or event area must be barrier-free. Alternatively, stand operating, organisational measures (customer / exhibitor staff or similar) for secure accessibility, support and in particular for emergency evacuation of visitors with limited mobility and wheelchair users by the exhibitor / customer / stand operator are to be named on request of MW GmbH.

### 4.7.9 Air conditioning

With closed stand ceilings, uniform air conditioning is not ensured by the central system of the hall. The use of air-cooled condensers inside the hall is not permitted when installing air-conditioning units belonging to the stand. Fresh water may only be used in air conditioning

systems to cool refrigeration compressors. The water consumption for these air conditioners shall be recorded by meters.

#### 4.7.10 Kitchens

For safety reasons, kitchen appliances with flammable gases in compressed gas cylinders may not be operated in the halls. Kitchen vapours must be removed from the hall to prevent odour nuisance. In the interest of environmental protection, edible oils, fryer fats and the like must be disposed of separately. Appropriate containers must be kept at the stand. Waste water that is to be discharged into the sewage network must not exceed the quantities of pollutants usual for households. If waste water with a high fat content is discharged, the use of grease separators is necessary.

#### 4.7.11 Restoration of the stand area / the event area

The exhibitor / customer must return the stand area / the event area in clean and original condition by the end of dismantling at the latest. All necessary restoration work, including the residue-free removal of adhesive tapes, paint residues and the like, must be completed by this time. Damage and contamination by exhibitors / customers or their representatives in the hall and event areas or rooms used, including their facilities, or on outdoor facilities in the open air grounds, must in any case be reported to MW GmbH.

#### 4.8 Open-air grounds

Outdoor areas are only permitted in exceptional cases and require the approval of MW GmbH.

### 5 Operational safety, technical safety regulations, technical regulations, technical supply

#### 5.1 General regulations

The exhibitor / customer and the companies commissioned by him are responsible for operational safety and compliance with occupational safety and accident prevention regulations on his stand / in his event area. The assembly and dismantling work may only be carried out in compliance with the applicable industrial safety regulations and accident prevention regulations, in particular UVV /BGV A1/ and UVV /BGV C1. The exhibitor/customer and the companies commissioned by him must in particular ensure that their assembly and dismantling work does not endanger other persons present. Where necessary, the exhibitor / customer must ensure appropriate coordination, by means of which the work is coordinated.

##### 5.1.1 Damage

Any damage to the exhibition grounds, halls or facilities caused by exhibitors / customers or their representatives will be repaired by MW GmbH at the exhibitor's / customer's expense after the end of the event.

#### 5.2 Use of work equipment

The use of bolt-firing equipment is prohibited in the exhibition halls. The use of woodworking machines without chip extraction is not permitted. The use of cranes, forklifts and working platforms is reserved exclusively for the contract carriers of MW GmbH. The use of company-owned cranes, forklifts and lifting work platforms is not permitted for safety reasons.

#### 5.3 Electrical installation

##### 5.3.1 Electrical connections

Each stand / event area that is to be supplied with electrical energy can be ordered with one or more connections with fuses and main switch. Installations of these connections (main connections) are carried out by MW GmbH or its contractors for a fee. The order with form must be accompanied by a sketch of the floor plan showing the desired location of the connections. The

sum of the required power[in kW] of all consumption sources (incandescent lamps, motors, devices, etc.) must be displayed in order to be able to calculate the sufficient cross-section of the supply lines. The power supply is switched off on the last day of running for safety reasons / usually one hour after the end of the fair / event.

##### 5.3.2 Stand installation

Electrical installation work within the stands can be carried out by MW GmbH or its contractors for a fee after ordering. Installations can also be carried out by exhibitor/customer-owned electrical specialists or by approved specialist companies in accordance with the valid VDE regulations and the regulations applicable in Europe as well as the state of the art. RCD protection circuits (formerly RCD) with 30 mA are mandatory for all circuits.

##### 5.3.3 Installation and operating instructions

The entire electrical equipment must be designed in accordance with the applicable safety regulations of the Association of Electrical Engineering VDE or the applicable EU standards (EN). Particular attention must be paid to VDE 0100-ff., 0100-560, 0100-718, 0128 and the ICE standard 60364-7-711 Fluorescent tube systems must be compensated (individual compensation or duoswitching). The proportion of high or low frequency interference emitted into the mains must not exceed the values specified in VDE 0160 and VDE 0838 (EN 50 006). Conductive components must be included in the measures for protection against indirect contact (static earthing). Only cables such as types NYM, H05VV-F, H05RR-F (only in indoor areas) and H07RN-F (in outdoor areas and temporary structures) with a minimum cross-section of 1.5 mm<sup>2</sup> Cu must be used.

to be. Excluded from this are only supply lines from mobile consumption sources (devices etc.) up to 1.50m supply line length. Flexible cables (including flat cables) must not be laid unprotected against mechanical loads under floor coverings. In low-voltage systems (low-voltage lighting systems) bare, electrical conductors and terminals are not permitted; cable systems must also be completely insulated. The secondary cables must be protected against short circuit and overload.

Transformers and converters must be protected with primary and secondary fuses. Electronic protective devices are not line protection fuses in the sense of VDE regulations. The lamps must be secured against falling out. Only lamps with protective glass are permitted for halogen luminaires. Busbars must be equipped with protective caps. Rail fastening with plastic cable ties is not permitted. Depending on the heat development, a sufficiently large distance to flammable materials must be ensured. The electrical installation on the exhibition stand may only be put into operation for the event after it has been accepted and approved by the testing service provider of MW GmbH. Acceptance is arranged by MW GmbH. For voltages greater than 25 V AC or 60 V DC, bare electrical conductors and terminals are not permitted (protection against direct contact is required). Unauthorised extensions or changes to the electrical installation after acceptance are not permitted. It is not permitted to draw current from a neighbouring stand; the stand's own power supply systems are not permitted.

##### 5.3.4 Safety measures

For special protection, all heat-emitting and heat-generating electrical appliances (hotplates, spotlights, transformers, etc.) must be mounted on non-flammable, heat-resistant asbestos-free supports. Depending on the heat development, a sufficiently large distance to flammable materials must be ensured. Lighting fixtures must not be attached to flammable decorations or the like. The safety instructions of the device manufacturers

must be observed.

### 5.3.5 Safety lighting

Stands / event areas in which the existing general safety lighting is not effective due to the special design require additional, separate safety lighting in accordance with VDE 0100-560, -718 or 0108-100 (DIN EN 50172). It must be designed in such a way as to ensure safe orientation right up to the general escape routes.

### 5.4 Water and waste water installation

Each stand to be supplied with water/waste water will have one or more connections. Inflows alone are only permitted for permanently connected consumption devices. Discharge lines with a nominal width of less than 50 mm are not laid. Water inflow and outflow will be laid by MW GmbH or its contractual company at a charge until OKF. Own installations below the hall floor are not permitted. MW GmbH will dismantle or repair non-professional self-assembly above the hall floor at a charge. Orders with a form must be accompanied by a sketch showing the desired location of the connections. The water supply can be stopped during the event days for safety reasons and after the fair closes.

### 5.5 Compressed air/gas installation

#### 5.5.1 Compressed air installation

Compressed air installations are only possible in connection with the installation of an exhibitor's own compressor and require the express permission of MW GmbH.

#### 5.5.2 Gas installation

Gas installations of any kind are not permitted.

### 5.6 Machinery, pressure vessel and exhaust systems

#### 5.6.1 Machine noises

In the interests of other exhibitors / customers and visitors, the operation of noisy machines and equipment should remain as limited as possible. Noise at the stand boundary must not exceed 70dB(A).

#### 5.6.2 Product safety

All technical work equipment and consumer products exhibited must meet the requirements of the Product Safety Act (ProdSG) in the currently valid version. Technical work equipment and consumer products that do not meet these requirements must bear a clearly visible sign indicating that they do not meet the requirements of the above law and cannot be purchased until compliance with the legal requirements has been established. For technical work equipment and consumer products bearing the CE mark, the manufacturer's corresponding EU declaration of conformity must be available at the stand / event area. During demonstrations, the necessary precautions must be taken to protect persons by stand and operating personnel. The stand personnel are also responsible for ensuring that unauthorised switching operations are excluded.

##### 5.6.2.1 Protective devices

Machine and apparatus parts may only be put into operation with all protective devices. The normal protective devices can be replaced by a safe cover made of acrylic glass or a similar transparent material. If the equipment is not put into operation, the protective devices can be removed to make visitors aware of the design and construction of the covered parts. The guards must then remain visible next to the machine.

##### 5.6.2.2 Test methods

The technical work equipment exhibited can be inspected with regard to its accident prevention and safety-related design by the responsible supervisory authority together with the relevant trade association committees if necessary and checked for compliance

with the safety requirements. In order for the Office to check the CE marking, the EU Declaration of Conformity must be available for inspection at the exhibition stand.

In case of doubt, exhibitors should contact the responsible office well in advance of the trade fair.

#### 5.6.2.3 Prohibition of operation

In addition, MW GmbH is entitled to prohibit the operation of machines, apparatus and devices at any time if, in its opinion, the operation could pose a risk to persons and property.

### 5.6.3 Pressure vessels

#### 5.6.3.1 Acceptance certificate

Pressure vessels may only be operated on the stand if the tests required in accordance with § 9 A 1 Pressure Vessel Ordinance in the current version (BGB I, S 843) have been carried out. The test certificates issued in this respect must be kept at the exhibition site near the pressure vessel and presented to the responsible supervisory authority on request.

#### 5.6.3.2 Testing

The certificate of the construction and water pressure test is not sufficient. This requirement also applies to foreign or borrowed containers. If you register up to 4 weeks before the start of the trade fair, pressure vessels requiring inspection can be subjected to acceptance testing by the Technical Inspectorate up to one day before the start of the trade fair on presentation of the construction and water pressure test certificate and the appointment of a fitter at the trade fair stand.

#### 5.6.3.3 Rental equipment

Since the assessment of foreign pressure vessels cannot be carried out during the relatively short set-up time, the use of tested returnable vessels is to be preferred.

#### 5.6.3.4 Monitoring

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

#### 5.6.4 Exhaust gases and vapours

Exhibits and equipment that emit flammable vapours and gases that are harmful, hazardous to health or annoying to the general public are not permitted.

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

#### 5.7.1 Compressed gas and liquefied gas systems

The storage and use of compressed and liquefied gas in the exhibition halls and on the open-air grounds is prohibited without the written permission of MW GmbH. The use of liquid gas in the exhibition halls is strictly prohibited.

#### 5.7.2 Flammable liquids

##### 5.7.2.1 Storage and use

The storage and use of flammable liquids in the exhibition halls and on the exhibition grounds is prohibited.

### 5.8 Asbestos and other hazardous substances

The use and application of building materials containing asbestos or products containing asbestos or other hazardous substances is prohibited. The basis for this is the law on protection against hazardous substances (Chemical law), BGB I, Part 1, in conjunction with the Chemicals Prohibition Ordinance (ChemVerbotsV) and the Hazardous Substances Ordinance (GefStoffV) in the currently valid version.

### 5.9 Radiation protection

#### 5.9.1 Radioactive materials

Handling of radioactive materials is not permitted.

#### 5.9.2 Laser systems

The operation of laser systems is subject to approval and must be coordinated with MW GmbH. The operation



of laser systems must be reported to the responsible authority in accordance with § 6 of the accident prevention regulations "Laser radiation" BGV B2. The notification must be accompanied by a written order from a laser protection officer for the operation of the laser equipment. The notification must be submitted at least 6 weeks before the start of the event.

#### **5.10 High-frequency devices, radio systems, electromagnetic compatibility, harmonics**

The operation of high-frequency devices, radio systems and other transmitters for communication purposes as well as paging systems, microport systems, intercoms and telecoms radio systems are subject to notification and approval by the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railways and must be coordinated with MW GmbH in order to achieve a uniformity of frequencies and exclude mutual interference wherever possible. The operation of high-frequency equipment and radio systems is only permitted if they comply with the provisions of the German Telecommunications Equipment Act (FAG) and the German Electromagnetic Compatibility Act (EMVG) in the currently valid version. If exhibits are exhibited or stand decorations are used where electric, magnetic or electromagnetic fields are used, the provisions of the 26th Ordinance on the Implementation of the Federal Immission Control Act (26th BImSchV) and on Electromagnetic Environmental Compatibility (EMC) must be observed. The electrical installations of the exhibits and the exhibits must be designed in such a way that impermissibly high mains interferences caused by current harmonics into the trade fair supply network are avoided (please see item 5.3.3).

#### **5.11 Cranes, forklifts, working platforms, empties**

The use of cranes and forklifts is reserved for the contract carriers / contractors of MW GmbH. The contract forwarding agents of MW GmbH exercise the sole right of forwarding on the exhibition grounds, i.e. moving exhibits, stand structures etc. to the stand, including the provision of any auxiliary equipment and customs clearance for temporary or definitive import. The latest version of the German Freight Forwarders' Standard Terms and Conditions (ADSp) and the Forwarding Tariff for Fairs and Exhibitions of MW GmbH apply to the orders placed with the freight forwarders. A liability of MW GmbH for all risks, which can result from the activity of the forwarding companies, is excluded. The storage of empties of any kind on the stands is prohibited. Empties must be removed from the hall immediately at the request and expense of the exhibitor/customer by the authorised forwarding agents, if necessary to a warehouse for empties.

#### **5.12 Musical reproduction**

The permission of the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA) is required for musical reproductions of all kinds under the condition of the Copyright Act, §15 Urhebergesetz (BGB), in the current version. Unregistered music reproductions may result in GEMA claims for damages (§97 Copyright Act).

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

For the installation and operation of beverage dispensing systems on the stand / in an event area, the Industrial Safety Ordinance (BetrSichV) and the current version of the trade association regulations for the installation and operation of beverage dispensing systems (BGR 228) must be observed. In principle, the operator of a beverage dispensing system is solely responsible for its

safety and hygiene. This results in a documentation obligation, i.e. the operator must be able to prove that and how he has fulfilled his duty of monitoring and care for the technical and food-hygienic safety of the plant. The recommended orientation values for cleaning intervals according to DIN 6650-6 apply to all beverage dispensing systems.

#### **5.14. Food monitoring**

When giving samples for consumption on the spot and when selling food and beverages on the spot, the statutory provisions, in particular the Food Hygiene Ordinance (GVBl) and the Foodstuffs and Commodities Act (LMBG) in the currently valid version must be observed.

#### **6 Environmental protection**

MW GmbH is committed to the precautionary protection of the environment. As a contractual partner of MW GmbH, the exhibitor / customer is obliged to comply with regulations and guidelines concerning environmental protection, including regulations regarding species protection. At the same time, the exhibitor / customer must ensure that these specifications are also adhered to by his contractors. All costs incurred in this respect shall be borne by the exhibitor / customer.

##### **6.1 Waste management**

The basis for all the following regulations are the provisions of the Closed Substance Cycle and Waste Management Act (KrW-/ AbfG, in the currently valid version), the associated implementation regulations and ordinances, as well as the law on the prevention and disposal of waste in Wolfsburg. The exhibitor / customer is responsible for the proper and environmentally compatible disposal of waste arising during construction, running time and dismantling of his stand / event area. The technical handling of disposal for recycling and disposal is the sole responsibility of MW GmbH or the contractual partners named by MW GmbH.

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

According to the principles of recycling management, waste at trade fair venues must be avoided first and foremost. Disposable crockery should not be used for catering guests. Exhibitors / customers and their contractual partners are obliged to contribute effectively in every phase of the event. This goal must be pursued as early as the planning stage and in the coordination of all parties involved. In general, reusable materials should be used for stand construction and operation that are as environmentally friendly as possible. Materials left behind will be disposed of without checking their value at the exhibitor's / customer's expense at an increased charge.

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

The exhibitor / customer is obliged to report to MW GmbH any waste that is particularly hazardous to health (including in particular food and other organic waste), hazardous to air or water, explosive or flammable (e.g. batteries, paints, solvents, oils, fuels and lubricants, paints, etc.) and to arrange for its proper disposal by the responsible contractual partner of MW GmbH.

##### **6.1.3 Waste brought along**

Materials and waste that are not generated in connection with the duration of the event, during assembly or dismantling, may not be brought to the exhibition grounds.

#### **6.2 Water, wastewater, soil protection**

##### **6.2.1 Oil, grease separator**

Discharges into the sewerage system must not exceed the regular quantities of pollutants for households. If

waste water containing oil or grease is to be discharged which exceeds these quantities, the use of suitable oil/grease separators is necessary. When using mobile gastronomy, especially in open-air areas, it must be ensured that fats and oils are collected separately and disposed of separately.

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

Cleaning work must only be carried out with biodegradable products. Cleaning agents containing harmful solvents are only to be used in exceptional cases in accordance with the regulations. Cleaning services during the event and during assembly and dismantling may only be carried out by the cleaning company commissioned by MW GmbH.

#### **6.3 Environmental damage**

Environmental damage / contamination (e.g. by petrol, oil, solvents, paint or other environmentally hazardous substances) must be reported to MW GmbH immediately.

#### **6.4 Noise protection**

Avoid noise during assembly and dismantling work. Noise-inducing activities must be avoided on working days before 7:00am and after 8:00pm, on Saturdays after 4:00pm and on Sundays and public holidays. In the event of non-compliance, assembly and dismantling activities may be prohibited during the periods mentioned.