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Instructions

Use of Outdoor Exhibition Space

1 General regulations for construction and operation

Outdoor exhibition space must not be used without obtaining prior permission from Messe Düsseldorf GmbH. No permission is given for overnight stays or camping in the outdoor space or inside exhibition halls. Outdoor space comprises paved and tarmac traffic/transportation space as well as uneven, mostly uncompacted green space. Subsidence is possible. Supply connections are available at irregular intervals. During the hours of darkness, outdoor space is illuminated by general road and footpath lighting at the relevant event opening times. During twilight any vehicles in moving traffic, at outdoor workplaces and in hazardous areas must be noticeable through the use of suitable lighting.

Assembly and dismantling must only be conducted under the relevant applicable provisions specified in industrial and trade law. According to the German Social Insurance Code VII (SGB VII), section 16.2, all accident prevention regulations and all other relevant statutory provisions are binding upon both German and non-German companies and their staff.

Under the Regulations on the Construction and Operation of Special Structures of the Federal State of North Rhine-Westphalia each exhibitor must ensure the presence of skilled staff for certain structures and for certain forms of use. This may be a qualified events engineer and/or a qualified events engineering specialist. When setting up temporary structures as defined in the Federal State Construction Code for North-Rhine Westphalia (BauO NRW), section 79, exhibitors must also observe the Administrative Regulations for Temporary Structures (Verwaltungsvorschrift für fliegende Bauten) and ensure their final approval. Structures are only permitted if they comply with the relevant Technical Standards and may need to be removed or modified at the exhibitor's expense.

Outside the exhibitor's own stand spaces only service partners of Messe Düsseldorf may advertise on the exhibition premises of Messe Düsseldorf.

2 Traffic regulations

To ensure a smooth flow of traffic, the marked escape routes, traffic routes and logistics areas must be kept free at all times. Any unlawfully parked vehicles, trailers, skips, containers and merchandise of all kinds will be removed by an authorised contractor acting on behalf of Messe Düsseldorf, with the resulting expenses charged to the originator of the obstruction. Any instructions issued by Messe Düsseldorf stewards (i.e. staff entrusted with traffic routing and control) must be strictly observed.

3 Transitional buildings, passages and hydrants

The maximum headroom through tunnels, under bridges and within buildings is 4.0 metres. Vehicles are not permitted to stop in passages between halls and buildings under any circumstances. Also, no materials must be parked or stored in those areas. Advertising materials in such areas will be installed by Messe Düsseldorf only and must comply with building material class A (non-flammable), as specified in DIN 4102/EN 13501. The maximum headroom through tunnels, under bridges and within buildings is 4.0 metres.

Hydrants in the outdoor area must not be built over, rendered unrecognisable or inaccessible. Marking poles may only be removed upon coordination with Messe Düsseldorf.

If safety markings or signs are covered, e.g. by structures, exhibits or containers, they must be replaced or supplemented by markings or signs of the same kind.







Only the fire services and Messe Düsseldorf are permitted to remove water from hydrants; otherwise this is prohibited.

4 Assembly and dismantling times

Work may be conducted in the halls and in the outdoor space during general assembly and dismantling times, from 07:30 to 20:00 hrs (until 22:00 hrs on the last day of assembly), unless different times have been specified for a given tradeshow. To ensure general safety on the exhibition premises, both the halls and the outdoor space will remain locked outside those hours.

5 Safe distances from Messe Düsseldorf buildings

A safe distance of at least 5 metres must be maintained from buildings at the exhibition centre in the following cases:

-  if flammable materials/substances are to be set up in the rented space.
-  if hazardous substances, compressed gas or LPG bottles or tanks are to be set up in the rented space.
-  if the outer shell and/or the cover of a container, pavilion, marquee, etc. does not conform to at least building material class A (non-flammable), as specified in DIN 4102/EN 13501.
-  if, for instance, (office/catering) containers are to be set up which have windows or doors
-  if work involves the use of heat (in which case certain specifications for safe distances must be observed, as detailed in the high-temperature work permit).
-  if buildings exceed a height of 5.00 m, the safe distance from existing Messe Düsseldorf buildings must be at least as wide as the height of the structure to be erected.

The guard rails and grids situated in front of the facades of the exhibition halls must not be driven over, built over or otherwise used. Grids must not be covered in any way.

Escape hatches must be kept unobstructed at all times.

6 Structural interference with buildings

Parts of buildings, technical facilities and any other space must not be damaged, soiled or modified in any way whatsoever.

Technical facilities and parts of halls must not be impacted by structures or exhibits.

Foundations, pits and shafts are not possible everywhere. However, they may be created upon prior permission by Messe Düsseldorf. Execution is reserved to authorised contractors of Messe Düsseldorf.

No permission is given for the use of ground/tent pegs, hexagon head screws (foundation bolts) or other objects in the floor or ground.

7 Damage

Any damage caused at the exhibition centre, its buildings or its facilities by exhibitors or their agents and any waste that is left behind is removed by Messe Düsseldorf after the end of the tradeshow at the exhibitor's expense.

Any damage or soiling of floors or ground and any remaining waste must be reported to the venue operator.

8 Outdoor structures

The above mentioned general provisions of the technical guidelines for stand construction are also applicable analogously to stands in the outdoor area. Please contact the project management responsible for you to register all constructions in the outdoor area. Outdoor structures must not exceed a height of 8 metres. Any exceptions to this rule are only possible in certain sections of the exhibition centre and upon prior inspection by Messe Düsseldorf. Air domes are not permitted.



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Person responsible

Together with registration, at the latest however by the start of setting up, you must nominate a technically responsible person stating name, mobile telephone number and email address. This person must be present on the stand/in the event area, must be permanently contactable during the setting-up/dismantling periods and during the event, and must be in a position to initiate and execute the necessary measures immediately in the event of severe weather warnings or faults, through to discontinuation of operations.

8.1 Stand construction approvals/stand structures requiring approval

All structures, stand constructions and special constructions in the outdoor area are fundamentally subject to notification; depending on their nature and scope they may also be subject to testing and approval. Prior to receiving stand space, exhibitors must submit the "Details for Structures and Facilities in Outdoor Exhibition Space" through the Online Order System, so that Messe Düsseldorf can conduct the relevant inspections.

The testing and approval of structures requiring approval additionally requires exhibitors to submit stand plans with (metric) dimensions in a scale of at least 1:100 and with floor plans and lateral views in German or English to Messe Düsseldorf no later than six weeks prior to the start of construction. Applications for testing received any later may no longer be considered. In the event of processing such submissions a 35% surcharge will be added to the testing fee. In all circumstances, the exhibitor is liable for the testing fee. The documents shall be submitted as pdf files by e-mail. The inspection of the documents will be charged at € 105.00 excl. VAT. Additional expenditure (caused by repeated inspection of altered stand plans or the like) will be charged at cost on top of the testing fees. After inspection, the approved stand plans complete with the requirements to be met are then returned to the exhibitor / stand construction company. The final report on the inspection, construction supervision and approval of the inspected stand structures will be sent by e-mail. Approval shall only be deemed given when all required measures have been implemented during the completion.

The requirements are applicable to all constructions, installations and objects not covered by the administrative regulations for temporary constructions (FlBau NRW) e.g.:

- ☞ tents and installations up to a floor area of <75 m² or a height of <5.0 m that are not intended to be accessed by visitors.
- ☞ installations up to 5 m in height that are not intended to be accessed by visitors .
- ☞ fun rides up to 5 m in height, operated at a maximum speed of 1 m/s.
- ☞ platforms including roofing and other superstructures up to a height of 5 m, with a floor area of up to 100 m² and a floor height of up to 1.5 m.
- ☞ two-storey constructions such as office containers.
- ☞ scaffolding, advertising structures/monitor walls .
- ☞ podiums and walkways upwards of a height of 0.20 m above the level of the ground.

The following documents are also required for these constructions, installations and objects up to six weeks prior to the start of the setting-up period – in duplicate and in German:

- a.) auditable static calculation in accordance with German standards
- b.) building description
- c.) stand construction drawings on a scale of 1:100, ground plans, views, sections, plan of escape routes with evidence of the length of the escape routes, construction details on a larger scale
- d.) the documents as per letter a) can be dispensed with upon submission of evidence of a type test or test record

Whenever a temporary structure is in use, a valid design approval inspection log book (construction book) must be on site. These must be submitted to the Building Supervisory Authority of the City of Düsseldorf for acceptance for use. These constructions include:

- ☞ multi-storey tents.
- ☞ all tents with a floor area of more than 75 m².
- ☞ all tents and installations (including fun rides) with a height > 5.0 m.
- ☞ mobile meeting rooms with a floor area of more than 75 m².
- ☞ fun rides operated with a speed of more than 1 m/s.
- ☞ platforms, viewing stands, including roofing and other superstructures, upwards of a height of 5 m or a floor area of 100 m² or a floor height of 1.5 m.
- ☞ other temporary constructions with a height of more than 5 m that are intended to be accessed (used) by visitors.

The Exhibition Company shall assume responsibility for forwarding the applications to the building supervisory authority and/or the testing engineer on behalf of and for the account of the exhibitor. The costs of the approval procedure will be invoiced to the exhibitor/stand builder. A surcharge will be levied for applications received late.

The setting-up times and completion deadlines must be notified to Messe Düsseldorf in sufficient time in advance, at the latest however four weeks prior to the acceptance date.

All approvals shall apply for the respective event only.

Temporary structures are cleared for operation when they have received their clearance note (with the stamp and signature of the construction supervisors) and have been approved by Messe Düsseldorf.

8.2 Anchoring in the ground

Foundations/ballast are required for constructions or heavy exhibits. Anchoring is required for solid advertising structures due to the risk of wind. The use of earth/tent nails, earth sheaths (floor anchors) and other insertions into the ground is not permitted.

8.3 Weather-related burdens

8.3.1 Wind burdens

As a general rule, all building structures in the outdoor area must be dimensioned in accordance with Eurocode 1: DIN EN 1991:2010-12 Part 1-1 to 1-4 taking account of the site-related wind zone.

A horizontal reduction in wind burden as per NA Eurocode 1: Part 1-4, Table NA.B.5 is not permitted for constructions in the outdoor area of Messe Düsseldorf. The burdens as per DIN EN 13782: 2005 temporary constructions – tents – safety (point 6.4.4.2) must also be taken into account here if applicable.

8.3.2 Wind burdens for temporary constructions

With temporary constructions as per Section 79 BauO NRW / or M-FlBauR, the wind burdens as per DIN EN 13814, 5.3.3.4 (for event installations, platforms etc.) or DIN EN 13782, 6.4.2.2 (for tents) must be applied. If an operating load situation as per DIN EN 13814, 5.3.3.4 is used, the required discontinuation of operations must be ensured by the exhibitor/stand operator from an organisational perspective as from a wind speed of $v_{10} = 15$ m/s or 54 km/h (including in individual gusts).

Explanation:

The stability of all constructions in the outdoor area must be ensured up to a stagnation pressure $q = 0,50$ kN/m².

For tents with a span width of less than or equal to 10 m and a height of less than or equal to 5 m, a stagnation pressure of $q = 0.30$ kN/m² is sufficient. Deviations from the required stability are possible with mobile facilities (e.g. small exhibits, furniture, sun umbrellas, small advertising stands etc.) if these can be stripped down at any time in the event of corresponding weather forecasts, and safe storage facilities are available. The securing of wind-endangered objects must be capable of full completion by the operator/owner within max. 30 min. following notification of the weather situation.

As an illustration, the above stagnation pressures to be applied [q] can be allocated roughly to the following causal wind speeds:



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Stand construction height up to / load situation	Stagnation pressure (WZ 1) in kN/m ²	Average wind speed (at 20°C air temperature)		Remark marking
		in m/s	in km/h	
v ₁₀	0.14	approx. 15	approx. 54	Stiff wind
q red.	0.30	approx. 22	approx. 80	Storm with minor damage
10 m	0.50	approx. 29	approx. 105	Hurricane type storm with severe damage
18 m	0.65	approx. 33	approx. 119	Hurricane with most severe devastation
25 m	0.75	approx. 35	approx. 127	

Note: required discontinuation of operation with regular temporary constructions (DIN EN 13814, 5.3.3.4) is implemented as from a wind speed of 15 m/s (including as individual gusts).

8.3.3 Snow burdens

No snow burdens need to be taken into account for stand construction measures during the snow-free period (April – Oct.). With stand construction measures during the winter period (Nov. – Mar.), account must demonstrably be taken of the regular snow burdens as per DIN EN 1991-1-3/NA for all supporting roofing, taking account of the site-related snow-burden zone.

8.4 Severe weather / hazardous weather conditions

Stand operators must take precautions for the event of hazardous weather conditions. Each exhibitor must set up an emergency plan specifying all the measures required to secure their stand space in the event of hazardous weather conditions.

They must therefore observe the relevant weather forecasts. If severe weather warnings are issued, they must take the required precautions, which may include dismantling the stand or discontinuing operations.

In addition, Messe Düsseldorf will issue a general weather warning to all stand operators with stand constructions in the outdoor area in the event of expected, pronounced weather conditions with announced

- ☞ wind gusts > 13 m/s (wind force > 6 Beaufort Scale – including in individual gusts)
- ☞ heavy thunder combined with wind gusts, heavy rain or hail
- ☞ heavy rain > 20 l/m² in an hour
- ☞ snowfall up to 10 cm in the coming 6 hours
- ☞ local black ice – formation through short-term freezing rain, drizzle or wet conditions

Following this, exhibitors with wind-burden-reduced stand construction installations or temporary constructions are required under ⇒ point 8.3.2 to immediately arrange discontinuation of operations themselves. The required measures must be determined on the basis of any available design approval or determinations/test report of the site/structural engineer.

In the case of movable items (e.g. small exhibits, furniture, sunshades, small display units, etc.) the exhibitor must ensure at all times that the items can be dismantled and put into storage or otherwise secured in response to severe weather warnings, even at short notice. Corresponding storage or securing facilities must be kept available on the stand. In the event of severe weather warnings, the stand operator shall ensure that all mobile furnishings are sufficiently secured at the end of the event each day.

Together with registration, at the latest however by the start of the event, you must nominate (an) authoritative, technically responsible person(s) to Messe Düsseldorf for direct severe-weather warning of the stand constructions/pavilions/installations, stating name, mobile telephone number. This/these person(s) must be present on the stand/in the event area, must be permanently contactable during the setting-up/dismantling periods and during the event, and must be in a position to initiate and execute the necessary measures for discontinuation of operations immediately.

8.5 Exits, escape routes, exit doors, stand access.

The length of the escape routes from any point within a closed stand construction to its exits into the outdoor area, must not be more than 30 m direct walking line.

There must be a landing between exit doors and steps with a depth of at least the width of the door leaf. In front of traffic routes, a minimum interval of 1.0 m must be taken into account between the traffic area and the opened door leaves of the exits. The landings and steps must be on the rented space and must not impair neighbouring areas. Steps and landings of this nature must be marked in the direction of the traffic route taking account of the light situation.

8.6 Lightning protection

Structural installations and exhibits in the outdoor area should be equipped with effective lightning conducting systems if lightning can strike easily as a result of the location, construction or use, or can result in serious consequences. In addition, all temporary stand constructions and exhibits in the outdoor area of more than 15 m in height must be equipped with a lightning conducting system as per DIN EN 62305-3 as a general rule. With lightning conducting systems, an acceptance/functional check, carried out by an expert constructor, an expert or recognised testing expert, must be demonstrated for location determination/electrical engineering (lightning protection). The test report must be kept available.

9 Advertising media/presentations

Labels on walls, stands and exhibits as well as company logos and trademarks may only be used within the rented floor space and must not exceed the specified construction height. The resulting view must be attractive.

Presentations, visual, slow moving and acoustic advertising media as well as musical and audiovisual reproductions are only permitted if they do not cause inconvenience to neighbours or congestion on thoroughfares. The sound volume in outdoor space must not exceed 50 dB (A) at the stand boundary. Clearance is required for presentation space, platforms and other sections within an exhibition stand, if such areas serve to attract audiences through shows, musical presentations, etc. They must be integrated into the stand in such a way that they face inwards within the stand. The surrounding public space must not be used as audience space. Should this regulation be violated, Messe Düsseldorf may take action and may require closure. Printed items may only be distributed and advertising media may only be used by exhibitors within their own stand space. The maximum permitted storage volume of brochures and advertising materials at the stand is limited to the exhibitor's daily requirement. It should depend on the type of hazard and may require less action in specific instances.

No permission is given for the use of balloons filled with flammable gas, either in the halls or in the outdoor space. However, subject to approval by the venue operator, permission may be given for balloons filled with safety gas and anchored firmly to a surface. Gas-filled balloons must not be distributed.

No permission is given for the use or operation of free-floating balloons or aircraft (e.g. Zeppelins) or unmanned aviation devices, (e.g. drones and quadcopters) on the premises of the Düsseldorf Exhibition Centre. As the property owner, Messe Düsseldorf does not issue flying permits for such devices. However, under exceptional circumstances and despite the general ban, it may be possible to issue a permit if secure flying operation and the protection of third-party privacy rights and copyrights are warranted. This requires a complete structural separation between the flying space and any space accessible to persons. In addition, approval is required from all exhibitors directly adjacent to the flying space and also, where appropriate, from the aviation authority.



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10 Electrical, water and sewage installations

Electrical and water supply points cannot be provided for all rented outdoor space or with all types of connection. Depending on requirements and availability, each stand is given one or more supply points. These supply points may only be installed by the venue operator. Orders must be accompanied by a rough ground plan, showing the desired position and the output in kilowatts for each connection.

The proper setup and maintenance of drinking water facilities within the rented space is the responsibility of each exhibitor (please also note DIN 1988 Part 4). Any flexible pressure-carrying hoses between a water supply point and the point of consumption must take the form of steel-covered rubber hoses with screw connections on both sides. Before being connected to Messe Düsseldorf's water supply, the exhibitor's drinking water installations must be in a perfectly hygienic condition. Messe Düsseldorf reserves the right to conduct random inspections which must be attended and supported by the exhibitor. During a period of frost the exhibitor must ensure that sufficient precautions are taken to prevent pipes and facilities from freezing. No permission is given for water to be removed from underfloor hydrants.

11 Cranes, forklift trucks, empty packaging

Exhibitors are not permitted to use their own cranes, other trucks with platforms/driver's seats or forklift trucks at the exhibition centre. The only machinery that can be used on the premises is that of forwarding agents contracted for deployment at the exhibition centre. Other trucks with platforms/driver's seats are also covered by the usage ban for exhibitors and stand builders. The designated forwarding agents have exclusive forwarding privileges at the exhibition centre. No permission is given for the storage of empty packaging of whatever kind in the rented space. Any packaging that becomes empty must be taken to the designated empty packaging storage area immediately by the forwarding agents licensed for the exhibition centre.

12 Assembly, dismantling, restoration and return of land

The closure of traffic areas for setting-up and dismantling work must be agreed at an early stage with Messe Düsseldorf. Construction site securing measures and any erection of traffic and impact protection must be assured through the exhibitor. During the dismantling periods, after the event has finished, all exhibition space must be returned to Messe Düsseldorf GmbH in its original, clean state. Any elements inserted into the grounds of the exhibition centre and any ground markings applied by the exhibitor must be removed without leaving a residue. On-site safety continues to be the exhibitor's/operator's sole responsibility until the final restoration of the exhibition space.

13 Machine noise and dynamic machine loads

In the interest of visitors, other exhibitors and, if applicable, adjoining residential areas, any demonstration of noise-emitting machinery must be kept to a minimum where possible. The noise level at the stand boundary must not exceed 50 dB (A). Machinery and equipment with flywheel forces may only be operated on the proviso that no energy is transmitted to any parts of buildings. Please refer to DIN 1055 Part 3, Section 8 and DIN 4024 on this subject. Also refer to the Noise and Vibration Protection at Work Ordinance dated 6 March 2007 (BGB I p. 261) as amended from time to time.

14 Platforms, stairs, escalators, galleries and special structures

Platforms, stairs, galleries and special structures must be made in accordance with the relevant technical specifications, must be slip-proof and must suit the prevailing weather conditions. If stairs are required in direct proximity with a thoroughfare, they must also be equipped with impact protection. The passages to the ground level must be either stepped or inclined as ramp with a gradient ratio of 1:6. Ramps with a gradient ratio of 1:6 to 1:4 must be anti-slip. Ramps <1:4 are not permitted. Ramps in escape routes and hall entrances must have a maximum gradient of 6% (3.5 degrees).

15 Safety lighting and emergency evacuation

Additional safety lighting must be provided for buildings which, due to their special structural features, do not have any natural daylight or which are also used after dark. This lighting must ensure that people can safely find their way out into open space. Any marquees that exceed 200 square metres must have safety lighting (according to VDE 100-718:2005-10 and VDE 108-100:2005-01). Escape routes must be illuminated as far as the nearest public thoroughfare. The venue operator may order rented space or buildings to be closed and vacated. Anyone present in the rented space or buildings must follow instructions issued by exhibition centre staff and must go to the specified meeting points (see Appendix), situated either in the open air or in designated halls. Exhibitors must inform their staff about this procedure and must create and publicise their own evacuation plans. They must ensure that their rented space is vacated. In the event of severe weather warnings, structures must be secured as detailed in the requirements in the design approval (inspection log book or construction record).

16 Snow clearance/skidding hazards

Each exhibitor is responsible for clearing snow and removing skidding hazards on rented stand space. Messe Düsseldorf GmbH accepts no liability for damage.

17 Vehicle tracks, racing courses, test tracks

Vehicle tracks, racing courses and test tracks may only be run upon obtaining prior clearance from Messe Düsseldorf. Facilities of this kind must be secured with sufficient barriers and enclosures so that they do not pose any hazards to visitors, spectators or participants. In addition, care must be taken that vehicles can only be used by suitably instructed persons. Before commencing their rides, participants must be told about any risks and hazards that might arise from the use of their vehicles, and each person must have a valid driving licence. Any damage to property and injuries are the liability of the exhibitor/ operator of the facility.

18 Storage of flammable materials

Flammable materials may only be set up and stored if the following precautions are maintained: The materials and their storage facilities must be placed at a distance of at least 5 metres from buildings. The load-bearing parts of the storage facilities must be made of non-flammable material. The outer walls must be made of at least flame-retardant material. Proof of building material classes must be provided in the form of a test certificate as specified in DIN 4102 or DIN/EN 13501. When setting up materials, sufficient leeway must be planned in for the work of the fire services, and a sufficient number of fire extinguishing agent must be provided. (See also "Fire extinguishers/fire extinguishing agents".)



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19 Substances hazardous to water/flammable liquids

The storage and use of flammable liquids and substances hazardous to water are prohibited across the entire exhibition centre without the written permission of Messe Düsseldorf. When a container is filled with flammable liquids or with substances hazardous to water, then the filling process is particularly dangerous and must therefore be handled with the greatest care and caution. The exhibition centre is partly located in a water protection zone (which includes the groundwater), so that no substances must be stored, used or disposed of if they are hazardous to water (e.g. petroleum products or organic solvents or organic diluting agents).

If such liquid is spilled or leaked from a container, it must be removed immediately and disposed of in suitable containers. This means that suitable media (either absorbents or tanks which can hold the entire net capacity) must be available on standby at all times. Also, whenever substances have been spilled which are hazardous to water, this must be reported immediately to the Safety & Security Control Centre, Phone +49 211 4560-111.

Each substance must be accompanied by a safety data sheet and operating instructions in the rented space.

Stand staff must follow the provisions of the safety data sheets and operating instructions.

No permission is given for the use of flammable liquids within the protection zones of the halls (i.e. within 5 metres of the edifice).

20 Working with heat, barbecues and open fires

Any work that involves heat (welding, soldering, cut-off grinding, etc), open fires or barbecues is banned unless it has the express approval of Messe Düsseldorf.

Approval of this work can be applied for to the Company Fire Brigade, extension -118.

Messe Düsseldorf takes no liability for any potential risks resulting from such work.