

# TERMS & CONDITIONS OF PARTICIPATION –

## II. TECHNICAL REGULATIONS

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The contractual provisions apply, in addition to the following Technical Regulations.

#### 1. Stand plans, stand set-up and dismantling, requirements

##### 1.1 Stand set-up and dismantling

In general, stand set-up and the delivery of exhibits can begin three days before the opening of the Fair. Permits for earlier access and extended dismantling times must be submitted to the Organiser by the Exhibitor before 1 August 2020 at the latest. Set-up of the stand must be completed by 8.00 pm at the latest on the day before the opening of the Fair and halls must be cleared of all items not included as part of the stand. The set-up of system stands by the Organiser will also be completed by 8.00 pm at the latest on the Tuesday before the Fair begins. Any changes requested or complaints made can still be dealt with after this deadline.

Dismantling of stands and the delivery of packing materials are not permitted before the official end of the Fair at 5.30 pm on Sunday. Vehicles have access to the exhibition site from 7.00 pm on Sunday, after which the halls and the site are open for dismantling. Exhibitors with system stands must ensure their stands are completely empty by Sunday evening, 18 October 2020, at the latest. On Monday, the cleaning staff will empty and dispose of any remaining contents and the stands will be dismantled. Custom-built stands must be dismantled and the floor space completely cleared and cleaned by Monday at midnight. Exhibitors are responsible for the security and supervision of their stands and exhibits if they choose to wait until Monday to dismantle.

##### 1.2 Stand plans, permits

All custom-built stands must receive approval. The following documents should be submitted in digital form (PDF), labelled in English or German, to the Organiser ([custombuiltstand@buchmesse.de](mailto:custombuiltstand@buchmesse.de)), no later than 1 August 2020.

For custom-built stands higher than 2.5 m or with an area in excess of 40 sqm: stand plans, floor plans, cross sections and side elevations, which clearly show all dimensions (external dimensions of the stand area and the total height, incl. suspended elements). For custom-built stands up to a height of 2.5 m and less than 40 sqm in area: a floor plan which clearly indicates the external dimensions of the stand area.

Dimensioned stand plans drawn to a suitable scale (e.g. 1:100) labelled in English or German, accompanied by floor plans (as well as sectioned views and perspective views if appropriate), must also be submitted in digital form (PDF) to the Organiser ([custombuiltstand@buchmesse.de](mailto:custombuiltstand@buchmesse.de)) and the Messe Frankfurt Venue GmbH, Technical Project Management ([veranstaltungstechnik@messefrankfurt.com](mailto:veranstaltungstechnik@messefrankfurt.com))

for approval of exhibition stands larger than 100 sqm in area, special structures (two-storied structures located, cinemas and auditoriums, stage sets, structures in outdoor areas, mobile constructions, enclosed spaces – i.e. common rooms that can only be exited by way of other utilised spaces) and special structural elements (in particular, stand structures, exhibits and walls higher than 4 m, closed ceilings, podiums and stages higher than 0.2 m, glass constructions, moving components, floor/ceiling connections); these plans must clearly indicate precise dimensions (incl. max. height of the structure and suspended elements).

A permit will only be issued for the erection of special structures and structural elements if the exhibitor submits the following certified documents in digital form (PDF) in English or German in good time (no later than eight weeks before the start of construction):

- a) Structural calculations complying with German building standards that are checkable or have been checked by a second independent structural engineer
- b) A building description specifying the materials used (including certificates in German or English where applicable)
- c) Stand construction drawings to a suitable scale, e.g. 1:100 (floor plans, perspective views, sectioned views) as well as a ceiling plan with dimensions of the closed ceiling(s).
- d) Escape route plan including lengths and widths of emergency escape route(s).
- e) Submission of a type certification / certification book renders item a) superfluous.

The Organiser and the Messe Frankfurt Venue GmbH (herein also called Messe Frankfurt), the operator of the exhibition site, are entitled (and in case of the second option under 1.2a, obliged) to have the submitted documents examined by a structural engineer appointed by the Messe Frankfurt Venue GmbH, and by a fire safety expert if necessary.

The firm of engineering consultants will contact the stand construction manager at a specified time / after consultation to provide assistance and examine structural characteristics, and to inspect the structure for a fee. The Exhibitor is responsible for any costs resulting from this examination. The Messe Frankfurt Venue GmbH will invoice the Exhibitor/stand constructor directly for the costs arising from structural and fire safety assessments. If Exhibitors do not submit certifiable documents by the prescribed deadline they will not be entitled to erect the special structures or structural elements.

Due to the additional work entailed, the absence of structural calculations results in additional costs for the exhibitor / stand constructor.

Permission must also be obtained for all kinds of special events an Exhibitor may wish to organise as part of the Frankfurter Buchmesse.

### 1.3 Legal requirements

With regards to safety and fire protection, exhibition stands must strictly adhere to these Technical Regulations. The Technical Regulations are based on the requirements of H-VStättR (Hessian guidelines on public meeting places) which have been established in the land of Hesse (in which Frankfurt lies) by ministerial decree. Based on these regulations, each Exhibitor is responsible for stand set-up, stand design and the operation of their exhibition stand. The Exhibitor is particularly responsible for the implementation of safety precautions within their rented exhibition space, in accordance with these Technical Regulations.

### 1.4 House rules

The exhibition site is private property. The Messe Frankfurt Venue GmbH is the operator of the exhibition site. Along with the Organiser, the Messe Frankfurt enforces house rules on the exhibition site which are visibly displayed throughout the exhibition grounds. The Organiser is entitled to issue additional, event-specific house rules to ensure the overall safety of the event. The Exhibitor can find the current house rules at [www.buchmesse.de](http://www.buchmesse.de), or can make a request to have them sent by mail.

### 1.5 Violations

The Organiser can request that violations against these Technical Regulations be remedied as soon as possible. The Organiser can also request the removal of objects that may present a significant disturbance to Fair activities or a risk to the safety of exhibitors and visitors, due to their smell, noise or appearance. If violations against the Technical Regulations persist, the exhibition stand may be shut down at the Exhibitor's expense.

## 2. Vehicle traffic on the exhibition site, emergency exits, safety equipment

### 2.1 Traffic rules

In order to ensure the smooth movement of traffic during set-up and dismantling and for the duration of the Fair, rules for the organisation and direction of traffic – such as the Traffic Regulations – and all instructions given by the personnel deployed by Messe Frankfurt for this purpose, shall be observed at all times. The parking of vehicles on the exhibition site is not permitted at any time throughout the entire duration of the Fair. Any exception to this rule requires a special permit from the Fair management.

### 2.2 Rescue routes

#### 2.2.1 Fire fighting access zones, hydrants

The necessary access routes and mobility zones for the fire fighting services and routes marked by no-stopping signs must be kept free at all times. Vehicles and objects left on the rescue service access routes and safety areas will be removed at the expense and risk of the owner.

Hydrants in the halls and on the outdoor area must not be covered over, obscured or rendered inaccessible in any way.

### 2.2.2 Emergency exits, escape/rescue routes, hall aisles

Escape/rescue routes and emergency exits are to be kept free at all times.

The doors along escape and emergency rescue routes must be able to be easily opened from the inside to their full extent. Directions to escape and emergency rescue routes as well as exit doors and emergency exits in the hall floor and signs marking these exits must not be blocked, covered over, obstructed, hidden or otherwise obscured. The escape/rescue routes and emergency exits as well as aisles in the halls must not at any time be blocked or restricted by objects placed in the aisle or extending out into the aisle. The aisle must be kept clear across its entire width at all times; it is not permitted to place either stand elements (including doors or curtains) or exhibits here. Hall aisles are emergency escape/rescue routes! In the event of infringements, the Organiser or the Messe Frankfurt are entitled to remedy the situation at the expense and risk of the causer. Materials needed for the construction of the stand or display items delivered for direct installation at the stand may be placed temporarily at the edges of the emergency escape/rescue routes or hall aisles during construction and dismantling, provided that this does not encroach on the minimum width stipulated for safety, and that logistical needs are also taken into consideration. This requirement will be deemed to have been fulfilled if a strip of no more than 0.9 m parallel to the stand boundary is used for the temporary placement of such items. Irrespective of the width of the aisle and of the goods being deposited, a passageway of at least 1.2 m must be kept free, without fail. Spaces in front of emergency exits and in the aisle intersections are excluded from this dispensation and must be kept clear to their full width at all times. The aisles may not be used as locations for assembly stations or for setting up machinery (e.g. woodworking tools, workbenches etc.).

It may be necessary at any time, at the request of Messe Frankfurt or the Organiser, to clear aisles for logistical reasons.

Any costs arising from the need to clear an aisle will be borne by the party encroaching.

### 2.3 Safety equipment

Sprinklers, fire alarms, fire extinguishers, smoke alarms, fastenings on the hall doors and other safety equipment, their markings and the green emergency exit signs must be accessible and visible at all times. They must not be blocked or covered over.

### 2.4 Stand numbering

Stand numbers are produced by the Organiser in a uniform design and are attached to the Organiser's own stands. When providing their own stands, or in the case of two- or three-sided open stands, Exhibitors are obliged to produce and attach stand numbers themselves or to display a notice of their stand number.

For the duration of the Fair, stand numbers may not be removed or covered over or rendered illegible in any other way.

### 2.5 Stand security

During set-up and dismantling as well as throughout the Fair, the Organiser's security service will patrol the grounds and halls and keep a general eye on things. This service does not include the guarding of Fair stands or exhibited goods. If security measures are desired during the Fair, the Exhibitor must provide for the guarding of their own stand and exhibited goods. All stand security measures outside of the official opening times of the Fair must be booked with the Organiser's approved security company.

### 2.6 Evacuation in an emergency

The Organiser may order to evacuate areas, halls and/or rooms inside for safety reasons.

## 3. Stand structure regulations

### 3.1 Stand safety, barrier-free construction

Exhibition stands, their fittings and exhibits as well as publicity fixtures are to be set up with the necessary stability to ensure that public safety and order, in particular life and health, are in no way endangered. The Exhibitor is responsible for structural safety and obliged to show proof if required. Standing structural elements or special constructions (e.g. free-standing walls, tall display items, tall decorative elements) that could potentially topple over must be tested for a horizontally applied equivalent distributed load (qh):  $qh_1 = 0.125 \text{ kN/sqm}$  for flat surfaces up to 4 m, measured from the floor surface;  $qh_2 = 0.063 \text{ kN/sqm}$  for all flat surfaces of over 4 m, measured from the floor surface. The pertinent surfaces to assess in each case are the visible (front) surfaces. Certificates issued to this effect must be presented to Messe Frankfurt or the Organiser at their request, in a form suitable for assessment. In justified individual cases discrepancies may be allowed, but in such cases detailed explanation must be provided. It is not permitted to use neighbouring stands or other existing structures to provide stability. In justifiable cases, Messe Frankfurt reserves the right to order an assessment of the stand safety by a qualified engineer in situ, at the Exhibitor's expense. Stands should be designed to ensure barrier-free access. It should be possible for mobility-impaired persons to easily access stands and use their facilities without assistance.

#### 3.1.1 Stand permits

Exhibitor's custom-built stands must be authorised for use. In addition, permits issued by the Organiser are required for all other stand structures, two-level stands, and special installations and constructions (see 1.2). The structural supervisory authorities and fire department may also make additional demands.

#### 3.1.2 Changes to stand structures in breach of regulations

Stands that have not been approved or do not comply with the Technical Regulations or technical standards must be altered or removed. If this work is not completed in the time required, the Organiser is entitled to undertake such changes at the Exhibitor's expense.

## **3.2 Fire protection and safety regulations**

### **3.2.1 Fire protection regulations**

The use of open fires and flames is prohibited. Exhibition halls are equipped with fire alarms and fire extinguishing systems.

In the event that the operation of said fire protection systems is restricted by stand construction work (e.g. by closed ceilings, see also 3.2.2), Exhibitors shall be obliged to undertake additional measures in order to guarantee their unrestricted operation, where same shall be coordinated with Messe Frankfurt Venue GmbH, Technical Project Management. Closed ceilings are not permitted in foyers.

#### **3.2.1.1 Sprinkler system**

The halls are equipped with sprinkler systems. A minimum distance of 1 m must be maintained between the sprinkler heads and any exhibition items and decorative elements. Lighting units and spot lamps must be so positioned as to exclude the possibility of erroneously triggering the fire extinguishers with their heat.

#### **3.2.1.2 Construction and decorative materials**

Materials that are flammable, drip while burning or generate toxic gases or large amounts of smoke, such as most thermoplastics (including polystyrene (styrofoam)), cannot be used for stand construction. For safety reasons, special requirements may be imposed for load-bearing structural components in individual cases (e.g. non-flammable). Attachments that are structurally necessary or load-bearing can only be made using non-flammable fasteners and materials. Stand construction and decorative materials must be flame-retardant (class B1) and cannot drip while burning, generate minimal smoke in accordance with DIN 4102-1 / must comply with class B/C -s1, d0 in accordance with EN 13501-1. Test certificates stating the classifications of the building materials employed shall be kept available at the stand at all times. All materials brought on site must be kept at a sufficient distance from ignition sources, spotlights and heat sources to ensure that they cannot be ignited. Decorations must be mounted directly on walls, ceilings or furnishings. Decorations suspended (freely) within the room are only permissible if they are at least 2.5 metres above the floor and do not impede the effectiveness of automatic fire extinguishing systems. The rear of backlit areas/walls and LED walls must remain accessible to the fire brigade without the use of tools. Bamboo, reed, hay, straw, bark mulch, peat or similar materials do not generally satisfy the aforementioned requirements, and should generally be afforded special protection or treated to render them non-flammable. Deciduous and coniferous trees may only be used if their roots are kept moist at all times. Attachments that are structurally necessary can only be made using fasteners approved for this purpose (e.g. plastic cable ties are prohibited!).

#### **3.2.1.3 Exhibiting motor vehicles**

The Organizer and Messe Frankfurt Venue

GmbH's Technical Project Management must first be notified if motor vehicles are to be exhibited and it must be approved.

This notification must include the number of vehicles, as well as the specification of the type(s) of vehicle(s) to be shown.

Vehicles equipped with combustion engines may be exhibited in the exhibition halls only if their fuel tanks have been emptied and must be locked. Their batteries shall be disconnected. Gas-driven motor vehicles may only be exhibited in the exhibition halls if their gas tanks have been emptied and depressurised. Electric powered motor vehicles are subject to other safety measures which will be stipulated by the Organiser as a condition to approval.

#### **3.2.1.4 Hazardous materials, explosive materials**

It is forbidden to bring any hazardous materials, preparations or objects onto the exhibition grounds, which are explosive, highly combustible, flammable, poisonous, harmful to health or dangerous for the environment.

#### **3.2.1.5 Pyrotechnics, laser systems, LEDs**

Pyrotechnic articles as well as shows are not permitted. The deployment of laser systems is not permitted. High-energy or light-intensive LED systems may only be used with permission. Suitable extinguishing units/agents are to be kept in the direct vicinity of all LED systems and must be ready to use at all times.

#### **3.2.1.6 Balloons and flying objects**

The use of balloons or flying objects filled with a combustible gas as well as with an inert gas, as well as other flying objects (e.g. drones) in the exhibition halls or outdoor areas is prohibited.

#### **3.2.1.7 Fog machines, hazers, Sparkulars**

The deployment of fog machines, hazers or Sparkulars is not permitted.

#### **3.2.1.8 Containers for trash, recyclable materials and residual waste**

No containers for trash, recyclable materials or residual waste that have been fabricated from combustible materials shall be set up on stands. All containers on a stand shall be regularly emptied, no later than every evening following the close of the event, and their contents deposited in the containers for recyclable materials or residual waste at the stations at exhibition hall exits. In the event that large quantities of combustible waste are generated, same shall be safely disposed of several times a day. Trash bags may be deposited in may be deposited daily in the hall aisles for pickup daily for pickup following the close of the event.

#### **3.2.1.9 Spray guns, nitrocellulose lacquers, cleaning agents, solvents**

Use of spray guns and employment of nitrocellulose lacquers is prohibited in all exhibition halls. The use of flammable liquids or construction materials that release toxic vapours is prohibited.

#### **3.2.1.10 Potentially flammable work**

Messe Frankfurt Venue GmbH, Technical Event Management, shall be notified regarding any potentially flammable work involving welding, cutting, soldering, thawing or grinding in advance of its commencement. Said work shall not commence before it

has been approved and a permit has been issued. The surrounding area shall be adequately shielded during said work. Suitable extinguishing agents must be on hand in the immediate vicinity.

#### **3.2.1.11 Empty packaging**

Storing empty packaging of any kind, such as packing crates/cartons and packaging materials, on stands and/or in exhibition halls is prohibited. All empty packaging shall be immediately removed from exhibition halls. Empty packaging may be placed in storage by official contract freight forwarders. If the Exhibitor fails to comply with a demand that they remove wrongfully stored items, or a demand for the immediate removal of empty packaging, the Organiser shall be entitled to arrange the removal of such items at the Exhibitor's own expense and risk.

#### **3.2.1.12 Fire extinguishers**

Every stand up to 200 sqm in size must be equipped with at least one fire extinguisher. For every additional 200 sqm, an additional fire extinguisher must be available. Exhibitors must label fire extinguishers with their stand number and exhibitor name to ensure that they can be properly assigned to the correct stand areas.

#### **3.2.1.13 Cleaning agents, solvents**

Employment of combustible liquids for cleaning purposes in exhibition halls is prohibited. Cleaning agents that contain constituents that are hazardous to health shall be employed in accordance with applicable regulations.

### **3.2.2 Closed ceilings**

In order to avoid hindering sprinkler protection, all stands located in exhibition halls shall be open at the top. The roofs of stands shall be regarded as open, if no more than 50% per each square metre of the roofed area is covered. Sprinkler compatible, open-mesh fabric roofing having apertures measuring at least 2 mm x 4 mm or 3 mm x 3 mm are approved for use (no smoke out). If used, they shall be stretched horizontally and in a single layer only. Sagging of the roofing shall be avoided. Closed roofs may be approved for use on two-level structures, if ceilings are to be used as exhibits or if the stand is to be darkened, although restrictions apply (for two-level structures see also 3.2.1 and 3.6). Up to 30 sqm of contiguous roof area per stand, but no more than 50% of their total floor areas, may be covered by roofing without any additional measures being necessary. In order to avoid exceeding the maximum area of 30 sqm in the case of several adjoining roofed-over areas, minimum spacing of 1.5 m to the boundaries of the stand shall be maintained. Several roof areas of up to 30 sqm in size are also permitted within a stand, provided that a minimum distance of 3 m is maintained between each ceiling area.

If the contiguous placement ceiling areas (including across multiple stands) results in a total area of greater than 30 sqm, suitable compensatory measures are required. Closed ceilings are not permitted in foyers. Closed roofs having areas exceeding 30 sqm require approval. Stand drawings shall be

submitted to the Organiser and Technical Event Management of Messe Frankfurt Venue GmbH at least eight weeks prior to the opening of the event involved. Corresponding equipment (wall hydrants, fire alarm systems, visual/acoustic alarms, mechanical smoke removal systems, sprinklers) shall be installed by contractors of Messe Frankfurt, and Exhibitors shall be charged for their installation. A fire alarm shall be installed in any soundproof rooms having floor areas exceeding 30 sqm. Independent of their size, these rooms must additionally allow visual contact to the outside or feature a visual signal system combined with an alarm button or an emergency switch outside the room. All requirements related to the installation of closed roofs can be found in separate tables, which can be requested with the Organiser.

### **3.2.3 Glass and acrylic glass**

Only glass suitable for the intended use shall be employed. All glass employed on glass structures shall be safety glass. Further information on the use of glass and acrylic glass in stand construction within the exhibition halls can be obtained from the organizer or Messe Frankfurt, Technical Project Management. The edges of glass panes shall be ground or protected such that personal injuries are precluded. Structural elements fabricated entirely from glass shall be marked at eye level.

## **3.3 Exits, rescue routes, doors**

### **3.3.1 Exits, rescue routes**

It is not permitted for any point anywhere on an exhibition area to be at a greater distance from a hall aisle than 20 m in a direct line. For lounge and working areas, as well as for exhibition areas of up to 100 sqm that are intended to accommodate fewer than 100 people, one exit is sufficient, which must be at least 0.9 m wide. For areas exceeding 100 sqm, and/or which will accommodate more than 100 people, two exits are required, which must be as far apart as possible and on opposite sides of the area. The width of exits and rescue routes relates to the number of people:

/ fewer than 200 people: at least 0.9 m

/ more than 200 people: at least 1.2 m.

For graduations in exit width, increments may not exceed 0.6 m per 100 persons. Rescue routes are to be marked in accordance with accident prevention regulations, BGV 8/ASR A 1.3.

### **3.3.2 Doors**

Employment of swinging doors, curtains, revolving doors, doors that require entry of a code in order to open them, sliding doors, or other means for restricting access along escape routes is prohibited. Doors in escape and rescue routes must open in the direction of escape; they cannot obstruct hall aisles when open, cannot be lockable, and must be easily opened to their full width from the inside.

### **3.4 Platforms, ladders, stairs, landings**

Areas publicly accessible to pedestrian traffic that border on areas that lie more than 0.2 m below them shall be cordoned off by railings insofar as they shall not be connected to

the lower levels by stairs or ramps (maximum slope: 6%). The railings employed shall be at least 1.1 m high. Railings and banisters of areas on which the presence of small children is to be expected shall be configured such that climbing over them shall be difficult. The distance between their members shall not exceed 0.12 m in any direction. Handrails shall be rigid, provide a secure grip, and have no exposed ends. Verifiable structural certification should be available for podiums and platforms; the testing and approval of such special structures will incur costs which will be charged to the Exhibitor/constructor. The load-bearing capacity of floors must be at least 3.0 kN/sqm, while fulfilling the requirements of DIN EN 1991-1-1/NA: 2010-12 Table 6.1 DE [category C1], depending on the intended usage. The horizontal load capacity of railings and balustrades at the height of the bar [for areas in categories C1 – C4] must be  $q_k = 1.0 \text{ kN/m}$ , in accordance with DIN EN 1991-1-1/NA:2010-12 Table 6.12 DE. Accessible podiums with a single step may not exceed 0.2 m in height.

The substructures of the podium flooring must be flame-retardant to at least class B1 according to DIN 4102, or at least class B/C s1 d0 according to EN 13501-1, and they may not disintegrate into burning fragments or emit noxious gases. Spaces beneath platforms and podiums may not be used for storage, and must be constructed free of fire load. Hollow spaces beneath podiums with a height lower than 0.2 m may be excluded from the monitoring protection of the automatic fire detectors. Hollow spaces beneath podiums that contain automatically rotating turntables, or with a concentration of cable fire load must be monitored using automatic fire detectors inside the hollow areas, if these are above 0.2 m in height. If podiums containing electrically driven rotating turntables abut onto other hollow spaces, these should be structurally separated in order to avoid the channeling of smoke into adjacent areas. Ladders, stairs, and landings shall comply with currently applicable German accident prevention regulations. All stairways shall comply with DIN 18065.

The distance between any point in the stand and an exhibition hall aisle shall not exceed 20 m walking distance. Stairs of 1.2 m in width must be equipped with handrails on both sides.

## **3.5 Stand design**

### **3.5.1 System stand**

The system stand modules fitted out with the Frankfurter Buchmesse stand material are standardised in their provision, including a 1 kW electrical power point and carpeting, as well as a standard company nameplate if requested upon registration. At an additional charge, the Organiser can supply a standard set of furniture consisting of chairs, tables, wide-angle spotlights and wastepaper baskets ("Furniture & Light"). Further offers for system stands ("Elements & Extras") may also be ordered from from the Organiser. At his own expense, the Exhibitor may also order additional services direct from service providers. The combination of system stands

with third party structural stand elements is not permitted.

### **3.5.1.1 Decoration on system stands**

The attachment of publicity material and decorations to the stand walls must be carried out in such a way as to avoid any damage to the Frankfurter Buchmesse stand material (such as through the use of permanent/corrosive adhesive tape). The reconditioning and replacement of damaged, destroyed or lost fittings and stand material can only be carried out by the Organiser at the Exhibitor's expense, or that of his contractor. For structural reasons, no advertising materials or other objects may be attached to the ceiling frames. Likewise, no elements may be suspended from the ceiling frames. After the end of the Fair, stand equipment must be returned in perfect condition. In particular, the Exhibitor must ensure that any advertising and decoration materials he has attached to the elements are removed free of residues at the end of the Fair.

### **3.5.2 Own stand/empty floor space**

The stand may also be rented without the Frankfurter Buchmesse standard system stand and be furnished by the Exhibitor himself. If empty stand floor space has been rented, this must be left completely empty after the end of the Fair. Please note 4.3 Electrical installations.

### **3.5.3 Corner, peninsula or island stand**

The choice of a corner, peninsula or island stand position is to be noted in writing when registering to attend. These special positions are subject to an extra charge per square metre (see "Price List"), but it is not possible to guarantee their allocation.

### **3.5.4 Ascertainment of exhibition space features**

The rented exhibition space is marked by the Organiser. After stand allocation, it is the obligation of every Exhibitor to ascertain for himself on site the position and size of any fixtures, in particular hall pillars, fire alarms, the position of supply lines, ventilation systems and uneven areas in the floor etc., and if appropriate, to inform the stand contractor. The Organiser can give no guarantee for the accuracy of measurements as shown on hall and stand plans. Exhibition space must always be adhered to exactly. Lighting appliances, water supply and drainage installations and notices may not project beyond the boundaries of the stand.

### **3.5.5 Stand dimensions**

The Organiser reserves the right to enlarge depth to 4 m for stands exceeding 16 sqm in size. In the interest of publishing companies located opposite, stands between two aisle or more, and with a stand width of 4 m and over, are not permitted to include a wall that is mostly closed in. At least 50% of the wall looking onto an aisle must therefore be left open. For both the Organiser's system stand modules and Exhibitors' own stands, the measurements listed in the documents "Information on system stands" and "Notes on use of custom-built stands" are binding. For all interior dimensions, 40 mm are to be deducted from the straight axial measurement. In the case of custom-built stands, a tolerance of 50 mm should be applied, i.e.

the straight axial measurement stated in the Organiser's plans should be reduced by 50 mm in stand planning and construction. The responsible Exhibitor shall be liable for any costs incurred if reset-up of neighbouring stands is required as a result of incorrect set-up or failure to maintain the exact allocated stand position.

The aisle must be kept clear across its entire width at all times; it is not permitted to place either stand elements (including doors or curtains) or exhibits here.

### **3.5.6 Stand heights**

**3.5.6.1** The Organiser's own system stand modules are 2.36 m in height.

**3.5.6.2** Stand structures higher than 2.5 m (structural or decorative features, etc.) require official authorisation. If a height of 2.5 m is exceeded at the edge of the stand, the Exhibitor must additionally inform the neighbouring stand(s) in order to allow timely coordination of design and construction. If exceeding 2.36 m, the exterior of rear and side walls must always be plain white and free from any promotional material (colours, logos, company names, etc.).

**3.5.6.3** Any raised stand structure or fitting (walls, lighting, banners etc.) should be at a distance of at least 2 m from the neighbouring stands.

**3.5.6.4** Stands exceeding a height of 4 m (stand structures, flags, promotional material, company logos, names, etc.) are subject to a surcharge graded according to stand size (see "Price List"). Exception: stand light fittings without promotional content and company logos.

Maximum stand height (incl. floors, platforms, decoration and publicity fixtures):

/ Halls 6.1 and 6.2: max. 3.7 m

/ Halls 1.1, 4.1 and 4.2: max. 4 m

/ Halls 1.2, 3.0, 3.1, 4.0 and 6.0: max. 5 m.

The Exhibitor is responsible for sound structural engineering of the stand.

Any special constructions higher than 4 metres will require the additional approval of Messe Frankfurt on location. Any additional costs accrued for the inspection and approval of these special constructions will be passed on to the Exhibitor or stand builder.

**3.5.6.5** The Organiser reserves the right to refuse permission for excess stand height in the interest of the overall appearance of the hall or for safety reasons. The decision of the Organiser is final. It will be notified as soon as possible following receipt of the stand design plan.

**3.5.6.6** Authorisation is only valid for the specific designated location and a new application must be submitted every year.

**3.5.6.7** It is absolutely forbidden to erect anything above and across hall aisles.

### **3.5.7 Advertising media/presentations**

Stand and exhibit lettering, company and brand logos, advertising materials, logos etc. are to be kept at least 2 metres from the border of all neighbouring stands. Same should have an attractive appearance.

### **3.5.8 Floor coverings**

Carpeting and other floor coverings must be laid in such a way as to avoid accidents and may not project beyond the boundaries of the stand. Only PE/PP double-sided

tape that may be removed without leaving any residues shall be employed for holding carpeting and floor coverings in place.

All materials employed shall be completely removed by exhibitors without leaving any residues. Any substances such as oil, grease, paint, and similar must be removed immediately.

Exhibition hall floors shall not be painted or have anything glued onto them. Stand utilities, lines laid out on stands, serving access hatches etc., shall not be obstructed. Driving or setting anchorings or mounting hardware into the floors is prohibited. Carpeting and other floor coverings used on exhibition areas shall be at least flame-retardant according to German Industrial Standards DIN 4102 - B1 and/or EN 13501-1 class C. Test certificates stating the classifications of the building materials employed shall be kept available on stands at all times. Carpeting in the aisle between two exhibition spaces requires a special permit and must ensure the visibility of the aisle boundaries. Carpet in the aisle must be clearly different in colour from carpeting laid on the stand itself. If the identical colour is to be used in the aisle, additional markings are required (circular markings which are 10 cm in diameter and located one metre apart, or a marking line 10 cm wide) at the stand boundaries. (diameter 0.1 m, 1 m apart). Deep-pile carpeting across the aisle is not permitted. This is to be submitted in writing with the stand permit application and will be reviewed and approved by the Organiser.

The Organiser reserves the right to refuse this if detrimental to neighbouring stands.

The Exhibitor is liable for accidents caused by the improper laying of his own carpeting (or parts thereof).

### **3.5.9 Damage to building fixtures**

Hall fixtures and technical fittings may not be damaged, dirtied or otherwise altered (e.g. drilling, nails, screws). Painting, wallpapering and sticking up of items is also forbidden.

It is not permitted to use hall fixtures and technical fittings in a load-bearing capacity for either stand structures or exhibits. Within the stand area, however, the appearance of hall pillars can be altered provided there is no damage to same and within the permissible maximum stand height. Installations on hall pillars must be kept accessible and if necessary, inspection openings are to be included in the stand structure.

### **3.5.10 Suspensions from hall ceilings**

Suspension of objects from the hall ceiling is only permitted using the technical fittings intended for this purpose (these are not available on all levels). Elements may only be suspended from the technical facilities provided for this purpose. All suspensions are subject to approval and necessary work must be carried out in accordance with the applicable DGUV-17/18. This also applies to suspensions with pre-rigging and suspensions with ground support systems. They may only be installed by the Organiser's subcontractor. Order forms must be accompanied by a floor plan showing the suspended loads and requested suspensions point positions. For complex systems (constructions with more than one cable), it is necessary to

submit a load plan with the order that shows not only the overall load, but also all of the individual loads and cable loads. Exhibitors are not permitted to suspend objects from the hall ceiling themselves. Suspensions are only permitted from above the rented stand area and are not allowed over the aisles.

All spring-loaded carabiners are prohibited, included when used as a secondary securing apparatus (safety) for lights.

All ropes, cables and chain slings used must also be in compliance with DGUV-17/18 and must be dimensioned for the load to be borne. The fitters must be in possession of the relevant certification in accordance with DGUV-17/18, „Specialist for load-securing devices“. Use of chain hoists must first be approved and may accrue additional costs. The lowest point of the suspended object must be 2.36 m above ground level.

The maximum structure heights also apply to the height of the cross-beam system and must also be observed accordingly.

Messe Frankfurt reserves the right to engage a structural engineer to verify the applied loads and the structures used. This verification procedure incurs costs, which will be charged to the ordering party/exhibitor.

### **3.5.11 Fasteners**

Plastic cable ties must not be used to secure components that are subjected to static loads. Only approved fastening means (including high-strength shackles, screw-lock carabiners) may be used as fasteners and safeties. Attachments that are structurally necessary can only be made using fasteners approved for this purpose (e.g. plastic cable ties are prohibited!).

## **3.6 Two-level stand structures**

### **3.6.1 Request for structures**

A two-level structure for two-, three- and four-sided open stands can be permitted by the Organiser on specially indicated areas. Requests must reach the Organiser six weeks before the beginning of the Fair and the relevant application must also be submitted to the Messe Frankfurt Veranstaltungstechnik (Event Engineering)

Ludwig-Erhard-Anlage 1

60327 Frankfurt am Main | Germany

Phone: +49 (0) 69 7575-6632

Fax: +49 (0) 69 7575-6387

together with the required documents (plans, loadbearing structural calculations, etc.).

A fee is charged by the Messe Frankfurt for its review of two-level structures.

This fee does not include the cost of the obligatory fire alarm system or other fire protection measures that may become necessary.

**3.6.1.1** There is a charge for two-level stand structures. 50% of the square metre price for the floor space will be charged per square metre of stand area covered by a second level. Here too, it is not permitted to erect any structure above and across hall aisles.

### **3.6.2 Conditions applying to second-level stand structures, safety distances, height and headroom**

The Organiser reserves the right to refuse permission for two-level structures in the interest of the overall appearance of the hall or for safety reasons. As a basic principle, the

size of the upper storey is limited to a maximum of 50% of the stand area. Upper floors shall be open at the top.

For multi-level structures, the headroom within stand interiors must be at least 2.3 m. For top floors having areas exceeding 30 sqm, the stand area covered by their top floor shall be equipped with an automatic fire alarm system.

Other measures may be necessary.

Tables with detailed information can be provided by the Organiser. Exhibitors shall order any necessary compensation measures from Messe Frankfurt, Event Engineering. The Messe Frankfurt will arrange for the necessary equipment and the Exhibitor will be invoiced for the costs. The certified or certification-ready structural calculations as submitted to the Messe Frankfurt, Event Engineering, will be forwarded to an engineer's office contracted by the Messe Frankfurt in order to ensure that these correspond to the structural design as submitted. If no structural calculations are available, the engineer's office will carry out this analysis itself and invoice the Exhibitor separately. The structural engineer will contact the stand installation manager in due course on the site in order to inspect the stand structure.

**3.6.2.1** The overall height of the two-level part of the stand may not exceed the maximum stand height for the respective hall (upper edge of banisters, etc.; see 3.5.6.3). It is also not permitted to attach inscriptions, promotion notices and company signs any higher than the max. stand height for the respective hall.

**3.6.2.2** The second level of the stand must be at a distance of at least 2.5 m from the neighbouring stands, or the side of the second level abutting onto a neighbouring stand must be enclosed with a wall at least 2 m in height.

### **3.6.3 Live loads/design loads**

The following working load requirements apply to the upper floor of a two-level stand in an exhibition hall, as perpendicular live loads in accordance with DIN EN 1991-1-1/NA:2010-12 Table 6.1 DE [category C]:

/ The following live load [Cat. C1] is required for limited use by trade visitors or by stand personnel engaged in discussions or assisting customers, i.e. furnished with tables and chairs arranged freely or in discussion booths:  $q_k = 3.0 \text{ kN/sqm}$ .

/ The following live load [Cat. C3 or higher] is required for unrestricted use as a freely accessible area for exhibitions and assemblies, either with or without densely arranged seating:  $q_k = 5.0 \text{ kN/sqm}$ .

The type of use must be clearly evident in the plans submitted for approval.

The evidence of stand safety must allow for the fact that anchorings are not permitted. A horizontal load amounting to  $H = q_k/20$  ( $q_k =$  perpendicular live load) at upper floor level must be assumed for a two-level exhibition stand or grandstand in order to achieve adequate longitudinal and transverse stability. Railings and banisters must be designed to withstand a horizontal live load in accordance with DIN 1055-3, Table 7 (Cat. C) of  $q_k = 1.0 \text{ kN/sqm}$  at handrail height.

Stand structures must be designed to withstand an equivalent distributed lateral load of  $0.125 \text{ kN/sqm}$  in order to achieve adequate tilt and slip resistance and ensure stand stability.

Deviations are possible in substantiated individual cases as long as appropriate evidence is provided. Evidence showing that the permitted loads on the hall floor have not been exceeded, e.g. by individual supports (also refer to "Technical Data on the Exhibition Halls of Messe Frankfurt") must be provided. Load-distributing baseplates measuring at least  $0.2 \text{ m} \times 0.2 \text{ m}$  shall be provided beneath supports for multi-storey structures and special constructions and these must comply with the structural engineering requirements for high loads. Stairs and landings must always be designed for a live load [Cat. T2] of  $q_k = 5.0 \text{ kN/sqm}$ .

### **3.6.4 Escape routes/stairways**

On the top floors of two-level exhibition stands, the walking distance from any accessible location to the nearest exhibition hall aisle via the stairway shall not exceed 20 m. All stair units must be built to DIN 18065 standard.

The number and inner width of stairs shall depend on the area of the top floor:

/ top floor areas up to 100 sqm and maximum occupancies of less than 200 persons: 1 stair, minimum width 0.9 m

/ top floor areas from 100 to 200 sqm and maximum occupancies of less than 200 persons: 2 stairs, minimum width 0.9 m each, running in opposite directions

/ top floor areas from 100 to 200 sqm and maximum occupancies of more than 200 persons: 2 stairs, minimum width 1.2 m each, running in opposite directions

/ top floor areas exceeding 200 sqm: 2 stairs, minimum width 1.2 m, running in opposite directions

/ for each additional 100 persons: + 0.6 m inner stair width.

Spiral staircases or stairways with rungs are approved for use as auxiliary stairways. Moving components, such as escalators or rotating stages (special structures), require prior approval. Stairways that are wider than 2.4 m shall have central handrails.

### **3.6.5 Top floors**

Guards at least 0.05 m high that will prevent objects from rolling off top floors shall be installed on the flooring of top floors, in the vicinity of railings, if required. Railings shall comply with 3.4 and 3.6.3 above. All top floors on stands in exhibition halls equipped with sprinkler systems shall be open at the top. All necessary fire protection measures can be found under 3.2 Fire protection and safety regulations. In addition to the fire extinguishers present on ground floors, at least one approved and suitable fire extinguisher complying with EN 3 per stairway shall be arranged such that it/they is/are readily visible and easily accessible.

### **3.7 Outdoor areas**

Outdoor areas at Messe Frankfurt are paved or asphalted circulation areas.

During hours of darkness, outdoor areas are illuminated by a general network of street and pavement lighting in accordance with

the opening hours of the event.

The required utility connections are present at irregular intervals.

The foregoing general provisions for stand construction shall apply analogously for stands in outdoor areas.

### **3.7.1 Stand construction permits / stand structures requiring consent**

For stands in outdoor areas, dimensioned floor plans and perspective views for the planned stand constructions and stand designs, including the precise dimensions, must be submitted to the organiser, Frankfurter Buchmesse GmbH and to Messe Frankfurt Venue GmbH's Technical Project Management for its consent by no later than eight weeks before the start of set-up. The inspection of stands in outdoor areas is subject to a fee. In the event that structural calculations examined by a second, independent structural engineer are not submitted, Messe Frankfurt will commission a firm of engineering consultants to check the plans and separately invoice the exhibitor for their services. The structural engineer will contact the stand construction manager at a specified time / after consultation to provide assistance and examine structural characteristics, and to inspect the structure for a fee. Due to the additional work entailed, the absence of structural calculations results in additional costs for the exhibitor / stand constructor. Insofar as superstructures have been classified as temporary structures, a valid certification book must be kept at the stand. Messe Frankfurt Venue GmbH's Technical Project Management must be notified if temporary structures are to be erected. The approval documentation / certification book must be at the stand for approval before the start of the event. The exhibitor / stand constructor will be invoiced for the costs of inspecting the temporary structure.

### **3.7.2 Ground anchors / excavations**

Ground anchors such as ground pegs etc. are not permitted. In the event that exhibitors are planning any excavations for foundations, pits, pipelines, cables, flagpoles etc. in outdoor areas, consent for same must be obtained from Messe Frankfurt Venue GmbH's Technical Project Management in good time beforehand. This work may only be carried out by companies commissioned by Messe Frankfurt Venue.

### **3.7.3 Weather-related loads**

#### **3.7.3.1 Wind loads**

All stand constructions in outdoor areas must be adequate in design and size to withstand the strains resulting from wind loads in accordance with DIN EN 1991-1-4 and the location-specific wind zone.

#### **3.7.4 Severe weather warnings**

In the event that severe weather is expected and any of the following are forecast:

- Wind gusts  $> 13 \text{ m/s}$  (wind speed  $> 6$  Beaufort scale – including for individual gusts)
- Severe thunderstorms with wind gusts, torrential rain or hail
- Torrential rain  $> 20 \text{ l/m}^2$  in an hour
- Snowfall up to 10 cm within the next 6 hours
- Icy surfaces / black ice resulting from the rapid freezing of rain, drizzle or other moisture

Messe Frankfurt will issue a general severe weather warning to all exhibitors / customers with stand constructions in outdoor areas. Once this has occurred, all exhibitors with stand constructions and / or temporary structures that are vulnerable to wind load must immediately take all measures necessary to shut down operations.

The necessary measures must be carried out in accordance with the model approval and/ or the structural engineer's specifications / inspection report.

For mobile items/equipment (e.g. small exhibits, furniture, sun umbrellas, small promotional signs / displays etc.), the exhibitor must ensure that these items can be removed and stored quickly at any time in the event of a severe weather warning. Suitable storage capabilities must be maintained at the stand.

#### **Person responsible**

In order to ensure that everyone can be informed directly of severe weather warnings, an individual must be designated as the person responsible for this for every phase of the event (set-up/event/dismantling) by no later than the start of the set-up period.

The name and mobile phone number of this person must be provided, and they must remain in the stand/event area in order to be able to immediately carry out the necessary measures for shutting down operations.

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

#### **4.1 General rules**

The Exhibitor is responsible for operational safety and compliance with health, safety and accident prevention regulations at their own stand. Stand set-up and dismantling must be performed according to current industrial safety regulations and trade law regulations, respectively. The Exhibitor and the companies they commission must particularly ensure that other persons in the hall not be endangered by their set-up and dismantling activities. As far as possible, the Exhibitor must coordinate the work at their own stand with that of the neighbouring stands. If this coordination is not possible, or if the set-up and dismantling is dangerous for both parties, the procedure should be temporarily stopped and the Organiser informed immediately.

##### **4.1.1 Damages**

Any damage caused by Exhibitors or their subcontractors on the exhibition site, to its buildings, fittings and equipment will be removed by the Messe Frankfurt after the end of the Fair at the expense of the Exhibitor.

##### **4.2 Use of materials for work**

The use of bolt-guns is forbidden. The use of woodworking equipment without suction devices for shavings and sawdust is not allowed. The use of cranes and forklift trucks is restricted to the contract forwarding agents only. The use of company's own forklift trucks is banned for safety reasons. If required, forklift trucks and equipment for loading and unloading can be made available for a fee by fair haulage contractors. Electrically powered pallet trucks may be used for trans-

porting goods at floor level. Electric pallet trucks are only permitted for use in assembly work at the rented stand area and not for loading and unloading purposes.

### **4.3 Electrical installations**

#### **4.3.1 Connection**

The main connection to the electricity supply system will be carried out by the official site electrician contracted by the Frankfurter Buchmesse. It is not permitted to use electricity supplied to neighbouring stands. The "Terms and Conditions for Connection and Supply of Electricity" as set out on the separate order form are binding for all Exhibitors. The electricity supply included in the stand rental fee refers specifically to electricity supply from an installed 1 kW socket. All other services such as the installation of wiring and additional kW must be ordered from the Frankfurter Buchmesse contractor electrician and be paid for separately to the contractor.

#### **4.3.2 Stand installations**

Temporary electrical installations fitted on stands in addition to the hall's existing electrical system shall be installed and operated in compliance with the latest safety regulations of the VDE German Electrical Engineering Association.

In particular, this means VDE 0100, 0100-718 and 0128, as well as the IEC-norm 60364-7-711. The Exhibitor assumes full liability for any damage caused by standard electrical installations to the halls and buildings of Messe Frankfurt, or to the stands and exhibits of their fellow exhibitors. The percentages of high-frequency or low-frequency interference transmitted to the network shall not exceed those stated under VDE 0160 and VDE 0838 (EN 50 006).

For devices and exhibits with frequency converters, the Exhibitor must install universal current-sensitive residual current circuit breakers (RCD type B switch), in accordance with DIN VDE 0664.100.

Any conductive elements used in the stand construction must be included in the measures taken for protection in the event of indirect contact (earthing of stand). Furthermore, it is only permitted to use cables, such as types NYM, H05VV-F, H05RR-F, with a minimum cross section of 1.5 sq mm Cu.

All types of wiring used must conform with the regulations contained in DIN 0281 and 0282 of the VDE (German Electrical Engineering Association).

Flat cables of any kind are not allowed. Bare electric leads and crocodile clips are not allowed in low-voltage appliances. Secondary wiring must be protected against short circuit and overloading.

**4.3.2.1** The switch and fuse boxes on the individual stands must be installed in a visible and permanently accessible position. Installation inside locked cabinets is not allowed.

**4.3.2.2** Transformers for low-voltage appliances must not be concealed from view or access.

Only approved transformers with an overload fuse are permitted.

**4.3.2.3** For safety and fire protection reasons it is necessary that all devices that consume

electricity, also lighting systems and lights, be turned off at the end of every event day when leaving the stand. Exception: Emergency lighting, all systems pertaining to safety and security, refrigerators, computers and servers that are required for stand facilities and which would require a great deal of time/effort were they to be restarted.

#### **4.3.3 Safety measures**

For particular protection, heating and heat generating electrical items (hotplates, spotlights, transformers, etc.) must not be installed on flammable, non-heat-resistant or heat-conductive surfaces. According to the level of heat generation, appliances must be placed at an adequate distance away from flammable materials. Lighting units must not be attached to flammable decorations or the like.

#### **4.3.4 Emergency lighting**

Stands on which existing general emergency lighting is ineffective due to their construction shall require their own additional emergency lighting, as required by VDE 0100-718, which shall be laid out such that it will reliably allow finding one's way to the general escape routes.

#### **4.3.5 Guidelines for the operation of exhibitors' own WiFi networks**

Exhibitors' own WiFi transmitters may only transmit in the 2.4 GHz band in accordance with currently applicable standards (802.11 b/g/n); transmission in the 5 GHz band is prohibited!

The 5 GHz band is reserved exclusively for Messe Frankfurt in order to allow for the provision of exhibitor-specific solutions.

As a result, WiFi transmitters may only transmit on channels 1, 6 or 11, and cannot be configured for automatic channel search. Channel bonding is not permitted, and the maximum channel bandwidth is 20 MHz.

The maximum transmission power of the exhibitor's transmitter may not exceed -80 dBm at the edge of the stand.

The SSID, i.e. your access point ID, must begin with your stand number (e.g. H4.0 B42).

All of the aforementioned settings can be made using the access point configuration menu. Any transmitters other than WiFi transmitters are prohibited, as they can cause massive disruption to signals. In the event that exhibits require different transmitters, please contact us in advance. Naturally the aforementioned rules and regulations are also applicable for WiFi transmitters in exhibits. The operation of WiFi networks that cause interference or disruption is prohibited. Messe Frankfurt reserves the right to shut down these networks.

Forms for registering your own access point are available at [www.buchmesse.de](http://www.buchmesse.de). Exhibitors' own WiFi transmitters must be registered in good time before a trade fair in order to ensure that these rules are complied with by all exhibitors.

### **4.4 Water supply**

Water supply to the stand must be requested at the time of registration (by 31 January 2020); the possibility of a supply point cannot be guaranteed, however. Any costs incurred for under-floor plumbing work required for

the supply will be charged to the Exhibitor direct by the installation contractor. Water supply connections can only be carried out by the official plumbing contractor and must be ordered separately from said contractor.

#### **4.5 Pressurised gas cylinders, fuels**

Pressurised gas cylinders containing flammable or inert gases such as nitrogen, helium, argon, etc., may not be stored in the halls.

##### **4.5.1 Lighter pastes, gels and other fuels**

Heating and cooking appliances fuelled by wood, coal, gas, flammable liquid or lighter paste or gel are not permitted.

#### **4.6 Machinery, pressure vessels, exhaust systems**

Setting up and operating machines, pressure vessels or exhaust systems must first be applied for and approved.

Status: February 2020